

REGULAR MEETING OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS

Agenda

Wednesday, October 17, 2018

6:30 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. **Consent Calendar** (Stefani Phillips, Secretary and Patrick Lee, Treasurer)

- a. Minutes of Regular Board Meeting of September 19, 2018
- b. Warrants Paid – September, 2018
- c. Active Accounts – September, 2018
- d. Bond Covenant Status for FY 2017- 18 – September, 2018
- e. Revenues and Expenses – Actual vs Budget FY 2017- 18 – September, 2018
- f. Cash Accounts – September, 2018
- g. Consultants Expenses – September, 2018
- h. Major Capital Improvement Projects – September, 2018

Associate Director Comment

Public Comment

Recommended Action: Approve Florin Resource Conservation District Consent Calendar items a-h.

3. Committee Meetings (Stefani Phillips, Secretary)

Associate Director Comment

Public Comment

4. Fiscal Year 2017-18 Comprehensive Annual Financial Report

(Patrick Lee, Finance Manager/Treasurer)

Associate Director Comment

Public Comment

Recommended Action: Accept the Fiscal Year 2017-18 Comprehensive Annual Financial Report.

5. Elk Grove Water District Operations Report – September 2018

(Mark J. Madison, General Manager)

Associate Director Comment

Public Comment

6. Elk Grove Water District Backflow and Cross-Connection Control Ordinance

(Bruce Kamilos, Assistant General Manager)

Associate Director Comment

Public Comment

Recommended Action: Adopt Ordinance No 10.17.18.01, repealing Ordinance No. 12.11.13.01 and establishing backflow and cross-connection control requirements for the Elk Grove Water District.

7. Elk Grove Water District Fiscal Year 2018-19 Quarterly Operating Budget Status Report (Patrick Lee, Finance Manager/Treasurer)

Associate Director Comment

Public Comment

8. Elk Grove Water District Fiscal Year 2018-19 Quarterly Capital Reserve Status Report (Patrick Lee, Finance Manager/Treasurer)

Associate Director Comment

Public Comment

9. Online Bill Payment Processing (Patrick Lee, Finance Manager/Treasurer)

Associate Director Comment

Public Comment

Recommended Action: Consider and, if desired, direct staff to issue requests for proposals to solicit online bill payment processing services from interested service providers.

10. Record Retention Policy and Schedule (Stefani Phillips, Secretary)

Associate Director Comment

Public Comment

Recommended Action: Adopt Resolution No 10.17.18.01, repealing and replacing Resolution No. 04.28.10.01, the Records Retention Policy and Schedule

11. Outside Agency Meetings Report (Mark J. Madison, General Manager)

Associate Director Comment

Public Comment

12. Legislative Report (Mark J. Madison, General Manager)

Associate Director Comment

Public Comment

13. Directors Comments

14. Closed Session

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: APN# 134-0110-180
Agency negotiator: Mark Madison
Negotiating parties: Johan/Anne Otto Trust Raymond/Gloria Melavic Surviving Spouses Trust
Under negotiation: Price and terms of payment

Adjourn to Regular Meeting – December 19, 2018

October 17, 2018

TO: Chairperson and Directors of the Florin Resource Conservation District
FROM: Stefani Phillips, Board Secretary
SUBJECT: **CONSENT CALENDAR**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors approve Florin Resource Conservation District Consent Calendar items a – h.

SUMMARY

Consent Calendar items a – h are standing items on the Regular Board Meeting agenda.

By this action, the Board will approve Florin Resource Conservation District Consent Calendar items a – h.

DISCUSSION

Background

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

Present Situation

Consent Calendar items a – h are standing items on the Regular Board Meeting agenda.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

Fiscal stability is in conformity with the District's Business Practice goals of the 2012-2017 Strategic Plan.

October 17, 2018

CONSENT CALENDAR

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FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully Submitted,



STEFANI PHILLIPS,
BOARD SECRETARY

And



PATRICK LEE,
TREASURER

Attachments

MINUTES OF THE REGULAR MEETING OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS AND SPECIAL MEETING OF THE FLORIN RESOURCE CONSERVATION DISTRICT ECONOMIC DEVELOPMENT CORPORATION

Wednesday, September 19, 2018

Chairperson Tom Nelson opened the regular meeting of the Florin Resource Conservation District and special meeting of the Florin Resource Conservation District Economic Development Corporation to run as a concurrent meeting. The meeting was called to order at 6:30 p.m. at 9257 Elk Grove Blvd., Elk Grove, CA.

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

Directors Present: Bob Gray, Tom Nelson, Sophia Scherman, Jeanne Sabin
Directors Absent: Lisa Medina
Staff Present: Mark Madison, General Manager; Bruce Kamilos, Assistant
General Manager; Stefani Phillips, Board Secretary; Patrick Lee,
Treasurer; Sarah Jones, Program Manager
Staff Absent: Donella Murillo, Finance Supervisor
Associate Directors Present: Shahid Chaudhry
Associate Directors Absent: None
General Counsel Present: Ren Nosky, Nosky Legal Group

Public Comment

Tony Tillman, District Conservationist introduced himself. He gave a brief update of the status of conservation activities.

1. Proclamations and Announcements

Nothing to report.

2. Consent Calendar

- a. Regular Board Meeting Minutes of August 18, 2018
- b. Warrants Paid – August, 2018
- c. Active Accounts – August, 2018
- d. Bond Covenant Status – August, 2018
- e. Revenues and Expenses – August, 2018
- f. Cash Accounts – August, 2018
- g. Consultants Expenses – August, 2018
- h. Major Capital Improvement Projects – August, 2018

MSC (Scherman/Sabin) to approve FRCD Consent Calendar items a-h. 4/0: Ayes: Gray, Nelson, Sabin and Scherman.

3. Committee Meetings

There were no committee meetings held in the month of July.

4. Elk Grove Water District Operations Report – July 2018

General Manager Mark Madison presented the EGWD Operations Report – August 2018 to the Florin Resource Conservation District Board of Directors (Board).

Summary:

- Door tags and shutoffs remained high in August at 572 & 68, respectively.
- There was one pressure complaint in Service Area 2 and this was unsubstantiated.

- There was one water quality complaint in SA1, which also was unsubstantiated.
- 156 hydrants were checked. The District's hydrant maintenance target is set at 135 per month (each hydrant is checked once per year).
- 142 valves were exercised. The District's valve exercising target is set at 120 per month (every valve once per 3 years).
- Wells 4D, 14D, 8, 9, and 13 were used as the main sources of supply for Service Area 1. Wells 1D and 11D were hardly used and Well 3 was offline.
- Production for Service Area 1 remained almost the same as last month and also about the same as August of last year.
- Total customer usage for EGWD (SA1 and SA2) was also about the same compared to those months.
- The Static and Pumping Water level charts have the no new data. The next measurements will be taken in early October.
- All required sampling was performed with no anomalies.
- All required regulatory reports were submitted on time and there were no excursions of any regulatory requirements.
- All preventative maintenance activities have been performed in compliance with our Standard Operating Procedures. This includes a run test conducted on the generator which provides backup power for the Administration building.
- Backflow prevention program. As of the end of August, we had 47 delinquent customers. That number stands at 9 right now. They have until August 27 until they are shut off.
- We had 4 formal safety meetings in August. We did have a lost time injury which actually occurred in June but just recently required surgery.
- Service Line Replacements – 24 service lines were replaced in August and 213 remain. Because this work is taking longer than expected, we plan to bid out the first water main on Elk Way.
- There were 2 service line leaks in August and these were from pinholes.
- Pressures in Service Area 1 continued to remain stable in the 60 psi range. Pressures in Service Area 2 were also about the same.

Vice-chairperson Bob Gray questioned if it was important to perform hydrant maintenance once a year. Mr. Madison responded there is no standard, but it is a good practice.

5. City of Elk Grove/Florin Resource Conservation District Right-of-Access/License Agreement

Mr. Madison provided background on the agenda item to the Board. He stated with the Right-of-Access/License Agreement, the District will have legal rights to access the Railroad Treatment Plant at all times, including road closures for events.

MSC (Scherman/Sabin) to adopt Resolution No 09.19.18.01, authorizing the General Manager to execute a Right-of-Access/License Agreement with the City of Elk Grove. 4/0: Ayes: Gray, Nelson, Sabin and Scherman.

6. Professional Services Agreement Amendment with HDR Engineering, Inc.

Patrick Lee, Finance Supervisor/Treasurer presented the professional services agreement (PSA) amendment with HDR Engineering, Inc. He informed the Board of the additional costs that arose from meetings that occurred, stating this was the reason for the PSA amendment.

There was a discussion on the number of additional meetings held. It was explained that the additional meetings were well attended.

MSC (Sabin/Scherman) to authorize the General Manager to execute an amendment to the professional services agreement with HDR Engineering, Inc., in an amount not-to-exceed

\$11,280, to cover the costs of additional meetings with the Community Advisory Committee and Finance Committee for the preparation of the 2018 Connection Fee Study and 2018 Water Rate Study. 4/0: Ayes: Gray, Nelson, Sabin and Scherman.

7. **Online Bill Payment Processing**

This item was pulled from the agenda and tabled until October.

MSC (Sabin/Scherman) to table item until October. 4/0: Ayes: Gray, Nelson, Sabin and Scherman.

8. **Outside Agency Meetings Report**

Mr. Madison, Program Manager Sarah Jones, and Assistant General Manager Bruce Kamilos spoke regarding various outside agency meetings that they attended.

Ms. Jones presented on the Regional Water Authority (RWA) Public Outreach Committee meeting that took place on September 5, 2018. In summary, this is a quarterly meeting that focuses on public outreach for the Regional Water Efficiency group. Marketing strategies take place during this meeting.

Ms. Jones presented on the Department of Water Resources (DWR) Urban Water Conservation and Drought meeting that took place on September 5, 2018. In summary, this was the first meeting since the new water conservation bills passed. It was a listening session to discuss the methodologies for implementing those compliance related items related to the new bills when they come along.

Ms. Jones also presented on the RWA Regional Water Efficiency Program Advisory Committee (RWEFAC) meeting that took place on September 11, 2018. In summary, this meeting is a quarterly meeting where one of the Districts presents a presentation on their water conservation program. There was a lot of discussion on the water conservation bills as well.

Mr. Madison presented on the Sacramento Central Groundwater Authority (SCGA) Regular Board meeting that took place on September 12, 2018. In summary, there were two principle updates. The first is regarding the Rate Study being performed by HDR Consulting, Inc. for the SCGA. The biggest issue with the rate study right now is the parcel based assessments and the requirements to adopt such parcel based assessments relative to Proposition 218 and Proposition 26. The second principle update is on a regional groundwater model that is being created by GEI Consultants. This is a very complicated model that is needed for whichever plan goes through; the alternative submittal plan or the groundwater sustainability plan. The concern with the regional groundwater model is that RWA is moving forward with a Regional Reliability Plan and therefore are also building a regional groundwater model. The SCGA members questioned why everyone has to pay for both these expensive regional groundwater models and instead build a partnership to make just one model.

Director Sophia Scherman asked if Mr. Madison sees a resolution soon for this matter. Mr. Madison stated, he does not. He further mentioned, the question is, why do we need two (2) agencies governing the same basin.

Mr. Kamilos presented on the RWA Regional Water Reliability Planning meeting that took place on September 12, 2018. In summary, this meeting had a presentation on aquifer storage recovery wells. The idea now is to go out and request quotes to see if there is a feasibility to the wells. Woodland is already using this system.

Discussion occurred on the wells and where they would go if they were installed in the District.

Mr. Madison presented on the Elk Grove City Council meeting that took place on September 12, 2018.

Mr. Madison presented on the RWA Regular Board meeting that took place on September 13, 2018. In summary, there was a discussion on the big issues facing the RWA, including retiree health benefits for new hires, long term succession planning, current vacant position for legislative advocacy program, and quest to get new members.

Mr. Chaudhry asked, related to alternate water management where one option is to use surface water during rainy season versus pumping groundwater, where does the District stand on what is more viable or economical. Mr. Madison responded he and Bruce discussed this at the Sacramento County Water Agency meeting regarding the surface water rights and when/how much water the county could acquire. He clarified the District does not have those rights. He also mentioned that there are restraints from Term 91, which puts constraints on taking water out of the rivers and Delta when the State is releasing water out of its storage, such as Shasta Lake.

9. Legislative Report

Ms. Jones presented the legislative report to the Board. She mentioned the last month of 2017-18 Legislative Session included numerous amendments to and actions on key bills as of August 31, 2018: SB 845 – Safe and Affordable Drinking Water Fund (did not pass) SB 998 – Water Service Shut-offs (passed), AB 2050 – Consolidation of failing water systems (awaiting signature), AB 2649 Groundwater (held), SB 1422 – Drinking Water Testing for Microplastics (awaiting signature), AB 2370 – Lead testing for daycare centers (awaiting signature), and AB 747 – Administrative hearings office (awaiting signature).

Mr. Gray asked when the 60 days start relating to SB 998 preventing service disconnection for at least 60 days for delinquent customers. Ms. Jones mentioned she would have to check in to that further.

Ms. Jones mentioned that October 1, 2018 is when the results will be in regarding what was passed and what was vetoed with a January 1, 2019 effective date.

Mr. Nelson opened the Special Meeting of the Florin Resource Conservation District Economic Development Corporation meeting.

10. Dissolution of the Florin Resource Conservation District Economic Development Corporation

Mr. Lee presented the item to the Board. He mentioned that with this report, staff is recommending that the Florin Resource Conservation District Economic Development Corporation (EDC) adopt a resolution to wind up and dissolve the EDC. He provided background on the creation of the EDC. He states, this is a clean-up item.

Mrs. Scherman asked if the District has to go to court to dissolve the EDC. Ren Nosky, Nosky Legal Group replied, no there is no court action required.

Director Jeanne Sabin asked if the District is current with the IRS. Mr. Lee informed her the District is working with legal to resolve all clean up, but because the EDC is a non-profit so it would not be subject to filing taxes.

Mr. Madison commented that if approved, this resolution authorizes the District to get moving to get the EDC dissolved.

Lynn Wheat asked for help obtaining minutes and agendas from the District website. The staff will assist her with this request.

MSC (Sabin/Scherman) to adopt Resolution No. 09.19.18.02, electing to wind up and dissolve the Florin Resource Conservation District Economic Development Corporation, and authorize staff to proceed with the wind up and dissolution of the Florin Resource Conservation District Economic Development Corporation.. 4/0: Ayes: Gray, Nelson, Sabin and Scherman.

Mr. Nelson closed the Special Meeting of the Florin Resource Conservation District Economic Development Corporation meeting.

11. Directors Comments

Director Sophia Scherman asked if there will be applications sent out for Associate Board Members. Ms. Phillips mentioned that she already did so in May.

Ms. Sabin asked if the District had reached out to any of the Community Advisory Committee (CAC) members. Mr. Madison said he tried, but got no interest.

Mr. Madison discussed the meeting schedule for November and December – December 19, 2018 will be a combined meeting. He discussed the overview of the items on the December agenda: Oath of office, Election of officers, Appointment of committees.

12. Closed Session

a. No reportable action was taken.

b. The Florin Resource Conservation District Board of Directors, by a vote of 4-0, decided in closed session that it will not pursue legal action against the Sacramento County Groundwater Authority (SCGA) at this time and has directed the General Manager to pay the invoice issued by the Sacramento County on behalf of the SCGA for the FY 2018-19 contribution by the FRCD minus the base charge component, minus the connection charge component, and minus the double charge related to Zone 13.

Adjourn to regular meeting on October 17, 2018 at 6:30 p.m.

Respectfully submitted,

Stefani Phillips

Stefani Phillips, Board Secretary
AK/SP

Check History Report

**9/1/2018 to 9/30/2018
Elk Grove Water District**

Check Number	Check Date	Vendor Number	Name	Check	Explanation
047684	9/11/2018	ACWAJPI	CB&T/ ACWA-JPIA	63,781.57	Medical Benefits - October 2018
047685	9/11/2018	AFLAC	AFLAC	1,900.63	
047686	9/11/2018	BEN RES	BENEFIT RESOURCE, INC	100.00	Daily Tasks/Help Tickets
047687	9/11/2018	BG SOLU	SOLUTIONS BY BG INC.	5,411.25	Ethernet Service/Phones-MOC
047688	9/11/2018	CONSOLI	CONSOLIDATED	1,276.95	
047689	9/11/2018	COUNTY3	COUNTY OF SACRAMENTO	25.00	
047690	9/11/2018	CRF LEN	LENNAR HOMES CA, INC	29.28	Account Closed - Customer Refund
047691	9/11/2018	CRF LEN	LENNAR HOMES CA, INC	33.91	Account Closed - Customer Refund
047692	9/11/2018	CRF LEN	LENNAR HOMES CA, INC	208.93	Account Closed - Customer Refund
047693	9/11/2018	CRFFTC	FIRST AMERICAN TITLE	99.08	Account Closed - Customer Refund
047694	9/11/2018	CRFFTC	FIRST AMERICAN TITLE	106.03	Account Closed - Customer Refund
047695	9/11/2018	CRFGIB	GINA BRADSTOCK	101.72	Account Closed - Customer Refund
047696	9/11/2018	CRFMAM	MARY MENDOZA	7.44	Account Closed - Customer Refund
047697	9/11/2018	CRFORA	ORANGE COAST TITLE	40.19	Account Closed - Customer Refund
047698	9/11/2018	CRFROLG	ROLANDO GANTAN	355.31	Account Closed - Customer Refund
047699	9/11/2018	CS DM	CARD SERVICES	492.28	Materials & Supplies - ADMIN/Finance
047700	9/11/2018	CS SJ	CARD SERVICES	871.29	ACWA Conference, Safety Materials
047701	9/11/2018	CS SP	CARD SERVICES	1,634.53	2018 Board Secretary Conference, Training, Employee Appreciation
047702	9/11/2018	CSPL	CARD SERVICES	176.48	Employee Appreciation, CSMFO Awards Program
047703	9/11/2018	DATAPRO	DATAPROSE LLC	11,515.08	August Billing/Postage, July Postage
047704	9/11/2018	EG FORD	ELK GROVE FORD	854.47	(6) Invoices - Repairs, Bit Program
047705	9/11/2018	FASTENA	FASTENAL COMPANY	61.25	
047706	9/11/2018	HERBURG	HERBURGER PUBLICATIONS,	175.00	
047707	9/11/2018	JAIL IN	JAIL INDUSTRIES	42.00	
047708	9/11/2018	JAN PRO	JAN-PRO CLEANING SYSTEMS	255.00	
047709	9/11/2018	NOSKY	NOSKY LEGAL GROUP	3,904.27	Legal - August 2018
047710	9/11/2018	OREILLY	O'REILLY AUTO PARTS	17.22	
047711	9/11/2018	PACE	PACE SUPPLY CORP	2,561.88	(2) Invoices - Materials & Supplies - Bullheads/Distribution
047712	9/11/2018	PMI	PERRYMAN MECHANICAL, INC.	677.53	Webb Well 4D - VFD Repairs
047713	9/11/2018	RDO 1	RDO TRUST # 80-5800	10.39	
047714	9/11/2018	REPUBLI	REPUBLIC SERVICES #922	1,220.67	
047715	9/11/2018	ROOCO	ROOCO RENTS	845.86	Materials & Supplies - Bullheads/Distribution
047716	9/11/2018	ROTH	ROTH STAFFING COMPANIES,	1,719.46	Temporary Customer Service Help
047717	9/11/2018	RWA	REGIONAL WATER AUTHORITY	1,392.00	Landscape Imagery Project
047718	9/11/2018	SIERRA	SIERRA OFFICE SUPPLIES	60.98	
047719	9/11/2018	SMUD	SMUD	611.27	
047720	9/11/2018	SWRCB2	SWRCB-DWOCB	60.00	
047721	9/11/2018	TOSHIBA	TOSHIBA FINANCIAL SERVICES	593.01	Copier - ADMIN
047722	9/11/2018	ULTRA	ULTRA TRUCK WORKS, INC	134.58	
047723	9/11/2018	AMAZON	AMAZON CAPITAL SERVICES	616.40	Materials for our new "O" Drive Server
047724	9/11/2018	CS JC	CARD SERVICES	988.66	Materials & Supplies - Distribution
047725	9/11/2018	EG FORD	ELK GROVE FORD	194.48	

047726	9/11/2018	EVO	EMERGENCY VEHICLE	2,102.65	Install emergency lights on Truck #500
047727	9/11/2018	GOLDEN	GOLDEN STATE FLOW	5,006.11	Materials & Supplies - Distribution
047728	9/11/2018	INT STA	INTERSTATE OIL COMPANY	2,194.04	Fuel
047729	9/11/2018	OREILLY	OREILLY AUTO PARTS	92.19	
047730	9/11/2018	PACE	PACE SUPPLY CORP	682.61	
047731	9/24/2018	ACWAJPI	CB&T/ ACWA-JPIA	1,495.00	(2) Invoices - Materials & Supplied - Distribution
047732	9/24/2018	ALL TIT	ALLIED TITLE & ESCROW	96.06	JPIA Leadership Seminar
047733	9/24/2018	AMAZON	AMAZON CAPITAL SERVICES	24.79	
047734	9/24/2018	ATT&T	AT&T MOBILITY	335.32	FY 2018 Audit
047735	9/24/2018	BADAWI	BADAWI & ASSOCIATES	14,960.00	
047736	9/24/2018	BAY ALA	BAY ALARM COMPANY	160.77	
047737	9/24/2018	BG SOLU	SOLUTIONS BY BG INC.	5,868.75	Daily Tasks/Help Tickets
047738	9/24/2018	BRENNTA	BRENNTAG PACIFIC, INC	3,750.24	Materials - Treatment
047739	9/24/2018	BRINKS	BRINKS INCORPORATED	342.21	
047740	9/24/2018	BSK4	BSK ASSOCIATES	1,028.00	Sampling - Treatment
047741	9/24/2018	CCPPM	CCPPM	83.37	
047742	9/24/2018	CHIC 11	CHICAGO TITLE CO	83.12	Account Closed - Customer Refund
047743	9/24/2018	CHIC12	CHICAGO TITLE COMPANY	107.71	Account Closed - Customer Refund
047744	9/24/2018	CHIC12	CHICAGO TITLE COMPANY	8.63	Account Closed - Customer Refund
047745	9/24/2018	CINTAS	CINTAS	101.79	Account Closed - Customer Refund
047746	9/24/2018	CRF JOC	JON COOPER	10.46	Account Closed - Customer Refund
047747	9/24/2018	CRFAUB	AUDREY BOVIN	138.45	Account Closed - Customer Refund
047748	9/24/2018	CRFGHTI	CHICAGO TITLE	27.57	Account Closed - Customer Refund
047749	9/24/2018	CRFDOJ	DONALD JOHNSON	70.08	Account Closed - Customer Refund
047750	9/24/2018	CRFFTC	FIRST AMERICAN TITLE	124.36	Account Closed - Customer Refund
047751	9/24/2018	CRFFTC	FIRST AMERICAN TITLE	195.71	Account Closed - Customer Refund
047752	9/24/2018	CRFFTC	FIRST AMERICAN TITLE	30.17	Account Closed - Customer Refund
047753	9/24/2018	CRFFTC	FIRST AMERICAN TITLE	39.56	Account Closed - Customer Refund
047754	9/24/2018	CRFFTC	FIRST AMERICAN TITLE	9.34	Account Closed - Customer Refund
047755	9/24/2018	CRFFTC	ORANGE COAST TITLE	139.87	Account Closed - Customer Refund
047756	9/24/2018	CRFSTJY	STEVEN J. YUAN	90.22	Account Closed - Customer Refund
047757	9/24/2018	CRFTC	FIRST AMERICAN TITLE	37.36	Account Closed - Customer Refund
047758	9/24/2018	CRMIS	MICHAEL STEVENSON	22.92	Account Closed - Customer Refund
047759	9/24/2018	CRPTC	PLACER TITLE COMPANY	83.83	Account Closed - Customer Refund
047760	9/24/2018	CS RS	CARD SERVICES	488.91	Account Closed - Customer Refund
047761	9/24/2018	CS SS	CARD SERVICES	835.95	Account Closed - Customer Refund
047762	9/24/2018	DMV	DMV	14.00	Materials/Supplies-Utility Crew
047763	9/24/2018	EG FORD	ELK GROVE FORD	2,878.69	Materials/Supplies-Treatment
047764	9/24/2018	EVO	EMERGENCY VEHICLE	576.11	Repairs & Maintenance-Truck #303
047765	9/24/2018	FID 12	FIDELITY NATIONAL TITLE	33.32	Install Bluetooth Hands - Free- On-Call Truck #413
047766	9/24/2018	GOLDEN	GOLDEN STATE FLOW	107.75	
047767	9/24/2018	HDR	HDR ENGINEERING INC.	7,605.55	Connection Fees & Water Rate Services
047768	9/24/2018	HEWITT	Aaron Hewitt	86.50	
047769	9/24/2018	HYDROSC	HYDROSCIENCE ENGINEERS,	4,052.50	Operations Assessment & Plan
047770	9/24/2018	JAN PRO	JAN-PRO CLEANING SYSTEMS	380.00	
047771	9/24/2018	JAYS	JAY'S TRUCKING SERVICE	963.65	Materials & Supplies-Bullheads
047772	9/24/2018	KAMILOS	BRUCE KAMILOS	9.81	Mileage Reimbursement
047773	9/24/2018	MUNIQUI	MUNIQUI, INC	354.55	
047774	9/24/2018	OREILLY	OREILLY AUTO PARTS	3.22	
047775	9/24/2018	PACE	PACE SUPPLY CORP	7,078.96	(5) Invoices-Materials & Supplies- Bullheads/Distribution

047776	9/24/2018	PG&E	PACIFIC GAS & ELECTRIC	8.65
047777	9/24/2018	PIRTEK	PIRTEK POWER INN	72.46
047778	9/24/2018	PIT 2	PITNEY BOWES GLOBAL	184.33
047779	9/24/2018	PRE ALL	PREFERRED ALLIANCE, INC	43.00
047780	9/24/2018	PURCH	PURCHASE POWER	520.99
047781	9/24/2018	RDO 1	RDO TRUST # 80-5800	369.87
047782	9/24/2018	REPUBLI	REPUBLIC SERVICES #922	77.48
047783	9/24/2018	ROOCO	ROOCO RENTS	91.31
047784	9/24/2018	ROTH	ROTH STAFFING COMPANIES,	657.78
047785	9/24/2018	RWA	REGIONAL WATER AUTHORITY	14,143.00
047786	9/24/2018	RWA	REGIONAL WATER AUTHORITY	27,344.00
047787	9/24/2018	SIERRA C	SIERRA CHEMICAL COMPANY	372.81
047788	9/24/2018	SIERRA	SIERRA OFFICE SUPPLIES	565.09
047789	9/24/2018	SMUD	SMUD	5,538.01
047790	9/24/2018	SMUD	SMUD	3,550.09
047791	9/24/2018	SMUD	SMUD	1,612.40
047792	9/24/2018	SMUD	SMUD	16,716.62
047793	9/24/2018	SMUD	SMUD	110.28
047794	9/24/2018	SMUD	SMUD	505.64
047795	9/24/2018	SMUD	SMUD	6,559.92
047796	9/24/2018	SMUD	SMUD	3,243.24
047797	9/24/2018	ULTRA	ULTRA TRUCK WORKS, INC	12.93
047798	9/24/2018	UNITED	UNITED SITE SERVICES	293.04
047799	9/24/2018	USABLU	USABlueBook	90.55
047800	9/24/2018	VERIZON	VERIZON WIRELESS	479.81
047801	9/24/2018	ZOOM	ZOOM IMAGING SOLUTIONS, INC	237.10
047802	9/26/2018	BACKFLO	BACKFLOW DISTRIBUTORS, INC	8,621.64
047803	9/26/2018	BAY ALA	BAY ALARM COMPANY	1,108.26
047804	9/26/2018	BSK4	BSK ASSOCIATES	115.00
047805	9/26/2018	FRONT C	FRONTIER COMMUNICATIONS	228.83
047806	9/26/2018	INT STA	INTERSTATE OIL COMPANY	3,779.56
047807	9/26/2018	JAYS	JAY'S TRUCKING SERVICE	1,045.14
047808	9/26/2018	OREILLY	O'REILLY AUTO PARTS	17.23
047809	9/26/2018	PACE	PACE SUPPLY CORP	2,292.03
047810	9/26/2018	ROOCO	ROOCO RENTS	593.39
047811	9/26/2018	ROTH	ROTH STAFFING COMPANIES,	1,015.52
047812	9/26/2018	SIERRA C	SIERRA CHEMICAL COMPANY	1,011.92
047813	9/26/2018	WHITE	HDS WHITE CAP CONST SUPPLY	721.65
047814	9/30/2018	ACWAJPI	CB&T/ ACWA-JPIA	49,896.00
047815	9/30/2018	ACWAJPI	CB&T/ ACWA-JPIA	28,131.22
047816	9/30/2018	ALL STA	ALL STAR RENTS	813.67
047817	9/30/2018	AMAZON	AMAZON CAPITAL SERVICES	143.56
047818	9/30/2018	COUNTY	COUNTY OF SACRAMENTO	18,201.00
047819	9/30/2018	COUNTY4	SACRAMENTO COUNTY	2,722.76
047820	9/30/2018	FASTENA	FASTENAL COMPANY	7.61
047821	9/30/2018	GOLDEN	GOLDEN STATE FLOW	103.11
047822	9/30/2018	HEARTSM	HEARTSMART.COM	1,319.00
047823	9/30/2018	ISCC	ISCC, INC	149.00
047824	9/30/2018	KAISER2	KAISER FOUNDATION HEALTH	270.00
047825	9/30/2018	NOSKY	NOSKY LEGAL GROUP	3,791.43

Postage Machine - ADMIN

Temporary Customer Service Help

2018 - 2019 - RWA Water Efficiency Category 1 Program

2018 - 2019 - RWA Annual Dues & The Powerhouse Science Center

6" Fire Backflow Devices
Security - Wellsite's
Sampling - Treatment

Fuel

Materials & Supplies - Bullheads/Distribution

(4) Invoices - Materials & Supplies-Distribution

(5) Invoices - Materials & Supplies-Distribution

Temporary Customer Service Help

Supplies - Treatment

Materials & Supplies - Distribution

Auto & General Liability - Oct 2018 - Sept 2019

Workers' Compensation Program - Quarter 1

Rental Equipment - Hampton WTF

2018 - 2019 Contribution (SCGA)

Dump Fees - Hampton WTF

New AED Machine

Legal - September 2018

047826	9/30/2018	OREILLY	O'REILLY AUTO PARTS	61.71	
047827	9/30/2018	PACE	PACE SUPPLY CORP	693.91	Materials & Supplies - Bullheads/Distribution
047828	9/30/2018	PEST	PEST CONTROL CENTER INC	240.00	
047829	9/30/2018	RDO	RDO EQUIPMENT CO	369.87	
047830	9/30/2018	ROOCO	ROOCO RENTS	83.11	Temporary Customer Service Help
047831	9/30/2018	ROTH	ROTH STAFFING COMPANIES,	836.77	
047832	9/30/2018	SIERRA	SIERRA OFFICE SUPPLIES	243.23	Software - Safety and Online Filter -OPS/ADMIN
047833	9/30/2018	SOFTWAR	SOFTWAREONE, INC	1,517.12	
047834	9/30/2018	ULTRA	ULTRA TRUCK WORKS, INC	23.71	Repairs - Escape
047835	9/30/2018	UPHOLST	UPHOLSTERY TECH	710.85	Clothing Reimbursement
047836	9/30/2018	WILSON	MARCELL WILSON	39.86	

Total: 384,495.13

**Elk Grove Water District
Active Account Information
9/30/2018**

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Water Accounts:												
Metered												
Residential	11,799	11,819	11,800									
Commercial	532	363	366									
Irrigation		166	166									
Fire Service	178	177	178									
Total Accounts	12,509	12,525	12,510	-	-	-	-	-	-	-	-	-

**Elk Grove Water District
Active Account Information
FY 2017/2018**

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Water Accounts:												
Metered												
Residential	11,787	11,811	11,786	11,812	11,789	11,784	11,806	11,780	11,793	11,794	11,805	11,799
Commercial	527	526	527	527	527	527	530	530	528	529	531	531
Fire Service	175	175	177	178	177	177	177	177	177	178	178	177
Total Accounts	12,489	12,512	12,490	12,517	12,493	12,488	12,513	12,487	12,498	12,501	12,514	12,507

Elk Grove Water District

Bond Covenant Status

For Fiscal Year 2018-19

As of September 30, 2018
Adjusted for Prepayments

Operating Revenues:	
Charges for Services	\$ 4,156,976
 Operating Expenses:	
Salaries & Benefits (2)	702,185
Seminars, Conventions and Travel	8,656
Office & Operational	211,588
Purchased Water	950,201
Outside Services	176,699
Equipment Rent, Taxes, and Utilities	88,597
Total Operating Expenses	2,137,926
 Net Operating Income	 <u><u>\$ 2,019,051</u></u>
 Annual Interest & Principal Payments	
\$3,823,909	\$ 955,977 (1)
 Debt Service Coverage Ratio, YTD Only:	 2.11
 Required	 1.15

Notes:

1. **Reflects budget divided by number of months year to date.**
However, first Principal/Interest Payments made in September.
Projected Annual Budget Coverage Ratio is **1.39**
2. Reflects only YTD due to CalPERS, not entire prepayment for year.

Elk Grove Water District
Year to Date Revenues and Expenses Compared to Budget
As of September 30, 2018

	General Ledger Reference	YTD Activity	Annual Budget	3/12=25.00% Variance	% Realized
Revenues	4100 - 4900	\$ 4,156,976	\$ 14,821,253	\$ (10,664,277)	28.05%
Salaries & Benefits	5100 - 5280	868,643	4,167,812	(3,299,169)	20.84%
less Capitalized Labor		(53,404)	(453,517)	400,113	11.78%
Less CalPERS Prepayment for Remainder of Year: (3)		(113,054)			
Adjusted Salaries and Benefits:		\$ 702,185	\$ 3,714,295	\$ (2,899,056)	18.90%
Seminars, Conventions and Travel	5300 - 5350	8,656	49,280	(40,624)	17.56%
Office & Operational	5410 - 5494	211,588	1,137,527	(925,939)	18.60%
Purchased Water est. (4)	5495 - 5495	950,201	3,178,328	(2,228,127)	29.90%
Outside Services	5505 - 5580	176,699	975,178	(798,479)	18.12%
Equipment Rent, Taxes, Utilities	5620 - 5760	88,597	438,900	(350,303)	20.19%
Total Operational Expenses		\$ 2,137,926	\$ 9,493,508	\$ (7,242,528)	22.52%
Net Operating Income		\$ 2,019,051	\$ 5,327,745	\$ (3,421,749)	37.90%
Non-Operating Revenues					
Interest Received	9910 - 9910	25,689	100,000	(74,311)	25.69%
Unrealized Gains/Losses	9911 - 9911	(5,430)	-	(5,430)	-
Other Income/Expense	9920 - 9973	5,100	-	5,100	#DIV/0!
Total Non-Operating Revenues		\$ 25,359	\$ 100,000	\$ (74,641)	25.36%
Non-Operating Expenses					
Election Costs	9950 - 9950	-	150,000	(150,000)	0.00%
All other Non-Operating Expenses					
Capital Expenses (2):					
Capital Improvements	1705 - 1760	104,651	390,000	(285,349)	26.83%
Capital Replacements	1705 - 1760	2,772	824,000	(821,228)	0.34%
Unforeseen Capital Projects	1705 - 1760	-	100,000	(100,000)	0.00%
Capital Expenses:		\$ 107,423	\$ 1,314,000	\$ (1,206,577)	8.18%
Bond Interest Accrued	7300 - 7300	438,477	1,753,909	(1,315,432)	25.00%
Total Non Operating Expenses		\$ 545,900	\$ 3,217,909	\$ (2,672,009)	16.96%
Revenues in Excess of All Expenditures, including Capital		\$ 1,498,509	\$ 2,209,836	\$ (824,381)	67.81%
Bond Retirement (1):		\$ 2,070,000	\$ 2,070,000	\$ -	100.00%
Net Position after Capital and Debt Retirement Expenditures		\$ (571,491)	\$ 139,836	\$ (824,381)	

Notes:

- Bond retirement payments are made two times a year in September and March
- YTD Activity includes \$53,404 in capitalized labor charged to capital projects
- The District prepays CalPERS for the employers' share of retirement costs for the entire year
By doing this, the District saves approximately 3.6% in its total CalPERS payments for the year
The adjusted salaries and benefits above shows what salaries and benefits would be if only the amount due to CalPERS YTD was paid YTD, with no prepayment
- There is a lag in water billings from the Sacramento Water District. Included above is an estimate of costs to date based on water used

**Florin Resource Conservation District
CASH - Detail Schedule of Investments
9/30/2018**

<u>G/L Account Fund</u> <u>HELD BY BOND TRUSTEE:</u>	<u>Account number / name</u>	<u>Investment Name</u>	<u>Investment Type</u>	<u>Restrictions</u>	<u>Market Value</u>		
1110-000-20 Water	BNY 892744 FRCD 2014A DEBT SERVICE	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	0.00		
1112-000-20 Water	BNY 743850 FRCD 2016A DEBT SERVICE	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	0.00		
				Subtotal	\$ -		
1001-000-20 Water	Cash on Hand			Unrestricted	\$ 300.00		
HELD BY F&M BANK:							
1011-000-10 FRCD	F&M 08-032009-01 CHECKING ACCOUNT			Unrestricted	19,735.57		
1011-000-20 Water	F&M 08-032017-01 OPERATING ACCOUNT			Unrestricted	433,951.20		
1084-000-20 Water	F&M 08-03201702-31 MONEY MARKET		1.41%	Unrestricted	3,684,861.66		
1031-000-20 Water	F&M 08-032912-01 CREDIT CARD ACCOUNT			Unrestricted	60,035.76		
1061-000-20 Water	F&M 08-032890-01 PAYROLL ACCOUNT			Unrestricted	63,310.29		
1071-000-20 Water	F&M 08-032920-01 DRAFTS ACCOUNT			Unrestricted	1,143.79		
				Subtotal	\$ 4,263,038.27		
INVESTMENTS							
1080-000-20 Water	Office of the Treasurer - Sacramento California	LAIF	Investment Pool	Unrestricted	\$ 510,855.71		
1081-000-20 Water	CAL Trust Medium Term		Investment	Unrestricted	\$ 1,280,384.56		
1082-000-20 Water							
	<u>PURCHASE DATE</u>	<u>ISSUED BY</u>	<u>CALL DATE</u>	<u>% of Portfolio</u>	<u>Current Yield</u>	<u>COST BASIS</u>	<u>MARKET VALUE</u>
	9/30/2016	Union Bank of California	N/A	1.89%	0.35%	\$ 49.12	\$ 49.12
	6/14/2016	Federal Home Loan Bank (FHLB)	6/14/17 - one time	6.230%	1.150%	\$ 500,745.00	\$ 496,915.00
	6/28/2016	Federal Home Loan Mortgage Corp. (FHLMC)	9/28/16 - qrtly	12.470%	1.510%	\$ 1,000,000.00	\$ 994,910.00
	6/30/2016	Federal National Mortgage Association (FNMA)	12/30/16 - qrtly	12.320%	1.400%	\$ 1,000,000.00	\$ 983,660.00
	9/30/2016	Federal National Mortgage Association (FNMA)	3/30/17 - qrtly	12.250%	1.280%	\$ 1,000,000.00	\$ 978,170.00
	6/9/2016	Federal Farm Credit Banks (FFCB)	9/1/16 - cont.	12.210%	1.670%	\$ 1,000,000.00	\$ 974,220.00
	6/16/2016	Federal National Mortgage Association (FNMA)	12/16/16 - qrtly	12.210%	1.590%	\$ 1,000,000.00	\$ 972,720.00
	11/1/2017	Federal Farm Credit Bank Bonds(FFCB)	11/01/22 - cont.	12.17%	2.310%	\$ 1,000,000.00	\$ 965,360.00
	9/30/2016	Federal National Mortgage Association (FNMA)	3/30/17 - qrtly	6.00%	1.570%	\$ 500,000.00	\$ 477,780.00
	11/2/2016	Federal Home Loan Bank (FHLB)	4/28/17 - qrtly	12.25%	1.020%	\$ 1,000,000.00	\$ 978,260.00
						\$ 8,000,794.12	\$ 7,824,034.12
				Total		\$ 13,878,612.66	
				Total Restricted		\$ -	
				Total Unrestricted		\$ 13,878,612.66	

YTM = Yield to Maturity
qtrly = quarterly
cont. = continuous

Consultant Expenses
September 30, 2018

Fiscal Retainer Contracts

Consultant	Description	Total Contract	Current Month	Paid to date	2018-2019 FY Budget	Percent of year (25%)
Nosky Legal Group	Task orders	TBD	\$ 7,695	\$ 11,317	\$ 175,000	6.47%
Solutions by BG, Inc.	Task orders	477,325.00	\$ 11,280	\$ 32,093	\$ 152,500	21.04%
Infinite IT Solutions Inc.	Task orders	250,000.00	\$ -	\$ 12,320	\$ 73,920	16.67%

Major Contracts

Consultant	Description	Total Contract	Current Month	Paid to date	2018-2019 FY Budget	Percent of Contract Amount
HDR Engineering, Inc.	Water Rate Study	88,650	\$ 7,606	\$ 7,606	\$ 11,280	67.43%

**Elk Grove Water District
Major Capital Improvement Project
Budget vs Actuals
September 30, 2018**

Capital Project	Total Project Budget	Total Project Exp to Date	Percent Spent	Capitalized Labor	Fund Type	Project Type	2018-19 Budget		Sept Project Exp	Total YTD (1)	YTD % Spent
							Budget	Exp			
Backyard Water Mains/Service Replacement	\$ 734,000	\$ -	0.00%	\$ -	R&R	Supply/Distribution	734,000	-	\$ -	-	0.00%
Kent Street Water Main	280,000	239,792	85.64%	-	R&R	Supply/Distribution	-	-	-	224	100.00% (2)
Camden Water Main Relocations	28,462	28,462	100.00%	-	R&R	Supply/Distribution	-	-	-	2,548	100.00% (2)
RRWTF Parking Lot Repaving	90,000	-	0.00%	-	R&R	Building and Site	90,000	-	-	-	0.00%
Service Line Replacements	750,000	509,824	67.98%	51,059	CIP	Supply/Distribution	-	25,841	73,559	73,559	100.00% (2)
Radio Antennas	80,000	13,735	17.17%	2,344	CIP	Treatment	-	-	4,206	4,206	100.00% (2)
RRWTF Generator PLC/SCADA Upgrade	35,000	-	0.00%	-	CIP	Treatment	35,000	-	-	-	0.00%
Well 3 Pump Replacement	180,000	-	0.00%	-	CIP	Treatment	180,000	-	-	-	0.00%
Hampton WTP Generator Removal	25,000	-	0.00%	-	CIP	Treatment	25,000	-	-	-	0.00%
Truck Replacements	115,000	-	0.00%	-	CIP	Building and Site	115,000	-	-	-	0.00%
I.T. Servers	35,000	26,791	76.55%	-	CIP	Building and Site	35,000	616	26,791	26,791	76.55%
Fiber Optic Cable	135,000	136,260	100.93%	-	CIP	Building and Site	-	-	95	95	100.00% (2)
Unforeseen Capital Projects	100,000	-	0.00%	-	-	-	100,000	-	-	-	0.00%
Sub-Total	\$ 2,587,462	\$ 954,864	36.90%	\$ 53,404			\$ 1,314,000	\$ 26,458	\$ 107,423	\$ 107,423	8.18%

(1) Includes \$53,404 in capitalized labor through 9/30/18

(2) Capital projects budgeted for in prior years, however, work carried over and completed in current year.

October 17, 2018

TO: Chairperson and Directors of the Florin Resource Conservation District
FROM: Stefani Phillips, Board Secretary
SUBJECT: **COMMITTEE MEETINGS**

RECOMMENDATION

This item is presented for information only. No action by the Florin Resource Conservation District Board of Directors is proposed at this time.

SUMMARY

The Board has requested a monthly summary of committee meetings. No committee meetings were held in the month of September.

DISCUSSION

Background

At the Regular Board Meeting held on May 27, 2015, the FRCD Board of Directors determined that the committee meeting minutes will be brought to the FRCD Regular Board Meeting and placed under agenda item Committee Meetings. The agenda item Committee Meetings, were placed after Consent Calendar for approval. This item may be moved within the agenda, if necessary, by direction from Chairperson. The committee meeting minutes shall be accepted by the FRCD Board of Directors.

Present Situation

No committee meetings were held in the month of September.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

This item is in keeping with the District's Business Practice goals of the 2012-2017 Strategic Plan.

October 17, 2018

COMMITTEE MEETINGS

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FINANCIAL SUMMARY

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

Respectfully Submitted,



STEFANI PHILLIPS,
BOARD SECRETARY

October 17, 2018

TO: Chairperson and Directors of the Florin Resource Conservation District
FROM: Patrick Lee, Finance Manager/Treasurer
SUBJECT: **FISCAL YEAR 2017-18 COMPREHENSIVE ANNUAL FINANCIAL REPORT**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors accept the Fiscal Year 2017-18 Comprehensive Annual Financial Report.

SUMMARY

The Florin Resource Conservation District (District) is required by State statute to publish a complete set of financial statements presented in conformity with generally accepted accounting principles and audited in accordance with generally accepted auditing standards. The audit must be conducted by a firm of licensed certified public accountants.

This action, as recommended, will result in the Board's acceptance of the Comprehensive Annual Financial Report (CAFR) for the period ending June 30, 2018 and 2017.

DISCUSSION

Background

The District provides the public a CAFR (Attached) for the fiscal year ending on June 30th annually. The information presented in this annual report is intended to provide financial information with all the disclosures necessary to enable the District's customers, investment community and general public to assess the District's financial condition.

The audit was conducted by Badawi & Associates, Certified Public Accountants. Their work included an interim field audit in May and a comprehensive year end field audit in August.

Present Situation

In addition to the auditor's opinion, included in the CAFR, the auditor also issues a Statement of Auditing Standards (SAS) 114 letter, *The Auditors Communication with*

FISCAL YEAR 2017-18 COMPREHENSIVE ANNUAL FINANCIAL REPORT

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Those Charges with Governance, and a SAS 115 letter, Communicating Internal Control Related Matters Identified in an Audit.

The SAS 114 letter is a document which describes the auditor’s responsibility under U.S. Generally Accepted Auditing Standards, the planned scope and timing of the audit, significant audit matters, and any other matters as required by professional standards. The SAS 115 letter discusses the Districts internal control over financial reporting and requires the auditor to communicate, in writing, to management and those charged with governance, significant deficiencies and material weaknesses identified in an audit.

The District’s audit firm, Badawi & Associates will be in attendance at the Board meeting to talk about the audit and present the fiscal year ending June 30, 2018 and 2017 CAFR, SAS 114 letter and SAS 115 letter.

ENVIRONMENTAL CONSIDERATION

There are no environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

The recommendation made in this staff report conforms to the District’s 2012-2017 Strategic Plan. The Strategic Plan directs staff to achieve financial stability in order to operate in an efficient manner as to provide Elk Grove Water District ratepayers with a safe and reliable source of water for their current and future needs.

FINANCIAL SUMMARY

The following are key financial highlights of the FY 2017-18 CAFR:

- Florin Resource Conservation District (General Fund)
 - Revenues \$ 23,542
 - Expenditures \$ 48,240
 - Assets \$ 22,562
 - Liabilities \$ 4,859
 - Net Position \$ 17,703

FISCAL YEAR 2017-18 COMPREHENSIVE ANNUAL FINANCIAL REPORT

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- Elk Grove Water District

○ Revenues	\$ 15,404,476
○ Expenditures	\$ 12,689,245
○ Assets	\$ 88,826,128
○ Liabilities	\$ 49,523,057

- Net Position

○ Net Investment in Capital Assets	\$ 25,163,739
○ Unrestricted Net Position	\$ 14,139,332
○ Total Net Position	<u>\$ 39,303,071</u>

- Capital Assets

○ Land	\$ 686,578
○ Construction in Progress	\$ 114,287
○ Buildings/Improvements/Infra.	\$ 69,363,115
○ Total Net Capital Assets	<u>\$ 70,163,980</u>

- The District's total assets increased by \$0.4 million during fiscal 2018 and increased by \$0.9 million in 2017 compared to the prior year. Total liabilities decreased by \$1.9 million during fiscal 2018 and decreased by \$1.2 million in 2017. The changes in total assets and total liabilities in fiscal 2018 are due primarily to the pay down of District debt. The District has benefited from continued positive net income results, and the combined results of these activities are an increase in net position of \$2.0 million during fiscal year 2018 (net of a prior period adjustment of \$0.6 million related to the implementation of GASB 75), compared to an increase of \$2.6 million in 2017.

- Operating revenue of \$15.3 million, \$14.2 million and \$13.8 million in 2018, 2017 and 2016, respectively, and operating expenses of \$10.9 million, \$9.8 million and \$9.0 million in 2018, 2017 and 2016, respectively, after depreciation resulted in net income from operations of \$4.4 million, \$4.4 million and \$4.9 million in enterprise funds in 2018, 2017 and 2016, respectively. Net non-operating expenses of \$1.7 million in 2018, \$1.8 million in 2017 and non-operating revenues of \$2.7 million in 2016 for business-type activities is the result of \$1.8 million, \$1.9 million and \$2.1 million in interest expense for 2018, 2017 and 2016, respectively, offset by non-operating revenue of approximately \$0.06 million, \$0.05 million and \$4.8 million in 2018, 2017 and 2016, respectively.

FISCAL YEAR 2017-18 COMPREHENSIVE ANNUAL FINANCIAL REPORT

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- Fiscal year 2018 operating income, the difference between operating revenues and operating expenses, was \$4.4 million, or 28.7% of operating revenues. This positive result is an increase of \$0.04 million, or 0.8% compared to 2017 operating income. Charges for services increased by \$1.1 million, or 8.0%, however, as customers used 12% more water with the drought officially ending. As the State continues to emerge from the drought and water use restrictions are lifted, the District expects to see steady increases in water consumption, but not at the rate experienced prior to California's drought. Operating expenses increased \$1.1 million, or 11.1% compared to 2017. The significant changes in expenses were:
 - Water purchases, reflecting increased usage, were up \$0.1 million or 5.2%, reflecting higher water usage and higher wholesale water rates from Sacramento County Water Agency;
 - Administration and general expenses were up \$0.3 million, or 27.5%, due mainly to the cost of the 5-year water rate and connection fee study and increased legal costs;
 - Salaries and benefits increased \$0.7 million, or 20.9%, primarily as a result of a 2.73% COLA adjustment in FY 2018 and the recognition of pension expense related to GASB 68 for the District's retirement plan.
- Capital assets net of depreciation decreased \$0.3 million, or 0.4% in fiscal year 2018. This was primarily a reflection of more capital projects being completed during 2018 than construction in progress being added through new capital projects during 2018. The District added approximately \$1.4 million in infrastructure, improvements and equipment during 2018 with annual depreciation for 2018 being approximately \$1.7 million. Also, at the end of fiscal year 2018, \$0.1 million in infrastructure, improvement, and equipment assets were classified as "construction in progress".
- Total net position was \$39.3 million, \$37.3 million and \$34.7 million at June 30, 2018, 2017 and 2016, respectively. Unrestricted net position, a component of total net position, was \$14.1 million, \$13.9 million and \$12.1 million at June 30, 2018, 2017 and 2016, respectively. Net investment in capital assets, another component of total net position, was \$25.2 million, \$23.4 million and \$22.3 million at June 30, 2018, 2017 and 2016, respectively. The increase in unrestricted net position and net investment in capital assets for 2018, 2017 and 2016 is a combination of positive operating results and the continued pay

FISCAL YEAR 2017-18 COMPREHENSIVE ANNUAL FINANCIAL REPORT

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down of outstanding debt. Restricted net position was \$0 at June 30, 2018 and 2017 and \$0.4 million at June 30 2016, respectively, of which all restricted net position balances were restricted for debt service.

- The District had positive cash flow from enterprise fund operations of \$6.3 million, \$5.7 million and \$5.1 million in 2018, 2017 and 2016, respectively. The District spent \$1.4 million, \$1.4 million and \$1.5 million in 2018, 2017 and 2016, respectively, on the acquisition of capital assets. The District issued \$14.9 million of refunding debt during 2016 and spent \$3.8 million, \$3.2 million and \$29.0 million in 2018, 2017 and 2016, respectively, on debt principal and interest payments. The District experienced an increase of \$1.1 million, \$1.2 million and a decrease of \$1.6 million in its ending cash balances of \$14.0 million, \$12.9 million and \$11.7 million at June 30, 2018, 2017 and 2016, respectively.

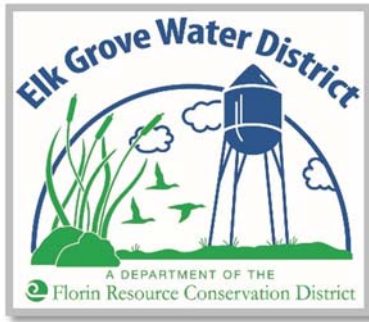
- As shown in the CAFR, the District has \$14,139,332 in Unrestricted Net Position, which has been allocated to the following designated reserves:
 - Operations Reserve (120 days) \$ 4,869,967
 - FY 2018-19 Capital Improvement Fund \$ 440,000
 - FY 2018-19 Capital Replacement Fund \$ 874,000
 - Elections and Special Studies \$ 150,000
 - Future Capital Improvements \$ 5,854,024
 - Future Capital Replacements \$ 1,951,341

Respectfully submitted,



PATRICK LEE
FINANCE MANAGER/TREASURER

Attachment



**Florin Resource Conservation District
Comprehensive Annual Financial Report
For the Years ended June 30, 2018 and 2017**



Florin Resource Conservation District
Basic Financial Statements
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For the years ended June 30, 2018 and 2017

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September 10, 2018

Members of the Florin Resource Conservation District
Board of Directors

Directors:

The Florin Resource Conservation District (District) is required by State statute to publish a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP). These statements must also be audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. In meeting those requirements, we are pleased to present the Comprehensive Annual Financial Report (CAFR) for the District for the fiscal years ended June 30, 2018 and 2017.

The information presented in this CAFR is intended to provide financial information with all the disclosures necessary to enable the District's customers, investment community and general public to assess the District's financial condition. The CAFR contains management's representations concerning the finances of the District. Management is responsible for the completeness and reliability of all of the information presented in this report. To provide a reasonable basis for making these representations, management of the District has established a comprehensive internal control framework that is designed to both protect the District's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the District's financial statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the District's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The District's financial statements have been independently audited by Badawi & Associates, a firm of licensed certified public accountants with which the District contracts for these services. The goal of the independent audit is to provide reasonable assurance that the financial statements of the District for the fiscal year ended June 30, 2018, are free from material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded based upon the audit, that there was a reasonable basis for rendering an unmodified opinion that the District's financial statements for the fiscal year ended

June 30, 2018, are fairly presented in conformity with GAAP. The independent auditor's report is presented as the first component of the financial section of this report.

GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This transmittal letter is designed to complement the MD&A and is intended to be read in conjunction with it. For comparative purposes, the District has elected a dual year presentation for its financial statements, reporting both the current year and prior year activities, and the MD&A reporting the current year and prior two years activities. The District's MD&A is located immediately following the independent auditors' report.

Accounting System and Budgetary Controls

The District's accounting records are maintained using the accrual basis of accounting, except for the General Fund, which uses the modified accrual basis. The revenues of the District's enterprise funds are recognized when they are earned and the expenses are recognized when they are incurred.

District staff develops annual budgets which are subject to the approval of the District's Board of Directors (Board). A proposed budget is first presented to the Finance Committee for review and comment. Once comments are received and incorporated, a final proposed budget is presented to the Board for their consideration and approval. The budget is required to be adopted on or before June 30th of each year. The budget is used as a management tool for projecting and measuring revenues and expenses.

DISTRICT PROFILE

History

The District was formed in 1953, pursuant to Section 9000 et seq. of the Public Resources Code of the State of California. The District is located approximately six miles southeast of the City of Sacramento in the west central portion of unincorporated Sacramento County and was formed to address soil degradation issues resulting from poor irrigation and drainage. There currently are approximately 92,000 acres within the District. The District has historically provided technical assistance and conservation education to farmers, community members and students.

In 1999, the District purchased the privately-owned Elk Grove Water Works which operated and maintained a water system going back to 1893. Since 1999, most of the District's activities have focused on the continued operations of that water system.

In the early 2000's, the Elk Grove Water Works was renamed as the Elk Grove Water District (EGWD). The EGWD operates as a department of the District and is classified as a medium sized water purveyor serving approximately 46,000 people. The EGWD service area is divided into two distinct service areas commonly referred to as Service Area 1 and Service Area 2.

Source water for Service Area 1 is provided by four (4) deep wells and four (4) shallow wells owned and operated by EGWD. Source water for Service Area 2 includes both groundwater and

surface water which is provided on a wholesale basis by the Sacramento County Water Agency (SCWA). Water is not shared between the two service areas except in an emergency.

The District is governed by a five-member Board of Directors serving four-year staggered terms, and has used the Florin Resource Conservation District Economic Development Corporation (the Corporation) to facilitate debt issuances. As required by GAAP, the Corporation is reported in these financial statements on a blended basis included with the Enterprise Funds as the Corporation does not issue separate financial statements. More information on the Corporation may be found in Note 1(A) to the basic financial statements.

Mission Statement

The EGWD is “Continually committed to outstanding customer service along with supplying its customers with excellent, safe, affordable water for current and future generations.”

Water Supply

Source Water – There are currently eight wells that supply groundwater to Service Area 1. Four of the wells are deep wells, and four are shallow wells. The deep aquifer has concentrations of iron and manganese that may exceed current federal and state secondary drinking water standards. The deep wells are designed to produce approximately 1,800 gallons per minute (gpm) each. The water from the deep wells is conveyed to the Railroad Water Treatment and Storage Facility where it is disinfected with sodium hypochlorite and treated for iron and manganese removal. The treated water is held in two large storage tanks before it is pumped into the water distribution system.

Additional source water is provided from the shallow groundwater wells. The shallow wells are disinfected with sodium hypochlorite prior to being pumped directly in to the water distribution system. The shallow wells are used to balance system demands.

Water Treatment

The EGWD maintains two water treatment facilities:

The Railroad Water Treatment and Storage Facility provides 4.0 million gallons of water storage, 10 booster pumps (rated at 1,700 gpm capacity each), and water treatment that removes iron and manganese. The facility contains one of the four deep wells on site. The facility has been equipped with a backup power supply generator to run the entire facility in the event of a power failure or emergency. All source water for the treatment facility is groundwater from the four deep wells. The Railroad Water Treatment and Storage Facility provides the majority of the water for Service Area 1.

The Hampton Village Water Treatment Plant (WTP) provides an additional 1,000 gpm of water to EGWD's source capacity, and improves the reliability of the water system by providing redundancy to the Railroad Water Treatment and Storage Facility. The Hampton Village WTP contains one shallow well on site. Treatment facilities at the Hampton Village WTP include disinfection by sodium hypochlorite and arsenic, iron and manganese removal.

Financial Stability and Planning

The current and future stability of the District is positive with the existing revenue source from the EGWD remaining stable. Revenues are received entirely through water rates. EGWD provides water to nearly 12,600 service connections currently and growth projections suggest that the service connections should increase by approximately 150 in 2019.

On April 7th, 2017 Governor Jerry Brown issued an executive order that ended the drought emergency declaration in most of the state that had been in effect since 2014. Pursuant to that declaration, certain water use restrictions have been lifted. Even with certain restrictions lifted, there has been a decline in water sales attributed to certain conservation efforts, such as installing water efficient appliances and water efficient landscaping, that result in long-term water use reductions. Consequently, the EGWD expects to see continued increasing water sales, but not at the rate experienced prior to California's recent drought.

On January 25, 2012, the Board directed Staff to conduct a five-year water rate study (Study) for the EGWD to cover the period of FY 2013-14 through FY 2017-18. The Plan's objectives were as follows:

- Maintain appropriate levels for reserve funds
- Maintain appropriate levels of funding for operational requirements
- Generate the appropriate level of funding necessary to fund the FY 2013-14 Five Year Capital Improvement Program
- Update the current Meter Connection Fee and Capacity Charges for new development

On June 26, 2013, the Board of Directors approved the five-year financial plan and associated amendments to the District's water rate ordinance. The first revenue adjustment occurred on January 1, 2014 and the plan requires water revenue adjustments on January 1st of each year as follows:

- January 2014 - 3%
- January 2015 - 3%
- January 2016 - 3%
- January 2017 - 3.5%
- January 2018 - 4.5%

On December 14, 2016 the Board approved deferring one-half percent of the water revenue adjustment scheduled on January 1, 2017. The overall rate for the water service for FY 2016-17 was increased by only 3.0% rather than the suggested 3.5% adjustment.

On June 21, 2017 the Board approved deferring another one and one-half percent of the water revenue adjustment scheduled on January 1, 2018. The overall rate for the water service for FY 2017-18 was increased by only 3.0% rather than the suggested 4.5% adjustment.

In January 2018, the District initiated a review of the EGWD's financial requirements and the preparation of a new five-year water rate study. This study, referred to as the 2018 Water Rate Study, was approved by the Board on July 18, 2018, in compliance with the rate setting process governed under Proposition 218.

The 2018 Water Rate Study recommends rate adjustments over the next 5 years with the first adjustment commencing on January 1, 2019 and subsequent adjustments commencing each January 1 thereafter, through and including January 1, 2023. Water revenue adjustments recommended by the study and approved by the Board are as follows:

- January 2019 - 0%
- January 2020 - 0%
- January 2021 - 3%
- January 2022 - 3%
- January 2023 - 3%

Each June, the Board also adopts a new five-year Capital Improvement Program (CIP) designed to build, replace, and maintain the necessary infrastructure for the safe operation of the EGWD. The CIP is available on the District's website www.egwd.org.

Awards and Acknowledgements

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Florin Resource Conservation District for its comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2017. In order to be awarded a Certificate of Achievement, the government must publish an easily readable and efficiently organized CAFR. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current CAFR continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for the certificate for the fiscal year ended June 30, 2018.

The preparation of the comprehensive annual financial report was made possible by the dedicated services of the entire staff of the Finance Department and the Florin Resource Conservation District management team.

Respectfully Submitted,



MARK J. MADISON
GENERAL MANAGER



PATRICK LEE
FINANCE
MANAGER/TREASURER

**FLORIN RESOURCE CONSERVATION DISTRICT
LIST OF OFFICIALS
JUNE 30, 2018**

BOARD OF DIRECTORS:

Tom Nelson	Bob Gray	Lisa Medina	Sophia Scherman	Jeanne Sabin
Chairperson	Vice-Chairperson	Director	Director	Director

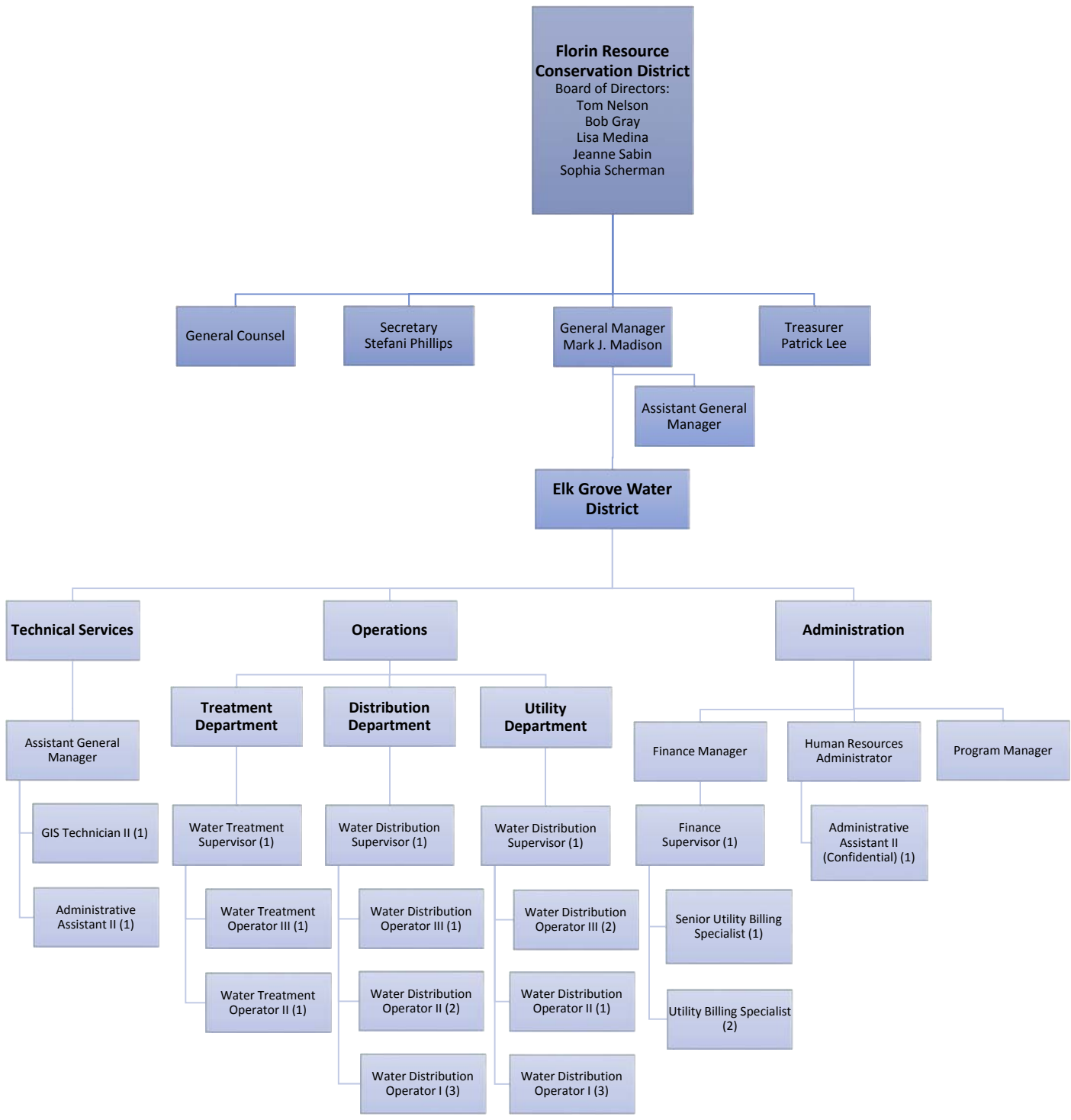
STAFF:

Mark J. Madison
General Manager

Bruce M. Kamilos
Assistant General Manager

Patrick Lee
Treasurer / Finance Manager

Stefani A. Phillips
Secretary / Human Resources Administrator





Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**Florin Resource Conservation District
California**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2017

Christopher P. Morill

Executive Director/CEO



INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
of the Florin Resource Conservation District
Elk Grove, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, business-type activities, and each major fund of the Florin Resource Conservation District (District) as of and for the years ended June 30, 2018 and June 30, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, and each major fund of District, as of June 30, 2018 and June 30, 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

To the Board of Directors
of the Florin Resource Conservation District
Elk Grove, California
Page Two

Emphasis of a Matter

Management adopted the provisions of Governmental Accounting Standards Board Statement 75 - *Accounting and Reporting for Postemployment Benefit Plans Other Than Pensions*, which became effective for the fiscal year ended June 30, 2018. See Note 11 to the financial statements for disclosure related to the restatement of beginning Net Position. The emphasis of this matter does not constitute a modification to our opinion.

Other Matters

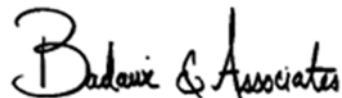
Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, defined benefit pension plan schedules, and defined benefit OPEB plan schedules on pages 3 to 13 and pages 63 to 67 to be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The Introductory section, and Statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Introductory section and Statistical section have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.



Badawi & Associates
Certified Public Accountants
Oakland, California
September 10, 2018

FLORIN RESOURCE CONSERVATION DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2018, 2017 AND 2016

The following narrative overview and analysis of the financial activities of the Florin Resource Conservation District (District) for the fiscal year ended June 30, 2018 has been prepared by management to enhance the information provided in the transmittal letter. It is intended to be read in conjunction with that letter and should provide a better understanding of the District's financial operations and performance. The District is comprised of resource conservation efforts, and also provides water service to residents and businesses in Elk Grove. The latter is under the Elk Grove Water District (EGWD), a department of the Florin Resource Conservation District. While both entities are being reported on, the bulk of the financial information is for the EGWD, which has a large revenue base.

FINANCIAL HIGHLIGHTS

- The District's total assets increased by \$0.4 million during fiscal 2018 and increased by \$0.9 million in 2017 compared to the prior year. Total liabilities decreased by \$1.9 million during fiscal 2018 and decreased by \$1.2 million in 2017. The changes in total assets and total liabilities in fiscal 2018 are due primarily to the pay down of District debt. The District has benefited from continued positive net income results, and the combined results of these activities are an increase in net position of \$2.0 million during fiscal year 2018 (net of a prior period adjustment of \$0.6 million related to the implementation of GASB 75, refer to Note 11 for additional information), compared to an increase of \$2.6 million in 2017.
- Operating revenue of \$15.3 million, \$14.2 million and \$13.8 million in 2018, 2017 and 2016, respectively, and operating expenses of \$10.9 million, \$9.8 million and \$9.0 million in 2018, 2017 and 2016, respectively, after depreciation resulted in net income from operations of \$4.4 million, \$4.4 million and \$4.9 million in enterprise funds in 2018, 2017 and 2016, respectively. Net non-operating expenses of \$1.7 million in 2018, \$1.8 million in 2017 and non-operating revenues of \$2.7 million in 2016 for business-type activities is the result of \$1.8 million, \$1.9 million and \$2.1 million in interest expense for 2018, 2017 and 2016, respectively, offset by non-operating revenue of approximately \$0.06 million, \$0.05 million and \$4.8 million in 2018, 2017 and 2016, respectively.
- Fiscal year 2018 operating income, the difference between operating revenues and operating expenses, was \$4.4 million, or 28.7% of operating revenues. This positive result is an increase of \$0.04 million, or 0.8% compared to 2017 operating income. Charges for services increased by \$1.1 million, or 8.0%, however, as customers used 12% more water with the drought officially ending. As the State continues to emerge from the drought and water use restrictions are lifted, the District expects to see steady increases in water consumption, but not at the rate experienced prior to California's drought. Operating expenses increased \$1.1 million, or 11.1% compared to 2017. The significant changes in expenses were:
 - Water purchases, reflecting increased usage, were up \$0.1 million or 5.2%, reflecting higher water usage and higher wholesale water rates from Sacramento County Water Agency;

FLORIN RESOURCE CONSERVATION DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2018, 2017 AND 2016

- Administration and general expenses were up \$0.3 million, or 27.5%, due mainly to the cost of the 5-year water rate and connection fee study and increased legal costs;
- Salaries and benefits increased \$0.7 million, or 20.9%, primarily as a result of a 2.73% COLA adjustment in FY 2018 and the recognition of pension expense related to GASB 68 for the District's retirement plan.
- Capital assets net of depreciation decreased \$0.3 million, or 0.4% in fiscal year 2018 and \$0.4 million, or 0.5% in fiscal year 2017. This was primarily a reflection of more capital projects being completed during 2018 and 2017 than construction in progress being added through new capital projects. The District added approximately \$1.4 million and \$2.5 million in infrastructure, improvements and equipment during 2018 and 2017 with annual depreciation for 2018 and 2017 being approximately \$1.7 million in each year. Also, at the end of fiscal years 2018 and 2017, \$0.1 million in infrastructure, improvement, and equipment assets were classified as "construction in-progress".
- Unrestricted net position was \$14.1 million, \$13.9 million and \$12.1 million at June 30, 2018, 2017 and 2016, respectively. Unrestricted net position increased \$0.2 million, or 1.8% in fiscal year 2018 and \$1.9 million, or 15.4% in fiscal year 2017. Restricted net position was \$0 at June 30, 2018 and 2017 and \$0.4 million at June 30 2016, respectively, of which all restricted net position balances were restricted for debt service.
- The District had positive cash flow from enterprise fund operations of \$6.3 million, \$5.7 million and \$5.1 million in 2018, 2017 and 2016, respectively. The District spent \$1.4 million, \$1.4 million and \$1.5 million in 2018, 2017 and 2016, respectively, on the acquisition of capital assets. The District issued \$14.9 million of refunding debt during 2016 and spent \$3.8 million, \$3.2 million and \$29.0 million in 2018, 2017 and 2016, respectively, on debt principal and interest payments. The District experienced an increase of \$1.1 million, \$1.2 million and a decrease of \$1.6 million in its ending cash balances of \$14.0 million, \$12.9 million and \$11.7 million at June 30, 2018, 2017 and 2016, respectively.

SECTIONS OF THE FINANCIAL STATEMENTS

The three sections of the District's financial statements are the: 1) introductory section, 2) financial section, and 3) statistical section.

Introductory Section

This includes the table of contents, letter of transmittal, list of Board of Directors and Staff, and organization chart. The transmittal letter includes discussion on items that had a significant impact on the financial statements.

FLORIN RESOURCE CONSERVATION DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2018, 2017 AND 2016

Financial Section

This section includes the auditor's report, management's discussion and analysis and the basic financial statements. The District's basic financial statements are comprised of the government-wide statements, the fund statements, the notes to the basic financial statements, and the required supplementary information. The management's discussion and analysis was adjusted to indicate that the discussion of the change in net position of governmental activities includes a discussion of the change in fund balance since no significant reconciling items exist between the fund and government-wide statements.

Statistical Section

The statistical section is the chief source of information regarding a government's *economic condition*. All of the information presented in the statistical section is organized around five specific objectives.

- *Provide information on financial trends.* Information needed to help users understand how a government's financial position has changed over time.
- *Provide information on revenue capacity.* Information needed to help the users understand and assess a government's ability to generate revenues.
- *Provide information on debt capacity.* Information needed to help users understand and assess a government's debt burden.
- *Provide demographic and economic information.* Information needed to help users understand the government's socioeconomic environment and to facilitate comparisons of financial statement information over time and among governments.
- *Provide operating information.* Information needed to help users understand a government's operations and resources as well as to provide a context for understanding and assessing its economic condition.

OVERVIEW OF THE FINANCIAL STATEMENTS

The management's discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements comprise four components: 1) government-wide financial statements, 2) fund financial statements, 3) notes to the basic financial statements, and 4) required supplementary information. The District's Proprietary Fund Statements include those Water System activities funded primarily through user charges to customers. The District's governmental funds include activities related to resource conservation efforts not funded from user charges.

FLORIN RESOURCE CONSERVATION DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2018, 2017 AND 2016

The government-wide statements include the Statements of Net Position and the Statements of Activities, the Proprietary Fund Statements and the Statements of Cash Flows. The Statement of Net Position presents information on all assets and liabilities, with the difference between the two reported as total net position. The government-wide statements and Proprietary Fund Statements use the economic resources measurement focus and accrual basis of accounting, similar to private enterprises. The governmental fund statements include a Balance Sheet, Statement of Revenues, Expenditures and Changes in Fund Balance and the Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual. The governmental fund uses the current financial resources measurement focus and the modified accrual basis of accounting. When evaluated over a period of time, increases or decreases in net position and fund balance may serve as an indicator of whether the financial position of the District is improving or deteriorating. The Statement of Revenues, Expenses and Changes in Net Position and the Statement of Revenues, Expenditures and Changes in Fund Balance reflect the revenues and expenses for the fiscal year ended. The Statement of Cash Flows shows the sources and uses of cash in the operating, non-capital, capital and related financing, and investing activities. The notes provide in depth information that is vital to gaining a full understanding of the data provided in the financial statements.

FINANCIAL ANALYSIS OF THE DISTRICT

**STATEMENT OF NET POSITION – GOVERNMENT-WIDE TOTALS
AS OF JUNE 30, 2018, 2017 AND 2016**

	Governmental activities			Business-type activities			Total		
	2018	2017	2016	2018	2017	2016	2018	2017	2016
Current assets	\$ 22,562	\$ 47,068	\$ 95,044	\$ 16,264,907	\$ 15,104,312	\$ 13,394,711	\$ 16,287,469	\$ 15,151,380	\$ 13,489,755
Capital assets, net of depreciation	-	-	-	70,163,980	70,430,326	70,812,095	70,163,980	70,430,326	70,812,095
Other assets	-	-	-	141,278	579,879	991,627	141,278	579,879	991,627
Total Assets	22,562	47,068	95,044	86,570,165	86,114,517	85,198,433	86,592,727	86,161,585	85,293,477
Deferred outflows	-	-	-	2,255,963	2,309,325	1,978,933	2,255,963	2,309,325	1,978,933
Current liabilities	4,859	4,667	6,210	3,387,447	3,329,671	2,646,770	3,392,306	3,334,338	2,652,980
Long-term liabilities	-	-	-	45,641,361	47,606,115	49,520,679	45,641,361	47,606,115	49,520,679
Total Liabilities	4,859	4,667	6,210	49,028,808	50,935,786	52,167,449	49,033,667	50,940,453	52,173,659
Deferred inflows	-	-	-	494,249	205,877	332,887	494,249	205,877	332,887
Net Position:									
Net Investment in Capital Assets	-	-	-	25,163,739	23,387,996	22,281,403	25,163,739	23,387,996	22,281,403
Restricted	-	-	-	-	10	412,862	-	10	412,862
Unrestricted	17,703	42,401	88,834	14,139,332	13,894,173	11,982,765	14,157,035	13,936,574	12,071,599
Total Net Position	\$ 17,703	\$ 42,401	\$ 88,834	\$ 39,303,071	\$ 37,282,179	\$ 34,677,030	\$ 39,320,774	\$ 37,324,580	\$ 34,765,864

GOVERNMENTAL ACTIVITIES FINANCIAL ANALYSIS

There was a decrease in current assets of \$24,506 in 2018, \$47,976 in 2017 and \$32,842 in 2016. Also, during the same time period, there was an increase in liabilities of \$192 in 2018, a decrease of \$1,543 in 2017 and an increase of \$1,543 in 2016. Unrestricted net position decreased \$24,698

FLORIN RESOURCE CONSERVATION DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2018, 2017 AND 2016

in 2018, \$46,433 in 2017 and \$34,385 in 2016, respectively. Although there are no ongoing revenue sources for District resource conservation programs, in 2018, the District receive a reimbursement grant from the Department of Conservation which reimbursed the District for expenditures in the amount of \$23,542. There were no significant revenues in 2017 or 2016. There was an increase of expenditures of \$239 in 2018, \$13,170 in 2017 and \$12,984 in 2016, respectively. The increase in 2018 was attributable to the reimbursement grant received from the Department of Conservation, 2017 is attributable to election costs and 2016 is attributable to expenditures for contracted services to perform a needs assessment.

BUSINESS-TYPE ACTIVITIES FINANCIAL ANALYSIS

There was a revenue rate increase of 3.0% for the water service rate payers effective January 1, 2018. There was an increase in revenues of \$1.1 million in 2018, \$0.7 million in 2017 and \$0.3 million in 2016, respectively. The increases in revenue for all years is attributable to the annual rate increases that were effective each January 1, as well as increased water consumption due to the State emerging from the drought and certain water use restrictions being lifted. There was no rental revenue in 2017 due to sale and disposal of the Susie Gaines Mitchell Office Building (Office Building) on October 29, 2015. The sale of the building allows the District to focus its efforts on its core water operations.

Current assets increased by \$1.1 million in 2018, \$1.7 million in 2017, and remained relatively unchanged in 2016. The increases in 2018 and 2017 were due to an increase in cash and cash equivalents as a result of positive operating income.

Capital assets (net of depreciation) decreased approximately \$0.3 million in 2018, \$0.4 million in 2017 and \$7.6 million in 2016, respectively. The decreases in 2018 and 2017 were primarily due to depreciation expense exceeding the amount of capitalized construction in progress to depreciable assets. The decrease in 2016 was primarily due to the sale and disposal of the Office Building which more than offset the \$1.5 million of capital assets placed into service during the year. Total depreciation expense recognized was \$1.7 million in 2018, \$1.7 million in 2017 and \$1.6 million in 2016, respectively.

Current liabilities increased by \$0.06 million in 2018, \$0.7 million in 2017 and decreased by \$12.6 million in 2016, respectively. The increase in 2018 and 2017 was due primarily to principal debt payments coming due within the year. The decrease in 2016 was due primarily to the sale and disposal of the Office Building which eliminated \$11.7 million of debt that was in technical default.

Long term debt in the Water District Fund decreased by \$2.2 million in 2018 and \$2.1 million in 2017, both as a result of continued debt service payments. During 2016, there was a decrease of \$2.9 million as a result of the bond refunding, which included a capital contribution by the District of \$1.5 million, and scheduled principal retirements totaling \$17.8 million offset by the issuance of \$14.9 million of debt to refund prior debt at favorable rates and at a savings to ratepayers.

FLORIN RESOURCE CONSERVATION DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2018, 2017 AND 2016

CONDENSED SCHEDULE OF REVENUES, EXPENSES AND CHANGES IN NET POSITION - GOVERNMENT-WIDE TOTALS FOR THE YEARS ENDED JUNE 30, 2018, 2017 AND 2016

	Governmental activities			Business-type activities			Total		
	2018	2017	2016	2018	2017	2016	2018	2017	2016
Revenues:									
General government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water services	-	-	-	15,343,124	14,210,971	13,475,325	15,343,124	14,210,971	13,475,325
Office building	-	-	-	-	-	373,800	-	-	373,800
Capital contribution/grants	-	-	-	-	-	-	-	-	-
General Revenues:									
Interest earnings	-	4	93	38,008	46,228	20,002	38,008	46,232	20,095
Other	23,542	1,564	353	23,344	54,451	4,777,152	46,886	56,015	4,777,505
Total Revenues	\$ 23,542	\$ 1,568	\$ 446	\$ 15,404,476	\$ 14,311,650	\$ 18,646,279	\$ 15,428,018	\$ 14,313,218	\$ 18,646,725
Expenses:									
General Government	\$ 48,240	\$ 48,001	\$ 34,831	\$ -	\$ -	\$ -	\$ 48,240	\$ 48,001	\$ 34,831
Water Service	-	-	-	12,689,245	11,706,501	10,754,181	12,689,245	11,706,501	10,754,181
Office building	-	-	-	-	-	320,016	-	-	320,016
Total Expenses	48,240	48,001	34,831	12,689,245	11,706,501	11,074,197	12,689,245	11,754,502	11,109,028
Change in net position	(24,698)	(46,433)	(34,385)	2,715,231	2,605,149	7,572,082	2,690,533	2,558,716	7,537,697
Net position, beginning of year, as restated									
	42,401	88,834	123,219	36,587,840	34,677,030	27,104,948	36,630,241	34,765,864	27,228,167
NET POSITION, END OF YEAR	\$ 17,703	\$ 42,401	\$ 88,834	\$ 39,303,071	\$ 37,282,179	\$ 34,677,030	\$ 39,320,774	\$ 37,324,580	\$ 34,765,864

GOVERNMENTAL ACTIVITIES HIGHLIGHTS

For the District's resource conservation programs during 2018, 2017 and 2016, there was a decrease in net position of \$24,698, \$46,433 and \$34,385, respectively. This resulted from conservation related expenditures without ongoing revenues, as the District is drawing down its cash balances to fund resource conservation efforts. Although the District received a reimbursement grant from the Department of Conservation in 2018, the grant only reimbursed the cost of grant related activities totaling \$23,542. The Board is considering the strategic direction of the conservation side of the District's operations. Cash and cash equivalents decreased from \$95,044 to \$47,068 to \$19,819 in 2016, 2017 and 2018. Total expenditures remained consistent in 2018, increased in 2017 due to election costs and increased in 2016 due to the needs assessment that was performed during the fiscal year.

BUSINESS-TYPE ACTIVITIES HIGHLIGHTS

Total net position of business type activities was \$39.3 million in 2018, \$37.3 million in 2017 and \$34.7 million in 2016, respectively. While the change in net position was positive in 2018 and 2017, it decreased from \$7.6 million in 2016 to \$2.6 million in 2017 and \$2.7 million in 2018 due to the one-time gain on the sale of the office building in 2016 and the gain realized from bond refunding. Operating expenses increased by \$1.1 million in 2018 due mainly to costs related to

FLORIN RESOURCE CONSERVATION DISTRICT

MANAGEMENT’S DISCUSSION AND ANALYSIS

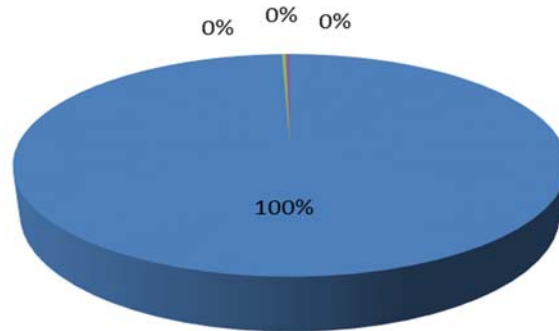
JUNE 30, 2018, 2017 AND 2016

the 5-year water rate and connection fee studies, increased legal costs and the recognition of pension expenses related to GASB 68 and the Districts retirement plan. Operating expenses increased \$1.0 million in 2017, due mainly to a \$0.3 million increase to purchased water as a result of increased water consumption and a \$0.5 million increase in salaries and benefits as a result of a 2.73% COLA increase. Operating expenses decreased in 2016 by \$1.7 million as follows: purchased water decreased by \$0.2 million, administration and general expenses decreased by \$0.5 million, salaries and benefits decreased by \$0.1 million, other production expenses decreased by \$1.0 million and depreciation and amortization decreased by \$0.4 million. Interest expense also decreased by approximately \$0.9 million in 2016 primarily due to the bond refinancing’s in fiscal years 2015 and 2016.

The breakdown of business-type activities revenues by type for the years ended June 30, 2018, 2017 and 2016 were as follows:

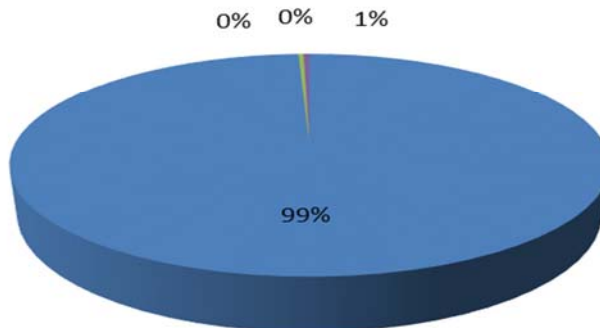
2018 Revenue

■ Water Services ■ Rental Income ■ Interest Income ■ Other Income



2017 Revenue

■ Water Services ■ Rental Income ■ Interest Income ■ Other Income



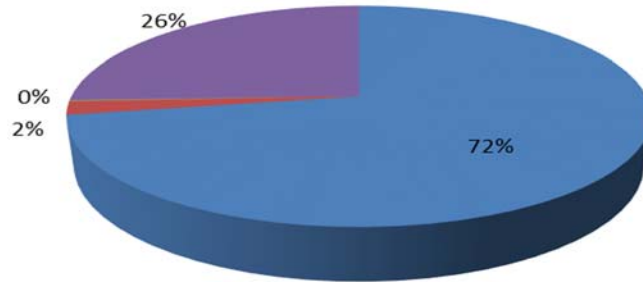
FLORIN RESOURCE CONSERVATION DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2018, 2017 AND 2016

2016 Revenue

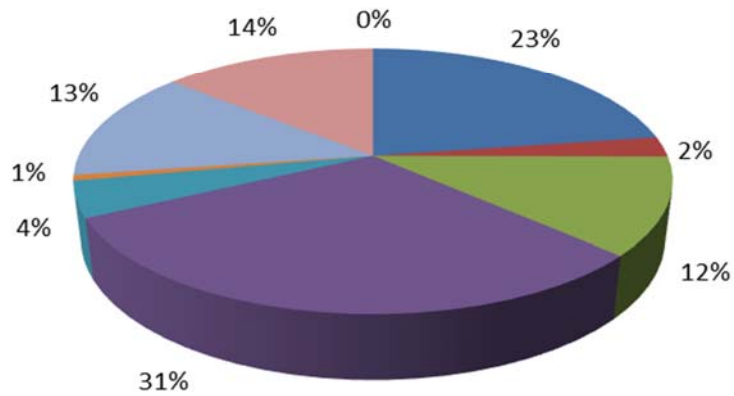
■ Water Services ■ Rental Income ■ Interest Income ■ Other Income



The breakdown of business-type activities expenses by type for the years ended June 30, 2018, 2017 and 2016 were as follows:

2018 Expenses

■ Water Purchased ■ Power Purchased ■ Administration & General
■ Salaries & Benefits ■ Other Production Expenses ■ Insurance
■ Depreciation & Amortization ■ Interest Expense ■ Other Expenses



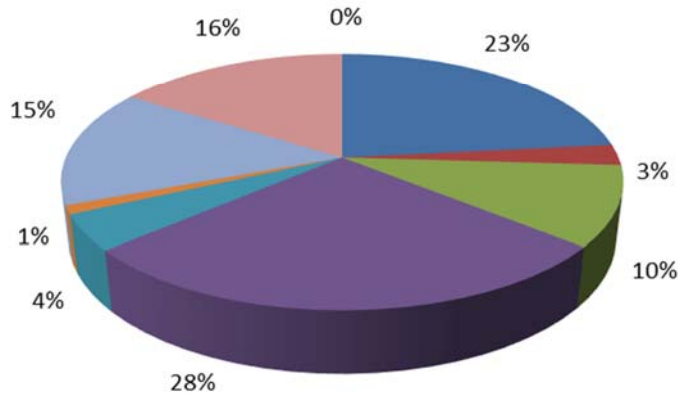
FLORIN RESOURCE CONSERVATION DISTRICT

MANAGEMENT’S DISCUSSION AND ANALYSIS

JUNE 30, 2018, 2017 AND 2016

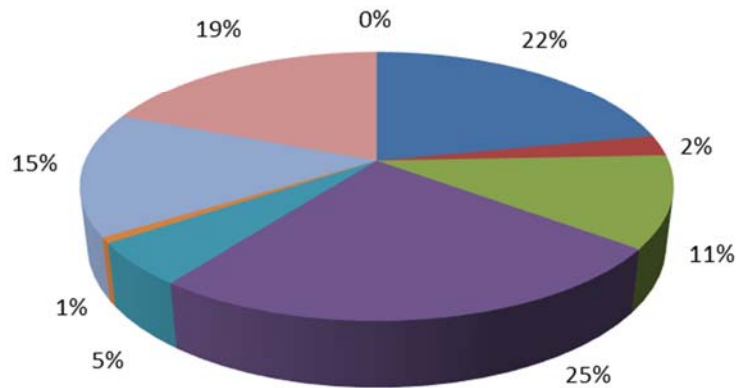
2017 Expenses

- Water Purchased
- Salaries & Benefits
- Depreciation & Amortization
- Power Purchased
- Other Production Expenses
- Interest Expense
- Administration & General
- Insurance
- Other Expenses



2016 Expenses

- Water Purchased
- Salaries & Benefits
- Depreciation & Amortization
- Power Purchased
- Other Production Expenses
- Interest Expense
- Administration & General
- Insurance
- Other Expenses



General Fund Budgetary Highlights

Other than a reimbursement grant through the California Department of Conservation, the General Fund, which reports the District’s resource conservation efforts, has no ongoing sources of revenue. Association dues, meeting expense and contracted services were budgeted and paid almost entirely from reserves.

FLORIN RESOURCE CONSERVATION DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2018, 2017 AND 2016

Capital Asset and Debt Administration

The changes in capital assets in 2018, 2017 and 2016 were primarily a result of expenditures for infrastructure offset by depreciation each year. Depreciation expense for 2018, 2017 and 2016, was \$1.7 million, \$1.7 million and \$1.6 million, respectively.

Major capital asset projects during 2018 and 2017 included the Railroad Water Treatment Facility Modular Meeting Room/IT Center, Service Line Replacements, Kent Street Water Main Replacement, Railroad Corridor Water Line, Hampton Water Treatment Plant Improvements, Fiber Optic Cables and Railroad Water Treatment Facility Tanks and Vessels Recoating. See additional information on capital assets in Note 3 on page 41.

**OUTSTANDING DEBT ISSUES
AS OF JUNE 30, 2018, 2017 AND 2016**

	<u>2018</u>	<u>2017</u>	<u>2016</u>
2014/16 Refunding and Capital Improvements-EGWD	\$ 44,145,000	\$ 46,135,000	\$ 47,575,000
Total	<u>\$ 44,145,000</u>	<u>\$ 46,135,000</u>	<u>\$ 47,575,000</u>

Refer to Note 4 on page 42 for additional information on long-term debt activity.

Economic Factors and Next Year's Budgets and Rates

- The most recent data available from the Bureau of Labor Statistics for the Sacramento Metropolitan Area shows a continued improving economy. As of July 2018, the local unemployment rate was 3.9%, compared to 5.3% and 5.7% in August 2016 and 2015 respectively. The California Department of Transportation forecasts that Sacramento County will experience positive job growth of 5.4% in 2017, compared to actual growth of 3.9% in 2016 and 3.2% overall in Northern California.
- On June 26, 2013 the Board adopted a five-year rate structure which calls for revenue adjustments as follows:
 - 3% January 2014
 - 3% January 2015
 - 3% January 2016
 - 3.5% January 2017
 - 4.5% January 2018

On December 14, 2016 the Board approved deferring one-half percent of the water revenue adjustment scheduled on January 1, 2017. The overall rate for the water service for FY 2016-17 was increased by only 3.0% rather than the suggested 3.5% adjustment.

FLORIN RESOURCE CONSERVATION DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2018, 2017 AND 2016

On June 21, 2017 the Board approved deferring one and one-half percent of the water revenue adjustment scheduled on January 1, 2018. The overall rate for the water service for FY 2017-18 was increased by only 3.0% rather than the suggested 4.5% adjustment.

All of these factors were considered in preparing the Florin Resource Conservation District's budget for the fiscal year ending June 30, 2019. The District adopted an operating budget of \$14.8 million for FY 2018-19. In addition, the District approved \$1.3 million in capital expenditures for FY 2018-19, as part of the five-year Capital Improvement Program totaling \$6.7 million.

Requests for Information

This financial report is designed to provide a general overview of the District's finances. Questions concerning the information provided in this report or for requests for additional financial information should be addressed to Finance Manager/Treasurer, Florin Resource Conservation District, 9257 Elk Grove Blvd, Elk Grove, CA 95624.

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Florin Resource Conservation District
Comparative Statement of Net Position
June 30, 2018 and 2017

	2018			2017		
	Governmental Activities	Business-type Activities	Total	Governmental Activities	Business-type Activities	Total
ASSETS						
Current assets:						
Cash and cash equivalents	\$ 19,819	\$ 13,981,775	\$ 14,001,594	\$ 47,068	\$ 12,871,285	\$ 12,918,353
Receivables:						
Customer accounts receivable	-	2,045,987	2,045,987	-	2,038,529	2,038,529
Other receivables	2,743	14,201	16,944	-	-	-
Interest receivable	-	3,410	3,410	-	3,439	3,439
Inventories	-	44,518	44,518	-	65,658	65,658
Prepaid expenses	-	175,016	175,016	-	125,401	125,401
Total current assets	22,562	16,264,907	16,287,469	47,068	15,104,312	15,151,380
Noncurrent assets:						
Restricted cash and cash and cash equivalents	-	-	-	-	10	10
Net OPEB asset	-	141,278	141,278	-	579,869	579,869
Capital assets:						
Not being depreciated	-	800,865	800,865	-	789,541	789,541
Being depreciated, net	-	69,363,115	69,363,115	-	69,640,785	69,640,785
Total capital assets	-	70,163,980	70,163,980	-	70,430,326	70,430,326
Total noncurrent assets	-	70,305,258	70,305,258	-	71,010,205	71,010,205
Total assets	22,562	86,570,165	86,592,727	47,068	86,114,517	86,161,585
DEFERRED OUTFLOWS OF RESOURCES						
Deferred amount on refunding of debt	-	1,034,991	1,034,991	-	1,108,918	1,108,918
Deferred outflows of resources - pension	-	1,065,643	1,065,643	-	1,200,407	302,911
Deferred outflows of resources - OPEB	-	155,329	155,329	-	-	897,496
Total deferred outflows of resources	-	2,255,963	2,255,963	-	2,309,325	2,309,325
LIABILITIES						
Current liabilities:						
Accounts payable	-	322,251	322,251	-	284,073	284,073
Due to other governments	4,859	285,469	290,328	4,667	293,247	297,914
Interest payable	-	598,193	598,193	-	624,040	624,040
Unearned revenue	-	16,848	16,848	-	16,848	16,848
Noncurrent liabilities, due within one year	-	2,164,686	2,164,686	-	2,111,463	2,111,463
Total current liabilities	4,859	3,387,447	3,392,306	4,667	3,329,671	3,334,338
Noncurrent liabilities:						
Net pension liability	-	1,568,286	1,568,286	-	1,381,275	1,381,275
Noncurrent liabilities, due in more than one year	-	44,073,075	44,073,075	-	46,224,840	46,224,840
Total noncurrent liabilities	-	45,641,361	45,641,361	-	47,606,115	47,606,115
Total liabilities	4,859	49,028,808	49,033,667	4,667	50,935,786	50,940,453
DEFERRED INFLOWS OF RESOURCES						
Deferred inflows of resources - pension	-	103,790	103,790	-	205,877	205,877
Deferred inflows of resources - OPEB	-	390,459	390,459	-	-	-
Total deferred inflows of resources	-	494,249	494,249	-	205,877	205,877
NET POSITION						
Net investment in capital assets	-	25,163,739	25,163,739	-	23,387,996	23,387,996
Restricted for debt service	-	-	-	-	10	10
Unrestricted	17,703	14,139,332	14,157,035	42,401	13,894,173	13,936,574
Total net position	\$ 17,703	\$ 39,303,071	\$ 39,320,774	\$ 42,401	\$ 37,282,179	\$ 37,324,580

The accompanying notes are an integral part of these financial statements.

Florin Resource Conservation District
Statement of Activities
For the year ended June 30, 2018

FUNCTIONS/PROGRAMS	Expenses	Program Revenues		Change in Net Position		
		Charges for Services	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
PRIMARY GOVERNMENT:						
GOVERNMENTAL ACTIVITIES:						
General government	\$ 48,240	\$ -	\$ 23,542	\$ (24,698)	\$ -	\$ (24,698)
TOTAL GOVERNMENTAL ACTIVITIES	48,240	-	23,542	(24,698)	-	(24,698)
BUSINESS-TYPE ACTIVITIES:						
Water District	12,689,245	15,343,124	-	-	2,653,879	2,653,879
TOTAL BUSINESS-TYPE ACTIVITIES	12,689,245	15,343,124	-	-	2,653,879	2,653,879
TOTAL PRIMARY GOVERNMENT	\$ 12,737,485	\$ 15,343,124	\$ 23,542	\$ (24,698)	\$ 2,653,879	\$ 2,629,181
GENERAL REVENUES:						
Interest and investment earnings				\$ -	\$ 38,008	\$ 38,008
Other revenues				-	23,344	23,344
Gain on sale of capital assets				-	-	-
Total general revenues				-	61,352	61,352
Change in net position				(24,698)	2,715,231	2,690,533
Net position - beginning of year, as restated				42,401	36,587,840	36,630,241
Net position - end of year				\$ 17,703	\$ 39,303,071	\$ 39,320,774

Florin Resource Conservation District
Statement of Activities
For the year ended June 30, 2017

FUNCTIONS/PROGRAMS	Expenses	Program Revenues		Change in Net Position		
		Charges for Services	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
PRIMARY GOVERNMENT:						
GOVERNMENTAL ACTIVITIES:						
General government	\$ 48,001	\$ -	\$ -	\$ (48,001)	\$ -	\$ (48,001)
TOTAL GOVERNMENTAL ACTIVITIES	48,001	-	-	(48,001)	-	(48,001)
BUSINESS-TYPE ACTIVITIES:						
Water District	11,706,501	14,210,971	-	-	2,504,470	2,504,470
TOTAL BUSINESS-TYPE ACTIVITIES	11,706,501	14,210,971	-	-	2,504,470	2,504,470
TOTAL PRIMARY GOVERNMENT	\$ 11,754,502	\$ 14,210,971	\$ -	\$ (48,001)	\$ 2,504,470	\$ 2,456,469
GENERAL REVENUES:						
Interest and investment earnings				\$ 4	\$ 46,228	\$ 46,232
Other revenues				1,564	32,334	33,898
Gain on sale of capital assets				-	22,117	22,117
Total general revenues				1,568	100,679	102,247
Change in net position				(46,433)	2,605,149	2,558,716
Net position - beginning of year				88,834	34,677,030	34,765,864
Net position - end of year				\$ 42,401	\$ 37,282,179	\$ 37,324,580

Florin Resource Conservation District
Comparative Balance Sheet
Governmental Fund
June 30, 2018 and 2017

		General Fund	
		2018	2017
ASSETS			
Cash and investments		\$ 19,819	\$ 47,068
Receivables:		2,743	-
Total assets		\$ 22,562	\$ 47,068
LIABILITIES AND FUND BALANCES			
Liabilities:			
Due to other governments		\$ 4,859	\$ 4,667
Total liabilities		4,859	4,667
Fund Balances:			
Unassigned		17,703	42,401
Total fund balances		17,703	42,401
Total liabilities and fund balances		\$ 22,562	\$ 47,068
Total fund balance, governmental fund		\$ 17,703	\$ 42,401
<p>There were no reconciling differences between net position for governmental activities in the statement of net position and fund balance in the governmental fund balance sheet.</p>			
Total net position, governmental activities		\$ 17,703	\$ 42,401

Florin Resource Conservation District
Comparative Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Fund
June 30, 2018 and 2017

	General Fund	
	2018	2017
REVENUES:		
Use of money and property	\$ -	\$ 4
Grant revenue	23,542	-
Miscellaneous	-	1,564
Total revenues	23,542	1,568
EXPENDITURES:		
Current:		
General government	48,240	48,001
Total expenditures	48,240	48,001
Net change in fund balances	(24,698)	(46,433)
FUND BALANCES:		
Beginning of year	42,401	88,834
End of year	\$ 17,703	\$ 42,401
Net change in fund balance, governmental fund	\$ (24,698)	\$ (46,433)
There were no reconciling differences between changes in net position for governmental activities in the statement of activities and changes in fund balance in the statement of revenues, expenditures, and changes in fund balance.		
Change in net position, governmental activities	<u>\$ (24,698)</u>	<u>\$ (46,433)</u>

Florin Resource Conservation District
Comparative Statement of Net Position
Proprietary Fund - Water Enterprise
June 30, 2018 and 2017

	2018	2017
ASSETS		
Current assets:		
Cash and cash equivalents	\$ 13,981,775	\$ 12,871,285
Receivables:		
Customer accounts receivable	2,045,987	2,038,529
Other receivables	14,201	-
Interest receivable	3,410	3,439
Inventories	44,518	65,658
Prepaid expense	175,016	125,401
Total current assets	<u>16,264,907</u>	<u>15,104,312</u>
Noncurrent assets:		
Restricted cash and cash equivalents	-	10
Net OPEB asset	141,278	579,869
Capital assets:		
Not being depreciated	800,865	789,541
Being depreciated, net	<u>69,363,115</u>	<u>69,640,785</u>
Total capital assets	<u>70,163,980</u>	<u>70,430,326</u>
Total noncurrent assets	<u>70,305,258</u>	<u>71,010,205</u>
Total assets	<u>86,570,165</u>	<u>86,114,517</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred amount on refunding of debt	1,034,991	1,108,918
Deferred outflows of resources - pension	1,065,643	1,200,407
Deferred outflows of resources - OPEB	<u>155,329</u>	<u>-</u>
Total deferred outflows of resources	<u>2,255,963</u>	<u>2,309,325</u>
LIABILITIES		
Current liabilities:		
Accounts payable	322,251	284,073
Due to other governments	285,469	293,247
Interest payable	598,193	624,040
Unearned revenue	16,848	16,848
Noncurrent liabilities, due within one year	<u>2,164,686</u>	<u>2,111,463</u>
Total current liabilities	<u>3,387,447</u>	<u>3,329,671</u>
Noncurrent liabilities:		
Net pension liability	1,568,286	1,381,275
Noncurrent liabilities, due in more than one year	<u>44,073,075</u>	<u>46,224,840</u>
Total noncurrent liabilities	<u>45,641,361</u>	<u>47,606,115</u>
Total liabilities	<u>49,028,808</u>	<u>50,935,786</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows of resources - pension	103,790	205,877
Deferred inflows of resources - OPEB	<u>390,459</u>	<u>-</u>
Total deferred inflows of resources	<u>494,249</u>	<u>205,877</u>
NET POSITION		
Net investment in capital assets	25,163,739	23,387,996
Restricted for debt service	-	10
Unrestricted (deficit)	<u>14,139,332</u>	<u>13,894,173</u>
Total net position	<u>\$ 39,303,071</u>	<u>\$ 37,282,179</u>

The accompanying notes are an integral part of these financial statements.

Florin Resource Conservation District
Comparative Statement of Revenues, Expenses and Changes in Fund Net Position
Proprietary Fund - Water Enterprise
June 30, 2018 and 2017

	2018	2017
OPERATING REVENUES:		
Charges for services	\$ 15,343,124	\$ 14,210,971
Total operating revenues	15,343,124	14,210,971
OPERATING EXPENSES:		
Water purchased	2,873,292	2,732,016
Power purchased	311,787	307,612
Administration and general	1,494,913	1,172,524
Salaries and benefits	3,902,805	3,228,235
Other production expenses	552,824	525,951
Insurance	86,006	125,199
Depreciation and amortization	1,712,203	1,745,984
Total operating expenses	10,933,830	9,837,521
OPERATING INCOME	4,409,294	4,373,450
NONOPERATING REVENUES (EXPENSES):		
Interest revenue	38,008	46,228
Interest expense	(1,755,415)	(1,868,980)
Gain on sale of capital assets	-	22,117
Other nonoperating revenue	23,344	32,334
Total nonoperating revenues (expenses)	(1,694,063)	(1,768,301)
CHANGE IN NET POSITION	2,715,231	2,605,149
NET POSITION		
Beginning of year, as restated	36,587,840	34,677,030
End of year	\$ 39,303,071	\$ 37,282,179

The accompanying notes are an integral part of these financial statements.

Florin Resource Conservation District
Comparative Statement of Cash Flows
Proprietary Fund - Water Enterprise
June 30, 2018 and 2017

	2018	2017
CASH FLOWS FROM		
OPERATING ACTIVITIES:		
Receipts from customers and users	\$ 15,321,465	\$ 14,118,161
Payments to suppliers	(5,316,897)	(4,936,045)
Payments to employees	(3,686,261)	(3,504,194)
NET CASH PROVIDED BY		
OPERATING ACTIVITIES	<u>6,318,307</u>	<u>5,677,922</u>
CASH FLOWS FROM NONCAPITAL		
FINANCING ACTIVITIES:		
Operating grants and reimbursements	23,344	32,334
NET CASH PROVIDED BY NONCAPITAL		
FINANCING ACTIVITIES	<u>23,344</u>	<u>32,334</u>
CASH FLOWS FROM CAPITAL		
AND RELATED FINANCING ACTIVITIES:		
Principal paid on noncurrent liabilities	(1,990,000)	(1,737,957)
Interest paid on noncurrent liabilities	(1,833,351)	(1,509,565)
Proceeds from sale of capital assets	-	97,762
Purchase of capital assets	(1,445,857)	(1,448,974)
NET CASH USED BY CAPITAL AND RELATED		
FINANCING ACTIVITIES	<u>(5,269,208)</u>	<u>(4,598,734)</u>
CASH FLOWS FROM		
INVESTING ACTIVITIES:		
Interest received	38,037	51,139
NET CASH PROVIDED BY		
INVESTING ACTIVITIES	<u>38,037</u>	<u>51,139</u>
NET INCREASE (DECREASE) IN		
CASH AND CASH EQUIVALENTS	1,110,480	1,162,661
CASH AND CASH EQUIVALENTS - Beginning of year	<u>12,871,295</u>	<u>11,708,634</u>
CASH AND CASH EQUIVALENTS - End of year	<u>\$ 13,981,775</u>	<u>\$ 12,871,295</u>
RECONCILIATION OF CASH AND		
CASH EQUIVALENTS TO THE		
STATEMENT OF NET POSITION		
Cash and cash equivalents	\$ 13,981,775	\$ 12,871,285
Restricted cash and cash equivalents	-	10
CASH AND CASH EQUIVALENTS	<u>\$ 13,981,775</u>	<u>\$ 12,871,295</u>

(Continued)

Florin Resource Conservation District
Comparative Statement of Cash Flows
Proprietary Fund - Water Enterprise
June 30, 2018 and 2017

	2018	2017
Reconciliation of operating income to net cash provided by operating activities:		
Operating income	\$ 4,409,294	\$ 4,373,450
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation and amortization	1,712,203	1,745,984
Changes in operating assets and liabilities:		
Customer accounts receivable	(21,659)	(109,658)
Inventory	21,140	13,354
Prepaid expenses	(49,615)	(42,695)
Net OPEB asset	438,591	(1,104)
Deferred outflows of resources - pension	134,764	(4,354)
Deferred outflows of resources - OPEB	(849,668)	(399,967)
Accounts payable	38,178	(90,846)
Due to other governments	(7,778)	47,444
Unearned revenue	-	16,848
Net pension liability	187,011	219,932
Deferred inflows of resources - pension	(102,087)	(127,010)
Deferred inflows of resources - OPEB	390,459	-
Compensated absences	17,474	36,544
NET CASH PROVIDED BY OPERATING ACTIVITIES	\$ 6,318,307	\$ 5,677,922

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Florin Resource Conservation District
Notes to Basic Financial Statements
For the years ended June 30, 2018 and 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Florin Resource Conservation District (the District) was formed in 1953, pursuant to Section 9000 et seq. of the Public Resources Code of the State of California. The District, which is located approximately six miles southeast of the City of Sacramento is the west central portion of unincorporated Sacramento County, was formed to address soil dehydration issues resulting from poor irrigation and drainage. There currently are approximately 92,000 acres within the District.

The District provides technical assistance and conservation and conservation education to farmers dealing with natural resource management issues, and views education as one of its primary objectives. The District additionally serves as the clearinghouse for solid and water conservation measures, such as administering the local water hyacinth eradication program. The United States Department of Agriculture, through its Soil Conservation Services, provides staffing and technical assistance to the District and the two adjacent soil conservation districts.

The District has provided water service within its 13-mile water service area since it acquired the Elk Grove Water Service in 1999, which was merged into and is a department of the District. In 2010, the name of the Elk Grove Water Service was changed to the Elk Grove Water District (EGWD). In 1998, the District acquired a building which houses the Sacramento County Department of Human Assistance and is leased by the District to the County of Sacramento. The building was sold in 2015-16 and the associated debt for the building acquisition was retired at that time.

The financial statements of the District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units'. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

The financial reporting entity consists of (a) the primary government, the District, (b) organization for which the District is financially accountable, and (c) other organizations for which the District is not accountable, but for which the nature and significance of their relationship with the District are such that would cause the reporting entity's financial statements to be misleading or incomplete. Financial accountability is defined as the appointment of a voting majority of the component unit's board, and either (a) the District has the ability to impose its will on the component unit or (b) there is a potential for the component unit to provide a financial benefit to or impose a financial burden on the District.

As required by GAAP, these financial statements present the District and its only component unit, the Florin Resource Conservation District Economic Development Corporation (the Corporation). The Corporation is reported in these financial statements on a blended basis due to the District's Board of Directors serving as the Corporation's governing body, the District's Board having the ability to impose its will on the Corporation, because the Corporation is financially dependent on the District and the fact that the sole purpose of the Corporation is to provide financing to the District under the District's debt issuance documents. The Corporation does not issue separate financial statements.

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

B. Basis of Accounting and Measurement Focus

The accounts of the District are organized on the basis of funds, each of which is considered a separate accounting entity with its own self-balancing set of accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues and expenditures or expenses. These funds are established for the purpose for carrying out specific activities or certain objectives in accordance with specific regulations, restrictions or limitations. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Government-Wide Financial Statements

The District's Government-Wide Financial Statements include a Statement of Net Position and a Statement of Activities. These statements present summaries of Governmental and Business–Type Activities for the District accompanied by a total column.

These financial statements are presented on an “economic resources” measurement focus and the accrual basis of accounting. Accordingly, all of the District's assets and liabilities, including capital assets, as well as infrastructure assets, and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which liabilities are incurred.

Certain types of transactions reported as program revenues for the District are reported in three categories:

- Charges for services
- Operating grants and contributions
- Capital grants and contributions

Certain eliminations have been made in regards to interfund activities, payables, and receivables. All internal balances in the Statement of Net Position have been eliminated except those representing balances between the governmental activities and the business-type activities, which are presented as internal balances and eliminated in the total primary government column. In the Statement of Activities, internal fund transactions have been eliminated; however, those transactions between governmental and business-type activities have not been eliminated. There were no interfund activities requiring elimination in fiscal year 2018 and 2017.

The District applies all applicable GASB pronouncements and Interpretations currently in effect.

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

B. Basis of Accounting and Measurement Focus, Continued

Governmental Fund Financial Statements

Governmental funds are accounted for on a spending or “current financial resources” measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the balance sheets. The Statement of Revenues, Expenditures, and Changes in Fund Balances present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period.

The District reports the following fund as a major governmental fund of the District:

General Fund accounts for resources traditionally associated with governmental activities that are not required legally or by sound financial management to be accounted for in another fund. The General Fund consists of programs associated with conservation not related to the Elk Grove Water District (EGWD), which is funded by District water charges to customers.

Revenues are recorded when received in cash, except that revenues subject to accrual (generally, those received 60 days after year-end) are recognized when due. The primary revenue sources that have been treated susceptible to accrual by the District are earnings on investments. Expenditures are recorded in the accounting period in which the related fund liability is incurred.

The Reconciliation of the Fund Financial Statements to the Government-Wide Financial Statements is provided.

Proprietary Fund Financial Statements

Proprietary fund financial statements include a Statement of Net Position, a Statement of Revenues, Expenses and Change in Net Position, and a Statement of Cash Flows for all proprietary funds.

Proprietary funds are accounted for using the “economic resources” measurement focus and the accrual basis of accounting. Accordingly, all assets and liabilities (whether current or noncurrent) are included on the Statement of Net Position. The Statement of Revenues, Expenses and Changes in Fund Net Position present increases (revenues) and decreases (expenses) in total net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which a liability is incurred.

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

B. Basis of Accounting and Measurement Focus, Continued

Proprietary Fund Financial Statements, Continued

Operating revenues in the proprietary funds are those revenues that are generated from the primary operations of the fund. All other revenues are reported as nonoperating revenues. Operating expenses are those expenses that are essential to the primary operations of the fund. All other expenses are reported as nonoperating expenses

The District reports the Water District as a proprietary fund of the District.

Water District Fund accounts for all activities related to the Elk Grove Water District, which provides water to commercial and residential customers in the District's service area.

C. Cash, Cash Equivalents and Investments

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The District does not have any investments that are measured using Level 3 inputs. For purposes of the statement of cash flows, the District considers all highly liquid debt instruments purchased with an original maturity of three months or less to be cash equivalents, including restricted assets and the District's investment in the State of California Local Agency Investment Fund (LAIF).

D. Restricted Cash and Investments

Certain proceeds of the District's long-term debt are classified as restricted cash and investments on the statement of net position because their use is limited by applicable bond covenants. The "reserve" account is used to report resources set aside to make up potential future deficiencies in the bond's debt service.

E. Accounts Receivable

Accounts receivable arise from billings to customers for water usage and include an estimate for unbilled revenues earned from the dates the customers were last billed to the end of the year. An allowance for uncollectible accounts of \$77,708 was recorded in the Water District Fund by the District as of June 30, 2018 and 2017.

F. Interfund Transactions

Borrowings between funds outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e. short-term borrowings) or "advance to/from other funds" (i.e. long-term borrowings).

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

G. Inventory

Inventory consists primarily of materials used in the construction and maintenance of the water system and is valued using the specific identification method. The cost of the inventory is recorded as an expense when consumed, rather than when purchased.

H. Capital Assets

Capital assets are reported in the applicable governmental or business-type activities column in the government-wide financial statements. Such assets are recorded at historical cost if purchased or constructed. Donated or contributed assets are recorded at acquisition value at the date of donation. Capital assets owned by the proprietary funds are recorded at cost. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Depreciation is computed on the straight-line basis over the estimated useful lives of the various classes of assets as follows:

Buildings	40 years
Improvements	10-15 years
Equipment	5 - 25 years
Water treatment and distribution system	25 - 80 years

It is the District's policy to capitalize all capital assets with a useful life of more than one year, and original cost of \$5,000 or greater. Costs of the assets sold or retired (all the related amounts of accumulated depreciation) are eliminated from the statement of net position in the year of sale or retirement, and the resulting gain or loss is recognized in operations.

I. Bond Discounts, Premiums and Deferred Amount on Refunding of Long-Term Debt

Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight line method which does not significantly differ from the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed as incurred. Accounting gains or losses resulting from advance refunding of long-term debt are deferred in accordance with GASB Statement No. 65, *Items previously Reported as Assets and Liabilities*, and are reported as deferred inflows of resources or deferred outflows of resources on the financial statements. Deferred amounts on bond refunding are amortized over the remaining life of the old debt (had it not been refunded) or the life of the new debt, whichever is shorter.

J. Due to Other Governments

Due to other governments in the Water District Fund mainly consisted of \$285,469 and \$293,247 payable to the County of Sacramento for water purchases at June 30, 2018 and 2017, respectively.

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

K. *Compensated Absences*

The District's policy allows employees to accumulate earned, but unused personnel leave time at the rate of twelve days per year and vacation time at the rate of five days per year, ten days per year after two years of service and fifteen days per year after five years of service. The liability for these compensated absences is recorded as a long-term liability in the proprietary fund and government-wide statements. The current portion of this long-term liability is estimated based on historical trends. In the fund financial statements, governmental funds only report the compensated absence liability that have matured, such as for employee resignations or retirements, while the proprietary funds report the liability as it is incurred. The General Fund has no employees assigned to it and, thus no compensated absence amount is reported under governmental activities.

L. *Unearned Revenue*

Unearned revenue is recognized for transactions for which revenue has not yet been earned. The District recorded \$16,848 at June 30, 2018 and 2017, respectively.

M. *Net Position and Fund Balance*

The government-wide and proprietary fund financial statements present net position. Net position is categorized as the net investment in capital assets, restricted, and unrestricted:

Net Investment in Capital Assets - This amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt that is attributed to the acquisition, construction, or improvement of the capital assets.

Restricted Net Position - This amount is restricted by external creditors, grantors, contributors, laws or regulations of other governments.

Unrestricted Net Position - This amount is the remaining net position that does not meet the definition of "net investment in capital assets" or "restricted net position."

The fund balance of the General Fund is reported as unassigned according to GASB Statement No. 54 because the Board of Directors has approved no constraints on its use.

N. *Use of Estimates*

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management, at the date of the financial statements, to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities as well as the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

O. Risk Management

The District is exposed to various risks of loss related to tort; theft of, damage to and destruction of assets; errors and omissions and natural disasters. These risks are covered through the District's participation in the Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA or JPIA) as described in Note 6. The insurance is subject to a deductible. No significant claims occurred during the years ended June 30, 2018 and 2017. Settled claims from these risks have not exceeded commercial insurance coverage for the past three years. There were no significant reductions in insurance coverage from the prior year.

P. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) until that time.

Q. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net positions of the District's California Public Employee's Retirement System (CalPERS) plan (Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

R. Other Postemployment Benefits (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Authority's plan (OPEB Plan) and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value. Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

Valuation Date	March 1, 2017
Measurement Date	June 30, 2017
Measurement Period	July 1, 2016 to June 30, 2017

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

5. New Pronouncements

In 2018, the District adopted new accounting standards in order to conform to the following Governmental Accounting Standards Board Statements:

- GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* - The objective of this statement is to address reporting by governments that provide other postemployment benefits (OPEB) to their employees and for governments that finance OPEB for employees of other governments. The District restated its beginning net position as part of implementation of this statement.
- GASB Statement No. 81, *Irrevocable Split-Interest Agreements* - The objective of this statement is to improve accounting and financial reporting for irrevocable split-interest agreements by providing recognition and measurement guidance for situations in which a government is a beneficiary of the agreement. The requirements of this statement did not apply to the District for the current fiscal year.
- GASB Statement No. 85, *Omnibus 2017* - The objective of this statement is to address practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics including issues related to blending component units, goodwill, fair value measurement and application, and other postemployment benefits (OPEB). There was no effect on net position as a result of implementation of this statement.
- GASB Statement No. 86, *Certain Debt Extinguishment Issues* - The objective of this statement is to improve consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources—resources other than the proceeds of refunding debt—are placed in an irrevocable trust for the sole purpose of extinguishing debt. This Statement also improves accounting and financial reporting for prepaid insurance on debt that is extinguished and notes to financial statements for debt that is defeased in substance. The requirements of this statement did not apply to the District for the current fiscal year.

T. Future Implementation of GASB Pronouncements

The District is currently analyzing its accounting practices to determine the potential impact on the financial statements for the following GASB Statements:

- GASB Statement No. 83, *Certain Asset Retirement Obligations* - The objective of this statement is to addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement. The requirements of this statement are effective for the District's year ending June 30, 2019.

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

T. Future Implementation of GASB Pronouncements, Continued

- GASB Statement No. 84, *Fiduciary Activities* – The objective of this statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. The requirements of this Statement are effective for the District’s year ending June 30, 2020.
- GASB Statement No. 87, *Leases* – The objective of this statement is to recognize in the financial statements certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. The requirements of this statement are effective for the District’s year ending June 30, 2021.
- GASB Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements* – The objective of this statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt. The requirements of this statement are effective for the District’s year ending June 30, 2019.
- GASB Statement 89, *Accounting for Interest Cost Incurred before the End of a Construction Period* – The objective of this statement is to (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period. This statement establishes accounting requirements for interest cost incurred before the end of a construction period. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund. The requirements of this statement are effective for the District’s year end June 30, 2021.

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

2. CASH AND INVESTMENTS

A. Summary of Cash and Investments

Cash and investments are classified in the accompanying financial statements as of June 30, 2018 and 2017 as follows:

	As of June 30, 2018		
	Government-Wide Statement of Net Position		
	Governmental Activities	Business-Type Activities	Total
Deposits and investments	\$ 19,819	\$ 13,981,775	\$ 14,001,594
Total cash and investments	\$ 19,819	\$ 13,981,775	\$ 14,001,594

	As of June 30, 2017		
	Government-Wide Statement of Net Position		
	Governmental Activities	Business-Type Activities	Total
Deposits and investments	\$ 47,068	\$ 12,871,285	\$ 12,918,353
Restricted cash and investments	-	10	10
Total cash and investments	\$ 47,068	\$ 12,871,295	\$ 12,918,363

Cash and investments were classified according to GASB Statement No. 40 as follows as of June 30, 2018 and 2017:

	2018	2017
Cash on hand	\$ 300	\$ 1,000
Deposits with financial institution	2,232,976	2,179,752
Total Cash on hand and deposits	2,233,276	2,180,752
Money Market F&M	2,000,000	-
Local Agency Investment funds	508,443	501,972
CalTrust	1,276,260	2,273,241
Investments held by custodian	7,983,612	7,962,388
Total investments	11,768,315	10,737,601
Total District Treasury	14,001,591	12,918,353
Cash with fiscal agent	2	10
Total cash and investments	\$ 14,001,593	\$ 12,918,363

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

2. CASH AND INVESTMENTS, Continued

B. Deposits

The carrying amount of the District's cash deposit was \$2,232,976 and \$2,179,752 at June 30 2018 and 2017, respectively. Balance before reconciling amounts were a positive amount of \$2,693,467 and \$2,635,262 at June 30, 2018 and 2017, respectively. The District has waived collateral requirements for cash deposits, which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation. The remaining amount was collateralized with securities pledged by the pledging financial institution in the District's name.

The California Government Code (Code) requires California banks and savings and loan associations to secure the District's cash deposits by pledging securities as collateral. The Code states that collateral pledged in this manner shall have the effect of perfecting a security interest in such collateral superior to those of a general creditor. Thus, collateral for cash deposits is considered to be held in the District's name.

The market value of the pledged securities must equal at least 110% of the District's cash deposits. California law also allows institutions to secure District deposits by pledging first trust deed mortgage notes having a value of 150% of the District's total cash deposits.

The District follows the practice of pooling cash and investments of all funds, except for funds required to be held by fiscal agents under the provisions of bond indentures. Interest income earned on pooled cash and investments is allocated to the various funds based on the period-end cash and investment balances. Interest income from cash and investments with fiscal agents is credited directly to the related fund.

C. Investments

Investments are reported at fair value. California statutes authorize special districts to invest idle or surplus funds in a variety of credit instruments as provided for in the California Government Code, Section 53600, Chapter 4 - Financial Affairs. The table below identifies the investment types that are authorized for the District by the California Government Code (or the District's investment policy, where more restricted) that address interest rate risk, credit risk, and concentration of credit risk. The table does not address investments of debt proceeds held by the bond trustee that are governed by the provisions of debt agreements of the District, rather than the general provisions of the California Government Code or the District's investment policy. The District's permissible investments include the following instruments:

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

2. CASH AND INVESTMENTS, Continued

C. Investments, Continued

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
California Local Agency Investment	5 years	None	None
Bankers Acceptances	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates and Time Deposits	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20%	None
Medium Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-through Securities	5 years	20%	None
Financial Futures and Option Contracts	1	1	1
Investment Pools, including LAIF	None	None	None

1 - The District may invest in financial futures and option contracts of any of the above authorized categories, subject to the same overall portfolio limitations.

The District complied with the provisions of the California Government Code and its investment policy pertaining to the types of investments held, the institutions in which deposits were made and the security requirements. The District will continue to monitor compliance with applicable statutes pertaining to public deposits and investments.

Investments are stated at fair value using the aggregate method in all funds, resulting in the following investment income in all funds as of June 30, 2018 and 2017:

	2018	2017
Interest income	\$ 105,884	\$ 129,602
Unrealized gain/(loss) in change in fair value of investment	(67,877)	(86,809)
Total investment income	\$ 38,008	\$ 42,793

The District's portfolio value fluctuates in an inverse relationship to any change in interest rate. Accordingly, if interest rates rise, the portfolio value will decline. If interest rates fall, the portfolio value will rise. The portfolio for year-end reporting purposes is treated as if it were all sold. Therefore, fund balance must reflect the portfolio's change in value. These portfolio value changes are unrealized unless sold. Generally, the District's practice is to buy and hold investments until maturity dates. Consequently, the District's investments are carried at fair value.

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

2. CASH AND INVESTMENTS, Continued

C. Investments, Continued

The District is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The District's investments with LAIF at June 30, 2018 and 2017, include a portion of the pool funds invested in Structured Notes and Asset-Backed Securities. These investments include the following:

Structured Notes - are debt securities (other than asset-backed securities) whose cash flow characteristics (coupon rate, redemption amount, or stated maturity) depend upon one or more indices and/or have embedded forwards or options.

Asset-Backed Securities - the bulk of which are mortgage-backed securities, entitle their purchasers to receive a share of the cash flows from a pool of assets such as principal and interest repayments from a pool of mortgages (such as Collateralized Mortgage Obligations) or credit card receivables.

As of June 30, 2018, the District had \$508,443 invested in LAIF, which had invested 2.67% of the pool investments funds in Structured Notes and Asset-Backed Securities as compared to 2.89% in the previous year. The LAIF fair value factor of 0.998126869 was used to calculate the fair value of the investments in LAIF.

As of June 30, 2017, the District had \$501,972 invested in LAIF, which had invested 2.89% of the pool investments funds in Structured Notes and Asset-Backed Securities as compared to 2.81% in the previous year. The LAIF fair value factor of 0.998940671 was used to calculate the fair value of the investments in LAIF.

D. Risk Disclosures

Interest Risk: Interest rate risk is the market value fluctuation due to overall changes in the interest rates. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes, in market interest rates. One of the ways the District manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer-term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations. The District's investment policy does not contain any provisions limiting interest rate risk that are more restrictive than what is specified in the California Government Code.

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

2. CASH AND INVESTMENTS, Continued

D. Risk Disclosures, Continued

Information about the sensitivity of the fair values of the District's investments (including investments held by bond trustee) to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investments by maturity as of June 30, 2018 and 2017:

2018

Investment Type	Fair Value	Investment Maturities (in years)				
		1 year or Less	2 years	3 years	4 years	5 years or More
Securities of U.S. Government						
Treasury and Agencies:						
Federal Farm Credit Bank Bonds	\$ 1,946,120	\$ -	\$ 974,520	\$ -	\$ 971,600	\$ -
Federal Home Loan Banks	1,475,515	497,755	-	977,760	-	-
Federal Home Loan Mortg Corp Notes	994,820	994,820	-	-	-	-
Federal National Mortg Assoc Notes	3,416,060	-	2,936,700	479,360	-	-
Money Market F&M	2,000,000	2,000,000	-	-	-	-
Money Market Union Bank	151,097	151,097	-	-	-	-
CalTrust	1,276,260	1,276,260	-	-	-	-
Local Agency Investment Fund	508,443	508,443	-	-	-	-
Total	\$ 11,768,316	\$ 5,428,376	\$ 3,911,220	\$ 1,457,120	\$ 971,600	\$ -

2017

Investment Type	Fair Value	Investment Maturities (in years)				
		1 year or Less	2 years	3 years	4 years	5 years or More
Securities of U.S. Government						
Treasury and Agencies:						
Federal Farm Credit Bank Bonds	\$ 976,710	\$ -	\$ -	\$ -	\$ 976,710	\$ -
Federal Home Loan Banks	1,488,010	-	497,750	-	-	990,260
Federal Home Loan Mortg Corp Notes	1,995,910	-	997,970	-	-	997,940
Federal National Mortg Assoc Notes	3,450,475	-	-	1,974,470	990,180	485,825
Money Market Sweep	51,283	51,283	-	-	-	-
CalTrust	2,273,241	2,273,241	-	-	-	-
Local Agency Investment Fund	501,972	501,972	-	-	-	-
Total	\$ 10,737,601	\$ 2,826,496	\$ 1,495,720	\$ 1,974,470	\$ 1,966,890	\$ 2,474,025

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

2. CASH AND INVESTMENTS, Continued

D. Risk Disclosures, Continued

Credit Risk: Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligations to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. At June 30, 2018 the District's deposits and investments were rated as follows:

	Credit Quality Ratings	
	Moody's	S&P
Federal Farm Credit Bank Bonds	Aaa	AA+
Federal Home Loan Banks	Aaa	AA+
Federal Home Loan Mortg Corp Notes	Aaa	AA+
Federal National Mortg Association Notes	Aaa	AA+
Local Agency Investment Funds	Unrated	Unrated
CalTrust	Unrated	A+f/S1+

Concentration of Credit Risk: The California Government Code limits the amount the District may invest in any one issuer, with the exception of U.S. Treasury obligations, U.S. Agency securities and LAIF. The District has no investments in any one issuer (other than money market mutual funds and external investment pools) that represent 5% or more of total District investments.

Custodial credit risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, a government will not be able to recover the value for its investment or collateral securities that are in the possession of another party.

E. Investment Valuation

Investments (except money market accounts that are included as part of restricted cash and investments) are measured at fair value on a recurring basis. *Recurring* fair value measurements, are those that Governmental Accounting Standards Board (GASB) Statements require or permit in the statement of net position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments' fair value measurements at June 30, 2018 and 2017 are described on the following page:

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

2. CASH AND INVESTMENTS, Continued

E. Investment Valuation, Continued

2018:

Investment Type	Fair Value	Fair Value Measurement Using		
		Level 1	Level 2	Level 3
Securities of U.S. Government				
Treasury and Agencies:				
Federal Farm Credit Bank Bonds	\$ 1,946,120	\$ -	\$ 1,946,120	\$ -
Federal Home Loan Banks	1,475,515	-	1,475,515	-
Federal Home Loan Mortg Corp Notes	994,820	-	994,820	-
Federal National Mortg Assoc Notes	3,416,060	-	3,416,060	-
Total Securities of U.S. Government	\$ 7,832,515	\$ -	\$ 7,832,515	\$ -
<i>Investments not subject to levelling:</i>				
Money Market F&M	2,000,000			
Money Market Union Bank	151,097			
CalTrust Investment Pool	1,276,260			
Local Agency Investment Fund	508,443			
Total	\$ 11,768,316			

2017:

Investment Type	Fair Value	Fair Value Measurement Using		
		Level 1	Level 2	Level 3
Securities of U.S. Government				
Treasury and Agencies:				
Federal Farm Credit Bank Bonds	\$ 976,710	\$ -	\$ 976,710	\$ -
Federal Home Loan Banks	1,488,010	-	1,488,010	-
Federal Home Loan Mortg Corp Notes	1,995,910	-	1,995,910	-
Federal National Mortg Assoc Notes	3,450,475	-	3,450,475	-
Total Securities of U.S. Government	\$ 7,911,105	\$ -	\$ 7,911,105	\$ -
<i>Investments not subject to levelling:</i>				
Money Market Sweep	51,283			
CalTrust Investment Pool	2,273,241			
Local Agency Investment Fund	501,972			
Total	\$ 10,737,601			

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

2. CASH AND INVESTMENTS, Continued

E. Investment Valuation, Continued

Federal Agency Securities categorized as Level 2 are valued based on matrix pricing which use observable market inputs such as yield curves and market indices that are derived principally from or corroborated by observable market data by correlation to other means.

3. CAPITAL ASSETS

There were no governmental activity capital assets for the years ended June 30, 2018 and 2017.

Business-type activities capital asset activity for the years ended June 30, 2018 and 2017 were as follows:

	Balance	2017		Balance	2018		Balance
	June 30, 2016	Additions	Reductions	June 30, 2017	Additions	Reductions	June 30, 2018
Capital assets not being depreciated:							
Land	\$ 638,075	\$ 48,503	\$ -	\$ 686,578	\$ -	\$ -	\$ 686,578
Construction in progress	1,311,081	98,093	(1,306,211)	102,963	114,287	(102,963)	114,287
Total capital assets not being depreciated	1,949,156	146,596	(1,306,211)	789,541	114,287	(102,963)	800,865
Capital assets being depreciated:							
Buildings	1,138,982	199,758	-	1,338,740	646,010	-	1,984,750
Wells	8,431,114	149,348	-	8,580,462	200,752	-	8,781,214
Treatment Plants	12,798,741	644,557	-	13,443,298	70,875	-	13,514,173
Water mains	74,129,352	1,438,045	-	75,567,397	409,288	-	75,976,685
Equipment	2,289,550	92,123	(152,521)	2,229,152	107,608	-	2,336,760
Total assets being depreciated	98,787,739	2,523,831	(152,521)	101,159,049	1,434,533	-	102,593,582
Less accumulated depreciation for:							
Buildings	(330,499)	(24,922)	-	(355,421)	(29,917)	-	(385,338)
Wells	(4,461,616)	(315,164)	-	(4,776,780)	(311,439)	-	(5,088,219)
Treatment Plants	(5,340,138)	(412,799)	-	(5,752,937)	(347,167)	-	(6,100,104)
Water mains	(17,756,631)	(926,617)	-	(18,683,248)	(944,592)	-	(19,627,840)
Equipment	(2,035,916)	(66,483)	152,521	(1,949,878)	(79,088)	-	(2,028,966)
Total accumulated depreciation	(29,924,800)	(1,745,985)	152,521	(31,518,264)	(1,712,203)	-	(33,230,467)
Total capital assets being depreciated, net	68,862,939	777,846	-	69,640,785	(277,670)	-	69,363,115
Total capital assets, net	\$ 70,812,095	\$ 924,442	\$ (1,306,211)	\$ 70,430,326	\$ (163,383)	\$ (102,963)	\$ 70,163,980

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

4. LONG-TERM DEBT

The following is a summary of long-term liability activity for the years ended June 30, 2018 and 2017:

	Balance	2018		Balance	Due Within
	June 30, 2017	Additions	Reductions	June 30, 2018	One Year
Business-type activities:					
Water District Fund					
Certificates of Participation					
2014 Refunding, Series A	\$ 31,610,000	\$ -	\$ (1,475,000)	\$ 30,135,000	\$ 1,705,000
2016 Refunding, Series A	14,525,000	-	(515,000)	14,010,000	365,000
Total Water District Fund debt	46,135,000	-	(1,990,000)	44,145,000	2,070,000
Compensated absences	185,055	202,529	(185,055)	202,529	94,686
Total Water District Fund	\$ 46,320,055	\$ 202,529	\$ (2,175,055)	\$ 44,347,529	\$ 2,164,686
Unamortized bond discounts & premiums	2,016,248	-	(126,016)	1,890,232	
Less: Due within one year	(2,111,463)			(2,164,686)	
Due in more than one year	\$ 46,224,840			\$ 44,073,075	

	Balance	2017		Balance	Due Within
	July 1, 2016	Additions	Reductions	June 30, 2017	One Year
Business-type activities:					
Water District Fund					
Certificates of Participation					
2002 Refunding, Series A	\$ 375,000	\$ -	\$ (375,000)	\$ -	\$ -
2014 Refunding, Series A	32,325,000	-	(715,000)	31,610,000	1,475,000
2016 Refunding, Series A	14,875,000	-	(350,000)	14,525,000	515,000
Total Water District Fund debt	47,575,000	-	(1,440,000)	46,135,000	1,990,000
Compensated absences	207,260	-	(22,205)	185,055	121,463
Total Water District Fund	\$ 47,782,260	\$ -	\$ (1,462,205)	\$ 46,320,055	\$ 2,111,463
Unamortized bond discounts & premiums	2,138,539	-	(122,291)	2,016,248	
Less: Due within one year	(1,561,463)			(2,111,463)	
Due in more than one year	\$ 48,359,336			\$ 46,224,840	

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

4. LONG-TERM DEBT, Continued

Long-term debt related to business-type activities consisted of the following at June 30:

	2018	2017
<u>Florin Resource Conservation District, Water Revenue Refunding Bonds, 2014 Series A</u>		
On December 16, 2014, the District issued the Florin Resource Conservation District, Water Revenue Refunding Bonds, 2014 Series A in the amount of \$32,325,000. The proceeds were used to prepay aggregate principal amount of outstanding certificates of participation previously executed and delivered by the District, purchase a debt service reserve surety bond, and pay for certain costs associated with the issuance of the 2014 Series A Bonds. The Bonds are secured by a lien on the net water system revenues. Annual principal payments of \$715,000 to \$2,450,000 are due on September 1 through September 1, 2032. Semi-annual interest payments of \$37,625 to \$688,909 are due March 1 and September 1, 2016 through September 1, 2032. Interest rates range from 4.30% to 5.00%. The refunding resulted in an economic gain of \$3,563,207 and an accounting loss that was recorded as a deferred outflow of resources. The unamortized balance of the deferred loss on refunding as of June 30, 2018 was \$623,354. The aggregate difference between the debt service requirements of the refunding bonds and remaining debt service of the refunded bonds was \$4,893,871.	\$ 30,135,000	\$ 31,610,000
<u>Florin Resource Conservation District, Water Revenue Refunding Bonds, 2016 Series A</u>		
On June 7, 2016, the District issued the Florin Resource Conservation District, Water Revenue Refunding Bonds, 2016 Series A in the amount of \$14,875,000. The proceeds were used to prepay aggregate principal amount of outstanding certificates of participation previously executed and delivered by the District, purchase a debt service reserve surety bond, and pay for certain costs associated with the issuance of the 2016 Series A Bonds. The Bonds are secured by a lien on the net water system revenues. Annual principal payments of \$350,000 to \$2,395,000 are due on September 1 through September 1, 2032. Semi-annual interest payments of \$43,110 to \$261,450 are due March 1 and September 1, 2016 through September 1, 2032. Interest rate 3.6%. The refunding resulted in an economic gain of \$2,098,268 and an accounting loss that was recorded as a deferred outflow of resources. The unamortized balance of the deferred loss on refunding as of June 30, 2018 was \$411,638. The aggregate difference between the debt service requirements of the refunding bonds and the remaining debt service of the refunded bonds was \$9,573,508.	\$14,010,000	\$14,525,000

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

4. LONG TERM DEBT, Continued

The annual requirements to amortize the outstanding business-type activities debt as of June 30, 2018 are as follows:

Year Ending June 30,	Water District Fund		
	2014 Refunding, Series A and 2016 Refunding, Series A Bonds		
	Principal	Interest	Total
2019	\$ 2,070,000	\$ 1,753,909	\$ 3,823,909
2020	2,165,000	1,661,739	3,826,739
2021	2,300,000	1,555,469	3,855,469
2022	2,440,000	1,442,499	3,882,499
2023	2,560,000	1,323,204	3,883,204
2024-2028	14,645,000	5,029,782	19,674,782
2029-2033	17,965,000	1,938,686	19,903,686
	<u>\$ 44,145,000</u>	<u>\$ 14,705,287</u>	<u>\$ 58,850,287</u>

Pledged Revenues: The District has pledged future water system revenues, net of specified operating expenses, to repay its 2014 Series A Water Revenue Refunding Bonds, and 2016 Series A Water Revenue Refunding Bonds in the original amount of \$32,325,000 and \$14,875,000, respectively. Proceeds of the 2016 Bonds were used to retire the 2002 and 2005 Certificates, and the remaining 2002 Certificates were paid off during 2016-17.

The 2014 and 2016 bonds are parity debt, with the net revenues, less the rate stabilization fund, required to be at least 1.15 times the sum of the cash basis installment principal and interest payments on the outstanding bonds and any other obligation payable from water system revenues.

The following is a calculation of the required coverage ratios for the Water District Fund as of June 30, 2018 and 2017:

	2018	2017
Covenant:		
Net revenues before adjustments (operating income)	\$ 4,409,294	\$ 4,373,450
Add: Depreciation and amortization	1,712,203	1,745,984
Net revenues, not including rate stabilization fund, accrual basis	6,121,497	6,119,434
Interest and principal payments, cash basis (as defined)	3,823,349	3,247,522
Coverage ratio computed	<u>1.60</u>	<u>1.88</u>

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

4. LONG TERM DEBT, Continued

Arbitrage: The Tax Reform Act of 1986 instituted certain arbitrage restrictions with respect to the issuance of tax exempt bonds after August 31, 1986. Arbitrage regulations deal with investments of all tax-exempt bond proceeds at an interest yield greater than the interest paid to the bondholders. Generally, all interest paid to bond holders can be retroactive if applicable rebates are not reported and paid to the Internal Revenue Service at least every five years. The 5th year anniversary of the 2014 Series A Bonds is December 2019, at which time the District will conduct the necessary Arbitrage Rebate calculations.

5. NET POSITION RESERVES

The District's Board of Directors approved a reserve policy that authorized commitments of unrestricted net position in the Water District Fund for certain percentages of the change in new position reported in the audited financial statements or budget up to a specified dollar amount as follows as of June 30, 2018 and 2017:

	Description	2018	2017
Operating fund	120 days of annual operations and maintenance budget	\$ 4,869,967	\$ 4,182,889
Future capital improvement fund	75% of unrestricted funds not allocated to other reserve funds	5,854,024	5,109,297
Capital improvement fund	Annual capital improvement budget	440,000	1,130,000
Future capital replacement fund	25% of unrestrictiid funds not allocated to other reserve funds	1,951,341	1,703,099
Capital replacement fund	Annual capital replacement budget	874,000	626,000
Elections and special studies	Amount specified by Board of Directors	150,000	120,000
Total net position commitments		<u>\$ 14,139,332</u>	<u>\$ 12,871,285</u>

6. INSURANCE

The District is a member of the Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA or JPIA). The JPIA is a risk-pooling self-insurance authority, created under the provisions of the California Government Code for the purpose of providing insurance coverage for its member districts. The District pays an annual premium to JPIA for liability, property and workers compensation coverage. The District's annual premium is based on its pro-rata share of charges for the pooled risk, claims adjusting and legal costs, and administrative and other costs to operate the JPIA. The District's coverage and corresponding deductibles are as follows:

Coverage	Amount	Deductible
Liability (including errors and omissions)	\$ 60,000,000	None
Cyber Liability	\$ 3,000,000/occurrence	\$ 25,000
Property	\$ 2,500,000 - 500,000,000	\$ 500-250,000
Crime	\$ 1,000,000	\$ 1,000
Worker's compensation	\$ 2,000,000	None

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

7. RETIREMENT BENEFITS

A. Plan Description

All qualified permanent and probationary employees are eligible to participate in the Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan (Plan) administered by the California Public Employees' Retirement System (CalPERS.) The Plan consists of individual rate plans (benefit tiers) within a safety risk pool (police and fire) and a miscellaneous risk pool (all other). Plan assets may be used to pay benefits for any employer rate plan of the safety and miscellaneous pools. Accordingly, rate plans within the safety or miscellaneous pools are not separate plans under GASB Statement No. 68. Individual employers may sponsor more than one rate plan in the miscellaneous or safety risk pools. The District sponsors two miscellaneous rate plans. Benefit provisions under the Plan are established by State statute and District resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions, and membership information that can be found on the CalPERS website.

B. Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members who must be public employees, and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 55 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employee's Retirement Law.

The rate plans' provisions and benefits in effect at June 30, 2018 and 2017 are summarized as follows:

Hire Date	Miscellaneous - Classic	Miscellaneous - PEPRA
	Prior to January 1, 2013	On or after January 1, 2013
Benefit vesting schedule	5 years service	5 years service
Benefit payment	Monthly for life	Monthly for life
Retirement age	55	62
Monthly benefits, as a % of annual salary	2.00%	2.00%
Required employee contribution rates	6.000%	6.250%
Required employer contribution rates (2017)	8.377%	6.555%
Required unfunded liability payment (2017)	\$ 123,375	\$ -
Required employer contribution rates (2018)	8.418%	6.533%
Required unfunded liability payment (2018)	\$ 136,504	\$ 34

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

7. RETIREMENT BENEFITS, Continued

B. Benefits Provided, Continued

Contributions - Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and are effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

The District's contributions to the Plan for the year ended June 30, 2017 and 2016 were \$302,911 and \$298,557, respectively.

As of June 30, 2018, and 2017, the District reported a net pension liability for its proportionate share of the net pension liability of the Plan of \$1,568,286 and \$1,381,275, respectively.

The District's net pension liability for the Plans is measured as the proportionate share of the total net pension liability of the Plan. The net pension liability of the Plan for the fiscal year 2018 is measured as of June 30, 2017, and the total pension liability for the Plan used to calculate the net pension liability was determined by actuarial valuations as of June 30, 2016 rolled forward to June 30, 2017 using standard update procedures. The net pension liability of the Plan for the fiscal year 2017 is measured as of June 30, 2016, and the total pension liability for the Plan used to calculate the net pension liability was determined by actuarial valuations as of June 30, 2015 rolled forward to June 30, 2016 using standard update procedures. The District's proportionate share of the net pension liability was based on the District's plan liability and asset-related information where available, and proportional allocations of plan amounts as of the valuation date where not available.

C. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions

The District's proportionate share of the net pension liability for the plan as of June 30, 2015, 2016, and 2017 was as follows:

Proportion - June 30, 2015	0.016920%	Proportion - June 30, 2016	0.015960%
Proportion - June 30, 2016	<u>0.015960%</u>	Proportion - June 30, 2017	<u>0.015810%</u>
Change - Increase (Decrease)	-0.000960%	Change - Increase (Decrease)	-0.000150%

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

7. RETIREMENT BENEFITS, Continued

C. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions, Continued

For the year ended June 30, 2018 and 2017, the District recognized pension expense(income) of \$537,500 and \$(8,270), respectively. At June 30, 2018 and 2017, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	2018		2017	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 317,812	\$ -	\$ 302,911	\$ -
Changes in employer's proportion	227,506	51,166	168,760	108,085
Differences between the employer's contribution and the employer's proportionate share of contributions	181,549	-	221,704	-
Changes of assumptions	274,486	20,930	-	95,480
Differences between expected and actual experiences	2,213	31,694	10,092	2,312
Net differences between projected and actual earnings on plan investments	62,077	-	496,940	-
Total	\$ 1,065,643	\$ 103,790	\$ 1,200,407	\$ 205,877

\$317,812 and \$302,911 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2019 and 2018, respectively. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year	2018	2017
Ending June 30:		
2018	-	184,397
2019	267,204	149,704
2020	250,054	228,805
2021	163,639	128,713
2022	(36,856)	-

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

7. RETIREMENT PLANS, Continued

C. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions, Continued

Actuarial Assumptions – The total pension liabilities in the June 30, 2016 and 2015 actuarial valuations were determined using the following actuarial assumptions:

	2018	2017
Valuation Date	June 30, 2016	June 30, 2015
Measurement Date	June 30, 2017	June 30, 2016
Actuarial Cost Method	Entry-Age Normal Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:		
Discount Rate	7.15%	7.65%
Inflation	2.75%	2.75%
Projected Salary Increase	Varies by entry age and service	Varies by entry age and service
Investment Rate of Return ⁽¹⁾	7.15%	7.65%
Mortality	Derived by CalPERS membership data for all funds	Derived by CalPERS membership data for all funds

(1) Net of pension plan investment expenses, including inflation

The underlying mortality assumptions and all other actuarial assumptions used in the June 30, 2016 and 2015 valuations were based on the results of a January 2014 actuarial experience study for the period 1997 to 2011. Further details of the Experience Study can found on the CalPERS website.

Discount Rate – The discount rate used to measure the total pension liabilities was 7.15 percent for the Plan for the measurement date June 30, 2017 and 7.65 percent for the Plan for the measurement date June 30, 2016. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the Plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.15 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.15 percent will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

7. RETIREMENT PLANS, Continued

C. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions, Continued

In determining the long-term expected rate of return, CalPERS considered both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class	2018			2017		
	New Strategic Allocation	Real Return Years 1 - 10(a)	Real Return Years 11+(b)	New Strategic Allocation	Real Return Years 1 - 10(a)	Real Return Years 11+(b)
Global Equity	47.00%	4.90%	5.38%	51.00%	5.25%	5.71%
Global Fixed Income	19.00%	0.80%	2.27%	20.00%	0.99%	2.43%
Inflation Sensitive	6.00%	0.60%	1.39%	6.00%	0.45%	3.36%
Private Equity	12.00%	6.60%	6.63%	10.00%	6.83%	6.95%
Real Estate	11.00%	2.80%	5.21%	10.00%	4.50%	5.13%
Infrastructure and Forestland	3.00%	3.90%	5.36%	2.00%	4.50%	5.09%
Liquidity	2.00%	-2.20%	-2.70%	1.00%	-0.55%	-1.05%
Total	<u>100%</u>			<u>100%</u>		

(a) An expected inflation of 2.5% used for this period.

(b) An expected inflation of 3.0% used for this period.

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

7. RETIREMENT PLANS, Continued

D. Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the District's proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>2018</u>	<u>2017</u>
1% Decrease	6.15%	6.65%
Net Pension Liability	\$ 2,473,069	\$ 2,138,582
Current Discount Rate	7.15%	7.65%
Net Pension Liability	\$ 1,568,286	\$ 1,381,275
1% Increase	8.15%	8.65%
Net Pension Liability	\$ 818,929	\$ 755,399

E. Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

F. Payable to the Pension Plan

At June 30, 2018 and 2017 the District reported a payable of \$0 for outstanding amount of required contributions to the pension plan required.

8. OTHER POSTEMPLOYMENT BENEFITS PLAN

A. Plan Description

The District has established an Other Postemployment Benefit plan (OPEB Plan) and participates in an agent multiple-employer defined benefit retiree healthcare plan. CalPERS invests the plan's assets as part of the California Employer's Retiree Benefit Trust (CERBT). The OPEB Plan provides employees who retire directly from the District, at a minimum age of 55 and with a minimum of fifteen years of continuous service with the District, a lifetime cash subsidy for monthly medical, dental and vision insurance premiums for each eligible employee and spouse or registered domestic partner retiring within 120 days of separation from the District. Benefits from the District continue to surviving spouses upon death of the retiree. Employees hired before October 28, 2009 had a one-time option to increase their years for eligibility from five to fifteen and have vision and dental coverage added to their post-retirement benefit.

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

8. OTHER POSTEMPLOYMENT BENEFITS PLAN, Continued

B. Employees Covered

As of the March 1, 2017 actuarial valuation, the following current and former employees were covered by the benefit terms under the OPEB Plan:

Active employees	29
Inactive employees or beneficiaries currently receiving benefits	2
Inactive employees entitled to, but not yet receiving benefits	—
Total	31

C. Contributions

The OPEB Plan and its contribution requirements are established by and may be amended by the District. The annual contribution is based on the actuarially determined contribution. For the fiscal year ended June 30, 2018, the District's cash contributions were \$26,301 in pay-as-you-go premiums, payment to the trust of \$125,380 and the estimated implied subsidy was \$3,648 resulting in total payments of \$155,329.

D. Net OPEB Liability

The District's net OPEB liability was measured as of June 30, 2017 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation dated March 1, 2017 that was rolled forward to determine the June 30, 2017 total OPEB liability, based on the following actuarial methods and assumptions:

Actuarial Assumptions:	
Discount Rate	7.28%
Inflation	2.26%
Salary Increases	3.25% per annum, in aggregate
Investment Rate of Return	7.28%
Mortality Rate ⁽¹⁾	Derived using CalPERS' Membership Data for all funds
Pre-Retirement Turnover ⁽²⁾	Derived using CalPERS' Membership Data for all funds
Healthcare Trend Rate	7.70% decreasing to 5.00%

Notes: ⁽¹⁾ Pre-retirement mortality information was derived from data collected during 1997 to 2011 CalPERS Experience Study dated January 2014 and post-retirement mortality information was derived from the 2007 to 2011 CalPERS Experience Study. The Experience Study Reports may be accessed on the CalPERS website www.calpers.ca.gov under Forms and Publications.

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

8. OTHER POSTEMPLOYMENT BENEFITS PLAN, Continued

D. Net OPEB Liability, Continued

(2) The pre-retirement turnover information was developed based on CalPERS' specific data. For more details, please refer to the 2007 to 2011 Experience Study Report. The Experience Study Report may be accessed on the CalPERS website www.calpers.ca.gov under Forms and Publications.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<i>Investment Class</i>	<i>Target Allocation</i>	<i>Long-Term Expected Real Rate of Return</i>
<i>Global Equity</i>	57.00%	7.75%
<i>Fixed Income</i>	27.00%	4.29%
<i>Treasury Inflation-Protected Securities (TIPS)</i>	5.00%	3.50%
<i>Commodities</i>	3.00%	2.84%
<i>Real Estate Investment Trusts</i>	8.00%	5.75%
<i>Liquidity</i>	0.00%	0.00%
TOTAL	100.00%	

E. Discount Rate

The discount rate used to measure the total OPEB liability was 7.28 percent. The projection of cash flows used to determine the discount rate assumed that District contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees and beneficiaries. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

8. OTHER POSTEMPLOYMENT BENEFITS PLAN, Continued

F. Changes in the OPEB Liability

The changes in the net OPEB liability for the OPEB Plan are as follows:

	Increase (Decrease)		Net OPEB Liability/(Asset) (c) = (a) - (b)
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	
Balance at June 30, 2017 (Measurement Date June 30, 2016)	\$ 2,156,074	\$ 1,927,589	\$ 228,485
Changes recognized for the measurement period:			
Service cost	148,138	-	148,138
Interest	166,580	-	166,580
Difference between expected and actual experience	(216,413)	-	(216,413)
Changes in Assumption	(151,557)	-	(151,557)
Contributions - employer	-	114,015	(114,015)
Net investment income	-	203,487	(203,487)
Benefit payment	(32,629)	(32,629)	-
Administrative expenses	-	(991)	991
Net Changes	(85,881)	283,882	(369,763)
Balance at June 30, 2018 (Measurement Date June 30, 2017)	\$ 2,070,193	\$ 2,211,471	\$ (141,278)

G. Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The following presents the net OPEB liability of the District if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2017:

	1% Decrease (6.28%)	Current Discount Rate (7.28%)	1% Increase (8.28%)
Net OPEB Liability	\$ 182,881	\$ (141,278)	\$ (407,821)

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

8. OTHER POSTEMPLOYMENT BENEFITS PLAN, Continued

H. Sensitivity of the Net OPEB Liability to Changes in the Health Care Cost Trend Rates

The following presents the net OPEB liability of the District if it were calculated using health care cost trend rates that are one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2017:

	1% Decrease <u>(6.28%)</u>	Current Discount Rate <u>(7.28%)</u>	1% Increase <u>(8.28%)</u>
Net OPEB Liability	\$ (458,943)	\$ (141,278)	\$ 50,134

I. Recognition of Deferred Outflows and Deferred Inflows of Resources

Gains and losses related to changes in total OPEB liability and fiduciary net position are recognized in OPEB expense systematically over time. Amounts are first recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense. The recognition period differs depending on the source of the gain or loss:

Net difference between projected and actual earnings on OPEB plan investments	5 years
All other amounts	Expected average remaining service lifetime (EARSL) (6.0 Years at June 30, 2017)

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

8. OTHER POSTEMPLOYMENT BENEFITS PLAN, Continued

J. OPEB Expense and Deferred Outflows/(Inflows) of Resources Related to OPEB

For the fiscal year ended June 30, 2018, the District recognized OPEB expense of \$134,710. For the fiscal year ended June 30, 2017, the District reported deferred outflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience in the measurement of TOL	\$ -	\$ 201,276
Changes in assumptions	-	140,956
Net difference between projected and actual earnings of OPEB plan investments	-	48,227
Contributions to OPEB plan after measurement date	155,329	-
TOTAL	\$ 155,329	\$ 390,459

The \$155,329 reported as deferred outflows of resources related to contributions subsequent to the June 30, 2017 measurement date will be recognized as a reduction of the net OPEB liability during the fiscal year ending June 30, 2019. Other amounts reported as deferred outflows of resources related to OPEB will be recognized as expense as follows:

Fiscal Year Ended June 30:	Deferred Outflows/(Inflows) of Resources
2019	(37,795)
2020	(37,795)
2021	(37,795)
2022	(37,794)
2023	(25,738)
Thereafter	(213,542)

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

8. OTHER POSTEMPLOYMENT BENEFITS PLAN, Continued

K. Plan Provision Changes

The Plan was amended on September 20, 2017 to provide coverage to surviving spouses effective 2017-2018. This amendment was not reflected in the June 30, 2017 measurement date valuation. Had this amendment been reflected in the June 30, 2017 measurement date valuation, the estimated June 30, 2017 TOL would increase by \$166,740.

L. Annual OPEB Cost and Net OPEB Obligation/Assets (GASB 45 information for 2017)

The District's annual other postemployment benefits cost (expense) is calculated based on the annual required contribution (ARC) of the employer. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 30 years. The table on the following page shows the components of the District's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the District's Net OPEB obligation for the year ended June 30, 2017.

	2017
Annual required contribution (ARC)	\$ 162,762
Interest on net OPEB obligation	(39,941)
Adjustment to annual required contribution	38,837
Annual OPEB cost (expense)	161,658
Contribution	(162,762)
(Increase) decrease in net OPEB asset	(1,104)
Net OPEB obligation (asset) - beginning of year	(578,765)
Net OPEB obligation (asset) - end of year	\$ (579,869)

The District's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for the last three fiscal years were as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation (Asset)
6/30/2015	\$ 73,169	105%	\$ (576,477)
6/30/2016	153,286	101%	(578,765)
6/30/2017	161,658	101%	(579,869)

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

8. OTHER POSTEMPLOYMENT BENEFITS PLAN, Continued

L. Annual OPEB Cost and Net OPEB Obligation/Assets, Continued

Funded Status and Funding Progress: The funded status of the plan as of most recent valuation was as follows:

	<u>7/1/2015</u>
Actuarial accrued liability (AAL)	\$ 1,893,606
Actuarial value of plan assets	<u>1,834,047</u>
Unfunded actuarial accrued (liability) asset (UAAL)	<u>\$ (59,559)</u>
Funded ratio (actuarial value of plan assets/AAL)	96.9%
Covered payroll (active plan members)	\$ 2,375,112
UAAL as a percentage of covered payroll	-2.5%

Actuarial valuations of an ongoing plan involve estimates of the value of expected benefit payments and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial liabilities for benefits.

For the July 1, 2015 actuarial valuation, the entry age normal cost method was used. The actuarial assumptions included a 7.28% investment rate of return (net of administrative expenses) and an annual healthcare cost trend rate of 7.0% initially, reduced by decrements to an annual rate of 5.0%, 3.25% annual payroll increases and a 5.00% general inflation assumption. The initial UAAL was amortized as a level percentage of projected payroll over a closed 30-year period. The remaining amortization period at June 30, 2015 was 23 years.

9. COMMITMENTS AND CONTINGENCIES

A. Claims

The District is a party to various claims, legal actions and complaints that arise in the normal operation of business. Management and the District's legal counsel believe that there are no loss contingencies that would have a material adverse impact on the financial position of the District.

B. District Conservation Operation Financial Issues

For many years, with the exception of revenue relating to its water service operations, the District has experienced insufficient revenues and declining reserves. The insufficient revenues and declining

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

9. COMMITMENTS AND CONTINGENCIES, CONTINUED

B. District Conservation Operation Financial Issues, Continued

reserves are attributable to a reduction in revenue generating operations by the District's conservation operations and a reduction in grant funding available for conservation activities. Although some grant funding is available, the majority of the grants require matching cash funds anywhere from 10-35% of the total grant amount. With declining cash balances, this grant requirement often results in the District not having the financial capacity to apply for such grants with non-water service operation funds.

Significant effort has been expended to resolve this financial issue and to address the strategic direction of the conservation operations of the District. On March 23, 2016, a Final Needs Assessment was accepted and filed by the Board, which concluded that, although certain needs may exist, there were no identifiable activities that the District could undertake that would generate a long-term source of revenue for the District's conservation operations.

On September 6, 2017, six options were presented to the Board for their consideration in addressing the financial issues with the District's conservation operations. Staff and the Board also took into consideration the requirements of Proposition 218 and related laws regarding the proper use of fees and other revenues. Consistent with Proposition 218, fees and revenues related to the water service operations of the District must be dedicated to the EGWD and such matters that benefit EGWD and its ratepayers. The fees and revenues generated by water service operations are prohibited from use to support or benefit the District's conservation operations. After several public meetings and discussions, the District's Board of Directors approved a resolution on April 18, 2018 declaring that all future activities performed by the District be limited to water related activities that provide a benefit to the EGWD ratepayers. This resolution is effective July 1, 2018.

This resolution provides a solution to the financial issues of the District's conservation operations, as the District's conservation operations are now restricted to only water related conservation activities that provide a benefit to EGWD ratepayers.

10. EXCESS EXPENDITURES OVER BUDGET

The General Fund's actual expenditures exceeded budget by \$6,180 for fiscal year 2017.

Florin Resource Conservation District
Notes to Basic Financial Statements, Continued
For the years ended June 30, 2018 and 2017

11. RESTATEMENT

The District recorded a prior period adjustment to recognize deferred outflows of resources and net OPEB liability as of June 30, 2017.

	Net Position, as Previously Reported at June 30, 2017	Prior Period Adjustments		Net Position, as Restated at June 30, 2017
		Deferred Employer OPEB Contributions	Net OPEB Liability	
Government-Wide Statements				
Business-type activities	\$ 37,282,179	\$ 114,015	\$ (808,354)	\$ 36,587,840
Proprietary Fund				
Water Enterprise	\$ 37,282,179	\$ 114,015	\$ (808,354)	\$ 36,587,840

REQUIRED SUPPLEMENTARY INFORMATION

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Florin Resource Conservation District
Required Supplementary Information
For the years ended June 30, 2018 and 2017

1. BUDGETARY COMPARISON INFORMATION -GENERAL FUND

For the year ended June 30, 2018

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES:				
Use of money and property	\$ 25	\$ 25	\$ -	\$ (25)
Miscellaneous	46,209	46,209	23,542	(22,667)
Total revenues	46,234	46,234	23,542	(22,692)
EXPENDITURES:				
General government	60,383	60,383	48,240	12,143
Total expenditures	60,383	60,383	48,240	12,143
REVENUES OVER (UNDER) EXPENDITURE	(14,149)	(14,149)	(24,698)	(10,549)
Net change in fund balance	\$ (14,149)	\$ (14,149)	(24,698)	\$ (10,549)
FUND BALANCE:				
Beginning of year			42,401	
End of year			\$ 17,703	

For the year ended June 30, 2017

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES:				
Use of money and property	\$ 75	\$ 75	\$ 4	\$ (71)
Miscellaneous	-	-	1,564	1,564
Total revenues	75	75	1,568	1,493
EXPENDITURES:				
General government	41,821	41,821	48,001	(6,180)
Total expenditures	41,821	41,821	48,001	(6,180)
Net change in fund balance	\$ (41,746)	\$ (41,746)	(46,433)	\$ (4,687)
FUND BALANCE:				
Beginning of year			88,834	
End of year			\$ 42,401	

Note: The basis of budgeting is the same as GAAP.

Florin Resource Conservation District
Required Supplementary Information
For the years ended June 30, 2018 and 2017

2. DEFINED BENEFIT PENSION PLAN

A. Schedule of the District's Proportionate Share of the Net Pension Liability - Last 10 Years*

Fiscal Year	2018	2017	2016	2015
Measurement Date	6/30/2017	6/30/2016	6/30/2015	6/30/2014
Proportion of the net pension liability	0.01581%	0.01596%	0.01692%	0.01956%
Proportionate share of the net pension liability	\$ 1,568,286	\$ 1,381,275	\$ 1,161,703	\$ 1,217,268
Covered payroll	\$ 2,272,435	\$ 2,375,112	\$ 2,055,396	\$ 2,094,592
Proportionate Share of the net pension liability as percentage of covered payroll	69.01%	58.16%	56.52%	62.00%
Plan fiduciary net position as a percentage of the total pension liability	73.31%	74.06%	78.40%	79.82%

Notes to Schedule:

*- Fiscal year 2015 was the 1st year of implementation.

B. Schedule of Contributions - Last 10 Years*

Fiscal Year	2018	2017	2016	2015
Contractually required contribution (actuarially determined)	\$ 317,812	\$ 302,911	\$ 298,556	\$ 291,670
Contribution in relation to the actuarially determined contributions	(317,812)	(302,911)	(298,556)	(291,670)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 2,359,233	\$ 2,272,435	\$ 2,375,112	\$ 2,055,396
Contributions as a percentage of covered payroll	13.47%	13.33%	12.57%	14.19%

Note to Schedule

Valuation date: 6/30/2015 6/30/2014 6/30/2013 6/30/2012

* - Fiscal year 2015 was the 1st year of implementation.

Florin Resource Conservation District
Required Supplementary Information
For the years ended June 30, 2018 and 2017

3. OTHER POSTEMPLOYMENT BENEFIT PLAN

A. Schedule of Changes in the Net OPEB Liability and Related Ratios

<i>Measurement Period</i>	2017
Total OPEB Liability	
Service Cost	\$ 148,138
Interest on the total OPEB liability	166,580
Differences between expected and actual experience	(216,413)
Changes of assumptions	(151,557)
Benefit payments, including refunds of employee contributions	(32,629)
Net change in total OPEB liability	(85,881)
Total OPEB liability - beginning	2,156,074
Total OPEB liability - ending (a)	\$ 2,070,193
 Plan Fiduciary Net Position	
Contributions - employer	\$ 114,015
Net investment income	203,487
Benefit payments, including refunds of employee contributions	(32,629)
Administrative expense	(991)
Net change in plan fiduciary net position	283,882
Plan fiduciary net position - beginning	1,927,589
Plan fiduciary net position - ending (b)	\$ 2,211,471
Net OPEB liability/(asset) - ending (a) - (b)	\$ (141,278)
Plan fiduciary net position as a percentage of the total OPEB liability	107%
Covered-employee payroll	2,272,435
Net OPEB liability as a percentage of covered-employee payroll	-6.22%

Notes to Schedule:

Changes in assumptions. Average per capita claims cost was updated to reflect actual 2017 premiums, the health care cost trend rate was updated to reflect 2018 industry survey data, and the mortality table was updated to reflect the most recent CalPERS studies.

Historical information is required only for measurement periods for which GASB 75 is applicable. Future years' information will be displayed up to 10 years as information becomes available.

Florin Resource Conservation District
Required Supplementary Information
For the years ended June 30, 2018 and 2017

3. OTHER POSTEMPLOYMENT BENEFIT PLAN, Continued

B. Schedule of Contributions Last Ten Fiscal Years

Fiscal Year Ended June 30	2018
Actuarially Determined Contribution (ADC)	\$ 155,329
Contributions in relation to the ADC	(155,329)
Contribution deficiency (excess)	\$ -
 Covered-employee payroll	 2,359,233
 Contributions as a percentage of covered-employee payroll	 6.58%

Notes to Schedule:

Methods and assumptions used to determine contributions:

Actuarial Cost Method	Entry Age Normal
Amortization Method/Period	Straightline Amortization
Asset Valuation Method	Market value
Inflation	2.25%
Payroll Growth	3.25% annual increases
Investment Rate of Return	7.28%
Healthcare cost-trend rates	7.70% decreasing to 5.00%
Retirement Age	The probabilities of Retirement are based on the 2014 CalPERS Experience Study for the period from 1997 to 2011.
Mortality	Pre-retirement mortality probability based on 2014 CalPERS 1997-2011 Experience Study covering CalPERS participants. Post-retirement mortality probability based on CalPERS Experience Study 2007-2011 covering participants in CalPERS.

Historical information is required only for measurement periods for which GASB 75 is applicable. Future years' information will be displayed up to 10 years as information becomes available.

Florin Resource Conservation District
Required Supplementary Information
For the years ended June 30, 2018 and 2017

3. OTHER POSTEMPLOYMENT BENEFIT PLAN, Continued

C. Schedule of Funding Progress

The table below, which is from the latest available actuarial valuation, shows a two-year analysis of the actuarial value of assets as a percentage of the actuarial accrued liability and the funded status of the accrued liability as a percentage of the annual covered payroll for the District's contribution to OPEB as of June 30:

Funded Status of Plan

Actuarial Valuation Date	Actuarial Value of Assets	Entry Age Actuarial Accrued Liability	Actuarial Unfunded (Overfunded) Liability	Funded Ratio	Covered Payroll	Liability as Percentage of Covered Payroll
7/1/2013	1,474,536	1,085,281	(389,255)	135.9%	1,944,000	-20%
7/1/2015	1,834,047	1,893,606	59,559	96.9%	2,375,112	3%

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STATISTICAL SECTION

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This part of the Florin Resource Conservation District comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the District's overall financial health.

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Sources

Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial reports of the relevant years.

Florin Resource Conservation District
Net Position by Component
Last Ten Years

	2009	2010	2011*	2012	2013	2014	2015	2016	2017	2018
Fiscal Year ended June 30,										
Governmental Activities										
Unreserved	\$ 67,862	\$ 69,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unassigned	-	-	80,760	88,227	80,927	132,261	123,219	88,834	42,401	17,703
Total governmental activities net position	67,862	69,903	80,760	88,227	80,927	132,261	123,219	88,834	42,401	17,703
Business-Type										
Invested in capital assets (net of debt)	(17,480,931)	(17,738,507)	(18,773,507)	(17,230,289)	(15,360,450)	15,860,844	17,009,265	22,281,403	23,387,996	25,163,739
Restricted for Debt Services	2,224,971	2,383,125	1,953,435	1,965,930	1,834,869	1,863,744	1,871,782	412,862	10	-
Restricted for Capital Projects	3,771,280	1,568,906	533,691	1,321	1,321	1,321	-	-	-	-
Restricted for administrative, operating and maintenance expenses	-	-	480,803	419,984	365,030	202,854	3,775	-	-	-
Unrestricted	5,509,663	9,122,678	9,538,425	10,042,430	10,676,025	9,786,366	8,220,125	11,982,765	13,894,173	14,139,332
Total business-type net position	(5,975,017)	(4,663,798)	(6,267,153)	(4,800,624)	(2,483,205)	27,715,129	27,104,947	34,677,030	37,282,179	39,303,071
Primary Government										
Net investment in capital assets	(17,480,931)	(17,738,507)	(18,773,507)	(17,230,289)	(15,360,450)	15,860,844	17,009,265	22,281,403	23,387,996	25,163,739
Restricted	5,996,251	3,952,031	2,967,929	2,387,235	2,201,220	2,067,919	1,875,557	412,862	10	-
Unrestricted	5,509,663	9,122,678	9,619,185	10,130,657	10,756,952	9,918,627	8,343,344	12,071,599	13,936,574	14,157,035
Total Primary government net position	\$ (5,975,017)	\$ (4,663,798)	\$ (6,186,393)	\$ (4,712,397)	\$ (2,402,278)	\$ 27,847,390	\$ 27,228,166	\$ 34,765,864	\$ 37,324,580	\$ 39,320,774

Note:

* In accordance with the Districts implementation of GASB 54, *Fund Balance Reporting and Governmental Fund Type Definitions* in 2011, unreserved net position for governmental funds is now classified as unassigned.

Source: Finance Department

Florin Resource Conservation District
Changes in Net Position
Last Ten Years

Fiscal Year ended June 30,	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Expenses										
Governmental Activities:										
General Government	\$ 116,712	\$ 18,961	\$ 1,198	\$ 3,894	\$ 21,579	\$ 37,166	\$ 21,847	\$ 34,831	\$ 48,001	\$ 48,240
Business-type activities:										
Water	11,741,844	12,442,411	12,765,798	11,946,649	11,607,439	11,855,162	12,447,446	10,754,181	11,706,501	12,689,245
Office Building	1,495,043	1,377,430	1,619,569	1,747,033	1,544,934	1,641,329	1,672,932	320,016	-	-
Total business-type activities	13,236,887	13,819,841	14,385,367	13,693,682	13,152,373	13,496,491	14,120,378	11,074,197	11,706,501	12,689,245
Total primary government expenses	13,353,599	13,838,802	14,386,565	13,697,576	13,173,952	13,533,657	14,142,225	11,109,028	11,754,502	12,737,485
Governmental Activities:										
Program Revenues										
Charges for Services	12,000	12,000	12,000	11,333	9,533	5,467	-	-	-	-
Operating Grants	-	8,936	-	-	-	-	-	-	-	23,542
Total governmental activities	12,000	20,936	12,000	11,333	9,533	5,467	-	-	-	23,542
Business-type activities:										
Charges for Services										
Water	12,865,774	13,642,267	13,981,562	14,420,788	14,312,791	13,435,194	13,185,838	13,475,325	14,210,971	15,343,124
Office Building	1,414,636	1,414,572	1,532,453	1,414,572	1,292,417	1,121,400	1,121,400	373,800	-	-
Operating Grants	10,519	3,834	-	198,000	-	100,000	-	-	-	-
Total business-type activities	14,290,929	15,060,673	15,514,015	16,033,360	15,605,208	14,656,594	14,307,238	13,849,125	14,210,971	15,343,124
Total primary government program revenues	14,302,929	15,081,609	15,526,015	16,044,693	15,614,741	14,662,061	14,307,238	13,849,125	14,210,971	15,366,666
Net revenues (expenses)	(104,712)	1,975	10,802	7,439	(12,046)	(31,699)	(21,847)	(34,831)	(48,001)	(24,698)
Governmental activities	1,054,042	1,240,832	1,128,648	2,339,678	2,452,835	1,160,103	186,860	2,774,928	2,504,470	2,653,879
Business-Type	949,330	1,242,807	1,139,450	2,347,117	2,440,789	1,128,404	165,013	2,740,097	2,456,469	2,629,181
Total net revenues (expenses)										
General Revenues and Other Changes in Net Position										
Governmental Activities:										
Interest and investment earnings	189	66	55	28	17	50	2,643	93	4	-
Other revenues	-	-	-	-	4,729	82,983	10,162	353	1,564	-
Transfers	-	-	-	-	-	-	-	-	-	-
Total governmental activities	189	66	55	28	4,746	83,033	12,805	446	1,568	-
Business-type activities:										
Interest and investment earnings	126,485	42,170	36,642	21,812	20,886	18,188	19,970	20,002	46,228	38,008
Other revenues	51,650	28,217	91,758	276,738	52,452	22,304	290,069	4,777,152	54,451	23,344
Total business-type activities	178,135	70,387	128,400	298,550	73,338	40,492	310,039	4,797,154	100,679	61,352
Total primary government	178,324	70,453	128,455	298,578	78,084	123,525	322,844	4,797,600	102,247	61,352
Change in net position:										
Governmental activities	(104,523)	2,041	10,857	7,467	(7,300)	51,334	(9,042)	(34,385)	(46,433)	(24,698)
Business-type activities	1,232,177	1,311,219	1,257,048	2,638,228	2,526,173	1,200,595	496,899	7,572,082	2,605,149	2,715,231
Total primary government	\$ 1,127,654	\$ 1,313,260	\$ 1,267,905	\$ 2,645,695	\$ 2,518,873	\$ 1,251,929	\$ 487,857	\$ 7,537,697	\$ 2,558,716	\$ 2,690,533

Source: Finance Department

Florin Resource Conservation District
Fund Balances of Governmental Funds
Last Ten Years

Fiscal Year ended June 30,	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
General Fund										
Reserved										
Unreserved	\$ 67,862	\$ 69,903	\$ 80,760	\$ 88,227	\$ 76,198	\$ 132,261	\$ 123,219	\$ 88,834	\$ 42,401	\$ 17,703
Total General Fund	\$ 67,862	\$ 69,903	\$ 80,760	\$ 88,227	\$ 76,198	\$ 132,261	\$ 123,219	\$ 88,834	\$ 42,401	\$ 17,703

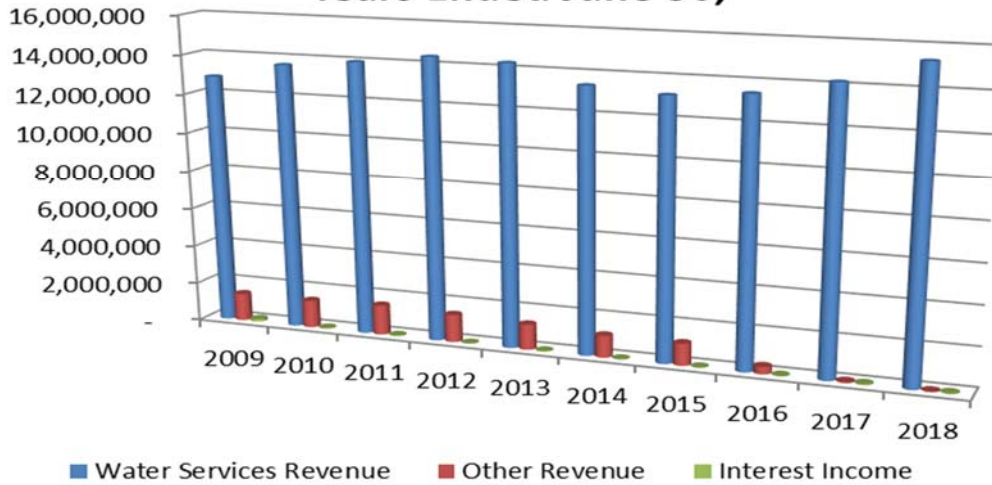
Florin Resource Conservation District
Changes in Fund Balances of Governmental Funds
Last Ten Years

Fiscal Year ended June 30,	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Revenues										
Use of money and property	\$ 14,189	\$ 12,066	\$ 12,055	\$ 11,361	\$ 9,550	\$ 5,517	\$ 2,643	\$ 93	\$ 4	\$ -
Other	-	8,936	-	-	-	4,729	10,162	353	1,564	23,542
Total Revenues	14,189	21,002	12,055	11,361	9,550	10,246	12,805	446	1,568	23,542
Expenditures										
General and administrative	116,712	18,961	1,198	3,894	21,579	37,166	21,847	34,831	48,001	48,240
Total expenditures	116,712	18,961	1,198	3,894	21,579	37,166	21,847	34,831	48,001	48,240
Other Financing Sources										
Transfers	-	-	-	-	-	-	-	-	-	-
Gain (loss) on disposal of capital assets	-	-	-	-	-	82,983	-	-	-	-
Total other financing sources	-	-	-	-	-	82,983	-	-	-	-
Net change in fund balance	(102,523)	2,041	10,857	7,467	(12,029)	56,063	(9,042)	(34,385)	(46,433)	(24,698)
Fund balance, beginning of the year	170,385	67,862	69,903	80,760	88,227	76,198	132,261	123,219	88,834	42,401
Fund balance, end of the year	\$ 67,862	\$ 69,903	\$ 80,760	\$ 88,227	\$ 76,198	\$ 132,261	\$ 123,219	\$ 88,834	\$ 42,401	\$ 17,703

Source: Finance Department

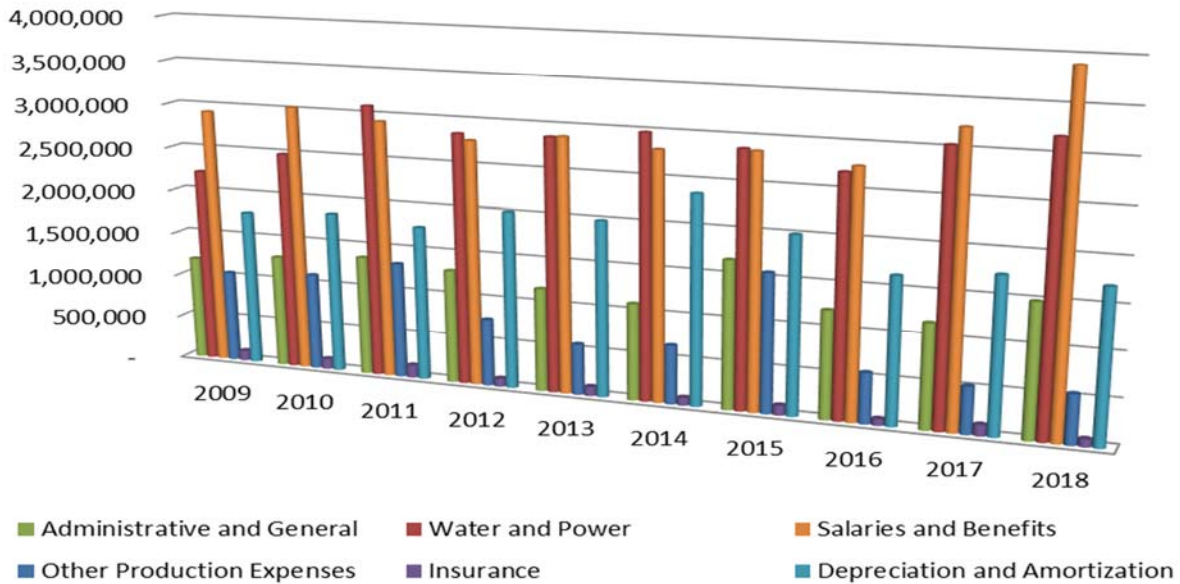
Florin Resource Conservation District Financial Trends

Florin Resources Conservation District Revenues by Source Years Ended June 30,



The majority of the District’s revenues are comprised of Water District revenues, rents that are collected from the 2450 Florin Road Building, and interest earned on the various accounts.

Florin Resources Conservation District Operating Expenses For the Years Ended June 30



This graph contrasts the six largest expense groups of the District.
Source: Finance Department

**Florin Resource Conservation District
Elk Grove Water District Rate Analysis
Last Ten Years**

	2008/09	2009/10	2010/11	2011/12	2012/13
	Flat Rate	Metered Rate	Metered Rate	Metered Rate	Metered Rate
	Rate	Rate	Rate	Rate	Rate
	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate
Monthly Fixed Rate					
1 inch meter	\$ 50.47	\$ 69.91	\$ 78.30	\$ 78.30	\$ 78.30
Monthly Consumption Rates					
1st tier: 0-30 ccf	1.31	1.46	1.46	1.46	1.46
2nd tier: over 30 ccf	1.61	1.80	1.80	1.80	1.80
Each sq. ft. of premises over 4,000 sf.	0.00218	0.00244	0.00244	0.00244	0.00244
Non-residential Irrigation	N/A	N/A	N/A	N/A	N/A
Fixed Charge					
5/8" meter	50.47	56.53	56.53	56.53	56.53
3/4" meter	50.47	56.53	56.53	56.53	56.53
1" meter	50.47	56.53	56.53	56.53	56.53
1 1/2" meter	65.61	73.48	73.48	73.48	73.48
2" meter	105.99	118.71	118.71	118.71	118.71
3" meter	398.73	446.56	446.56	446.56	446.56
4" meter	504.72	565.29	565.29	565.29	565.29
6" meter	757.08	847.93	847.93	847.93	847.93
8" meter	1,044.77	1,170.14	1,170.14	1,170.14	1,170.14

	2013/14		2014/15		2015/16		2016/17		2017/18	
	Metered Rate	Flat Rate	Metered Rate	Flat Rate	Metered Rate	Flat Rate	Metered Rate	Flat Rate	Metered Rate	Flat Rate
Monthly Fixed Rate										
1 inch meter	\$ 59.23	\$ 70.22	\$ 61.01	\$ 72.00	\$ 62.84	N/A	\$ 64.73	N/A	\$ 66.67	N/A
Monthly Consumption Rates										
1st tier: 0-30 ccf	1.39		1.44		1.48		1.52		1.57	
2nd tier: over 30 ccf	2.76		2.85		2.93		3.02		3.11	
Each sq. ft. of premises over 4,000 sf.		0.00244		0.00244		N/A		N/A		N/A
Non-residential Irrigation										
	1.57		1.62		1.67		1.72		1.77	
	1.70		1.75		1.80		1.85		1.91	
Fixed Charge										
5/8" meter	59.23		61.01		62.84		64.73		66.67	
3/4" meter	59.23		61.01		62.84		64.73		66.67	
1" meter	59.23		61.01		62.84		64.73		66.67	
1 1/2" meter	83.37		85.87		88.45		91.10		93.84	
2" meter	112.34		115.71		119.18		122.76		126.44	
3" meter	179.93		185.33		190.89		196.62		202.52	
4" meter	276.49		284.79		293.33		302.13		311.19	
6" meter	517.89		533.43		549.43		565.91		582.89	
8" meter	807.57		831.80		856.75		882.45		908.93	
10" meter	1,145.53		1,179.90		1,215.29		1,251.75		1,289.30	

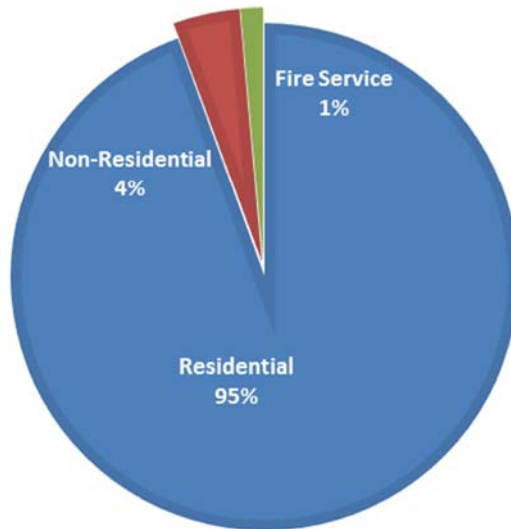
	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate
3/4" service	55.93	62.64	62.64	62.64	62.64	N/A	N/A	N/A	N/A	N/A
1" service	69.91	78.30	78.30	78.3	78.3	70.22	72.00	N/A	N/A	N/A
1 1/4" service	83.89	93.96	93.96	93.96	93.96	N/A	N/A	N/A	N/A	N/A
1 1/2" service	90.89	109.83	109.83	109.83	109.83	94.36	96.86	N/A	N/A	N/A
2" service	146.82	164.44	164.44	164.44	164.44	123.33	126.7	N/A	N/A	N/A
3" service	552.30	618.58	618.58	618.58	618.58	190.92	196.32	N/A	N/A	N/A
4" service	699.12	783.02	783.02	783.02	783.02	N/A	N/A	N/A	N/A	N/A
6" service	1,048.68	1,174.53	1,174.53	1,174.53	1,174.53	N/A	N/A	N/A	N/A	N/A
8" service	1,410.13	1,579.35	1,579.35	1,579.35	1,579.35	N/A	N/A	N/A	N/A	N/A
1x3/4" + 1x2" service	202.74	227.07	227.07	227.07	227.07	N/A	N/A	N/A	N/A	N/A
2x3/4" service	111.86	125.29	125.29	125.29	125.29	N/A	N/A	N/A	N/A	N/A
3x3/4" service	167.79	187.93	187.93	187.93	187.93	N/A	N/A	N/A	N/A	N/A
10x3/4" service	559.30	626.42	626.42	626.42	626.42	N/A	N/A	N/A	N/A	N/A
33x3/4" service	1,845.68	2,067.17	2,067.17	2,067.17	2,067.17	N/A	N/A	N/A	N/A	N/A
68x3/4" service	3,803.21	4,259.60	4,259.60	4,259.6	4,259.6	N/A	N/A	N/A	N/A	N/A
2x1" service	139.82	156.60	156.60	156.6	156.6	N/A	N/A	N/A	N/A	N/A
6x1" + 1x2" service	566.29	634.25	634.25	634.25	634.25	N/A	N/A	N/A	N/A	N/A
6x1" service	419.47	469.81	469.81	469.81	469.81	N/A	N/A	N/A	N/A	N/A
16x1" service	118.59	132.83	132.83	132.83	132.83	N/A	N/A	N/A	N/A	N/A
21x1" service	1,468.15	1,644.33	1,644.33	1,644.33	1,644.33	N/A	N/A	N/A	N/A	N/A
49x1" service	3,425.69	3,836.78	3,836.78	3,836.78	3,836.78	N/A	N/A	N/A	N/A	N/A
72x1" service	5,033.66	5,637.70	5,637.70	5,637.7	5,637.7	N/A	N/A	N/A	N/A	N/A
100x1" service	6,991.20	7,830.15	7,830.15	7,830.15	7,830.15	N/A	N/A	N/A	N/A	N/A
2x2" service	293.63	328.87	328.87	328.87	328.87	N/A	N/A	N/A	N/A	N/A

	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate	Flat Rate
Fire Protection Service										
2" connection	21.20	23.74	23.74	23.74	23.74	2.71	2.79	2.87	2.96	3.04
3" connection	79.75	89.32	89.32	89.32	89.32	7.87	8.11	8.35	8.60	8.86
4" connection	100.94	113.05	113.05	113.05	113.05	16.78	17.28	17.80	18.33	18.88
6" connection	151.41	169.58	169.58	169.58	169.58	48.73	50.19	51.70	53.25	54.85
8" connection	208.95	234.02	234.02	234.02	234.02	103.85	106.96	110.17	113.48	116.88
10" connection						186.75	192.35	198.12	204.06	210.19
12" connection						301.65	310.70	320.02	329.62	339.51

In April 2013 a new 5 year Rate Plan was adopted
Source: Finance Department

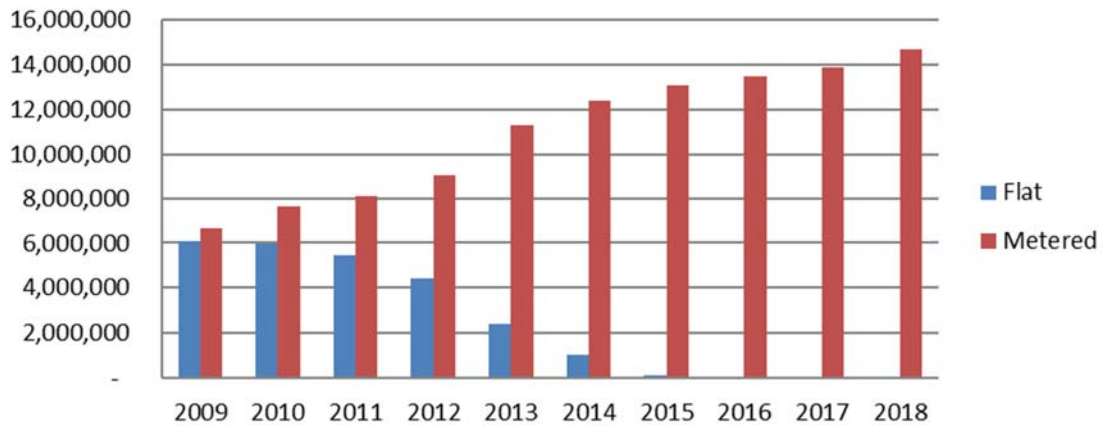
FLORIN RESOURCE CONSERVATION DISTRICT WATER SALES BY TYPE

■ Residential ■ Non-Residential ■ Fire Service



Sales by Type – This graph shows the percentages of the three major components of water sales by the Elk Grove Water District.

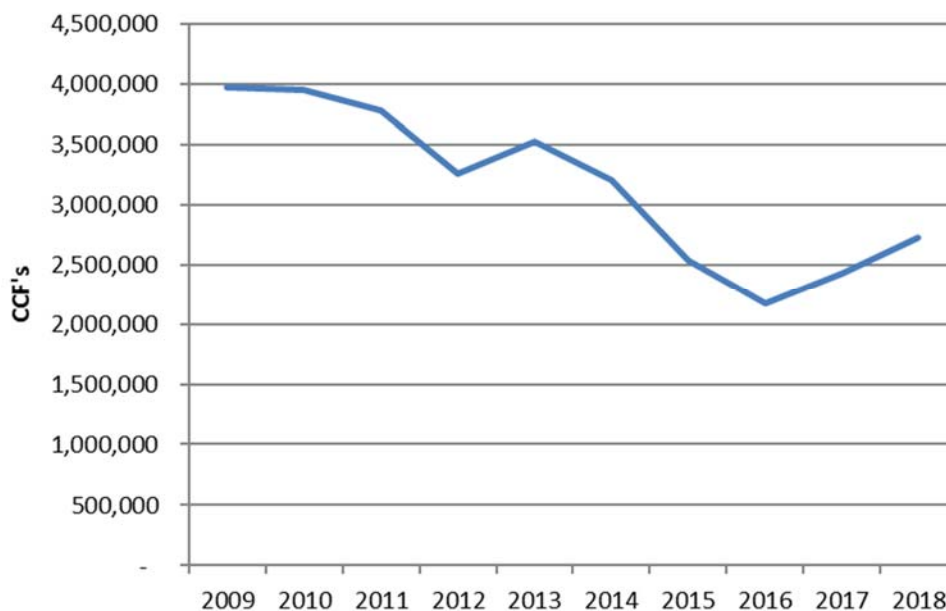
Sales - Metered vs. Flat Rate



Metered vs. Flat Rate Sales – This chart shows the growth in meter sales primarily due to the conversion of accounts from flat rate to meters which was completed in December 2014.

Source: Finance Department

Metered Water Sold



Metered Water Consumption - CCFs - This graph shows the consumption of metered water over the last 10 fiscal years. One CCF is equivalent to 748 gallons.

Historical Service Connections - The following table shows the service connections broken down by Metered and Flat Rate, Residential and Commercial.

Year End	Flat Rate	Metered	Total	Residential	Commercial
6/30/09	5,849	6,272	12,121	11,530	618
6/30/10	5,207	6,955	12,162	11,509	653
6/30/11	4,681	7,409	12,090	11,474	616
6/30/12	3,259	9,041	12,300	11,679	621
6/30/13	1,193	10,955	12,148	11,523	625
6/30/14	240	12,109	12,349	11,784	565
6/30/15	-	12,291	12,291	11,779	512
6/30/16	-	12,174	12,174	11,662	512
6/30/17	-	12,506	12,506	11,978	528
6/30/18	-	12,330	12,330	11,799	531

Source: Finance Department

FLORIN RESOURCE CONSERVATION DISTRICT
Ten Largest Commercial Customers
Current Year and Five Years Ago

Florin Resource Conservation District
Ten Largest Commercial Customers
Current Year and Five Years Ago

Customer	FY 2013-14		Customer	FY 2017-18	
	Amount Billed	% of Total Billed		Amount Billed	% of Total Billed
Cosumnes CSD	\$ 388,788	2.89%	Cosumnes CSD	\$ 332,578	2.27%
Elk Grove Unified School District	351,021	2.61%	Elk Grove Unified School District	300,389	2.05%
Realty Roundup	115,611	0.86%	City Of Elk Grove-Public Works	90,795	0.62%
City Of Elk Grove	58,397	0.43%	Emerald Park Company	63,580	0.43%
Emerald Park Company	56,986	0.42%	Emerald Vista Apts	51,806	0.35%
N/A	N/A	0.00%	JJD-Hov Elk Grove LLC	32,133	0.22%
N/A	N/A	0.00%	The Oaks Mobile Home Park	26,558	0.18%
N/A	N/A	0.00%	Ferguson & Brewer Mgmt	25,122	0.17%
N/A	N/A	0.00%	Elk Grove Village, LLC	23,392	0.16%
N/A	N/A	0.00%	Waterman Square Apts	21,534	0.15%
	<u>\$ 970,803</u>	<u>7.21%</u>		<u>\$ 967,887</u>	<u>6.60%</u>

Debt Capacity

Florin Resource Conservation District
Ratio of Debt Service to Operating Expenses - Proprietary Funds
Last Ten Years

Fiscal Year Ended June 30,	Principal Payments	Interest Payments	Operating Total	Operating Expenses	Ratio of Total Debt Service to Operating Expenses
2009	1,090,000	3,383,008	4,473,008	9,442,594	47.37%
2010	1,260,000	3,349,544	4,609,544	9,866,695	46.72%
2011	1,495,000	3,305,500	4,800,500	10,619,531	45.20%
2012	1,670,000	3,247,339	4,917,339	9,796,569	50.19%
2013	1,770,000	3,180,956	4,950,956	9,606,919	51.54%
2014	1,590,000	3,109,908	4,699,908	10,004,498	46.98%
2015	1,725,000	2,587,708	4,312,708	11,094,376	38.87%
2016	1,430,000	2,463,404	3,893,404	8,964,414	43.43%
2017	1,065,000	1,749,919	2,814,919	9,837,521	28.61%
2018	1,990,000	1,833,349	3,823,349	10,933,830	34.97%

Note: The District has no governmental activities debt.

*Interest Payments on the Cash Basis

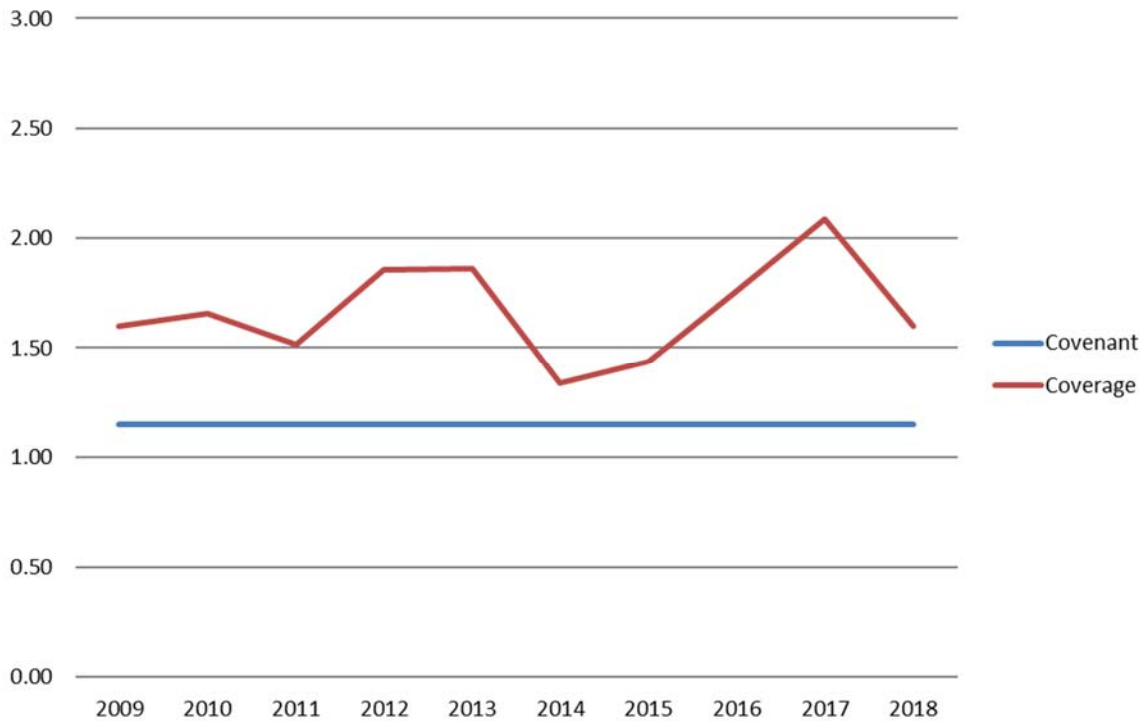
Source: Finance Department

Florin Resource Conservation District
Ratio of Outstanding Debt by Type - Proprietary Funds
Last Ten Years

Fiscal Year Ended June 30,	COP's - Water Services	COP's - Building	Loans	Total	Percentage of Personal Income	Outstanding Debt per Capita
2009	57,822,145	13,291,994	1,085,386	72,199,525	1.331%	510.50
2010	57,187,145	12,666,994	1,039,602	70,893,741	1.682%	492.71
2011	56,337,145	12,021,994	990,745	69,349,884	1.782%	453.22
2012	55,332,145	11,356,994	938,623	67,627,762	1.669%	433.69
2013	54,252,145	10,666,994	883,017	65,802,156	1.598%	413.66
2014	53,077,145	10,251,994	-	63,329,139	1.481%	394.11
2015	50,492,145	9,816,994	-	60,309,139	1.356%	370.22
2016	47,575,000	-	-	47,575,000	1.046%	283.24
2017	46,135,000	-	-	46,135,000	Not Available	269.70
2018	44,145,000	-	-	44,145,000	Not Available	256.48

Source: Finance Department

Florin Resource Conservation District
Bond Covenant Ratio Analysis - Water District Fund
Last Ten Years



Source: Finance Department

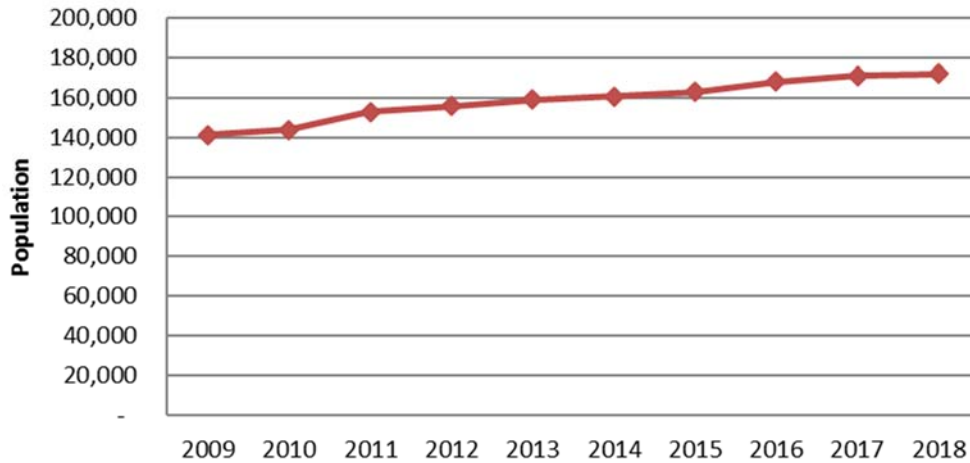
**Florin Resource Conservation District
Pledged-Revenue Coverage - Water Service Fund
Last Ten Years**

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Operating Revenues:										
Charges for Services	\$ 12,865,774	\$13,642,267	\$ 13,981,562	\$ 14,420,788	\$ 14,312,791	\$ 13,435,194	\$ 13,185,839	\$ 13,475,325	\$ 14,210,971	\$ 15,343,124
Operating Expenses:										
Water & Power	\$ 2,221,925	\$ 2,487,961	\$ 3,093,211	\$ 2,846,200	\$ 2,872,105	\$ 2,982,746	\$ 2,872,999	\$ 2,694,476	\$ 3,039,628	\$ 3,185,079
Other Production Expenses	984,362	1,047,545	1,160,949	582,000	365,502	411,116	1,437,329	524,769	525,951	552,824
Payroll & Related Taxes	2,923,030	3,024,955	2,927,357	2,777,271	2,882,423	2,808,085	2,855,533	2,763,806	3,228,235	3,902,805
Insurance	97,418	111,455	117,247	74,105	83,098	68,815	76,462	74,280	125,199	86,006
Administration & General	1,042,542	1,207,200	1,113,405	1,098,238	977,491	865,681	1,218,888	977,466	1,172,524	1,494,913
Operating Expenses, Less Debt Service:	\$ 7,269,277	\$ 7,879,116	\$ 8,412,169	\$ 7,377,814	\$ 7,180,619	\$ 7,136,443	\$ 8,461,211	\$ 7,034,797	\$ 8,091,537	\$ 9,221,627
Net Income From Operations	\$ 5,596,497	\$ 5,763,151	\$ 5,569,393	\$ 7,042,974	\$ 7,132,172	\$ 6,298,751	\$ 4,724,628	\$ 6,440,528	\$ 6,119,434	\$ 6,121,497
Covenant										
Income From Operations	\$ 5,596,497	\$ 5,763,151	\$ 5,569,393	\$ 7,042,974	\$ 7,132,172	\$ 6,298,751	\$ 4,724,628	\$ 6,440,528	\$ 6,119,434	\$ 6,121,497
Interest & Principal Payments	\$ 3,505,180	\$ 3,477,026	\$ 3,669,868	\$ 3,795,751	\$ 3,833,665	\$ 4,709,651	\$ 3,290,466	\$ 3,655,240	\$ 2,933,980	\$ 3,823,349
Coverage Ratio (1.15 Minimum Req.)	1.60	1.66	1.52	1.86	1.86	1.34	1.44	1.76	2.09	1.60

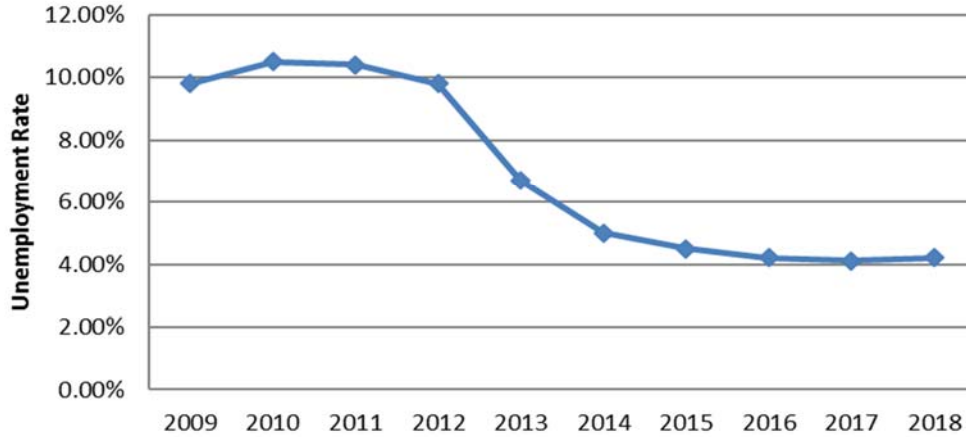
Note: Details regarding the required covenant can be found in Note D of the financial statements.

Demographic and Economic Information Florin Resource Conservation District

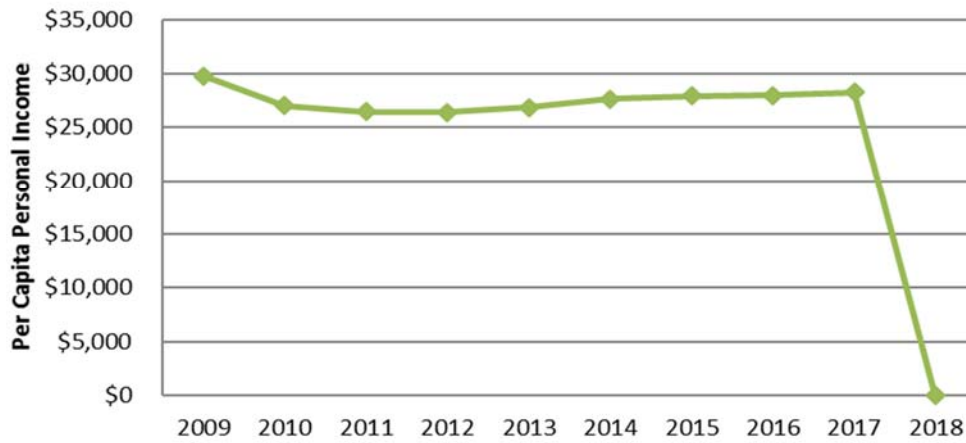
City of Elk Grove



City of Elk Grove



City of Elk Grove



Data for 2018 unavailable from the City of Elk Grove.

Year	Population Last Ten Fiscal Years		Unemployment Rate ⁽²⁾
	Population ⁽¹⁾	Per Capita Personal Income ⁽²⁾	
2009	141,430	\$29,797	9.80%
2010	143,885	\$27,043	10.50%
2011	153,015	\$26,479	10.40%
2012	155,937	\$26,407	9.80%
2013	159,074	\$26,887	6.70%
2014	160,688	\$27,680	5.00%
2015	162,899	\$27,932	4.50%
2016	167,965	\$28,014	4.20%
2017	171,059	\$28,288	4.10%
2018	172,116	Not Available	4.20%

Source: (1) California Department of Finance
 (2) US Census, City of Elk Grove

The largest employers in the District's service area are not known.

**Florin Resource Conservation District
Operating Indicators for the Water Service
Last Ten Years**

Fiscal Year ended June 30,	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Water sold:										
Purchased water (CCFs)	1,854,139	1,868,738	2,304,632	1,069,886	1,128,430	1,145,719	942,941	806,785	899,099	1,001,381
Treated water (CCFs)	2,114,031	2,079,311	1,471,518	2,189,232	2,397,179	2,055,947	1,585,736	1,365,572	1,527,797	1,725,297
Total	3,968,170	3,948,049	3,776,150	3,259,118	3,525,609	3,201,666	2,528,677	2,172,357	2,426,896	2,726,678
Number of Accounts										
Non-metered	5,849	5,328	4,681	3,259	1,193	240	-	-	-	-
Metered	6,272	6,834	7,409	9,041	10,955	12,109	12,291	12,174	12,506	12,330
Total	12,121	12,162	12,090	12,300	12,148	12,349	12,291	12,174	12,506	12,330
Average annual CCFs used per account	327.38	324.62	312.34	264.97	290.22	259.27	205.73	178.44	194.06	221.14
Average daily consumption per account (CCFs)	0.8969	0.8894	0.8557	0.7259	0.7951	0.7103	0.5637	0.4889	0.5317	0.6059
Number of Employees:	24	32	32	30	29	29	29	28	31	29

Note: Each one hundred cubic foot (1 CCF) equals 748 gallons

Source: Finance Department

**Florin Resource Conservation District
Capital Assets Statistics by Function
Current Year and Ten Years Ago**

Fiscal Year ended June 30,	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Capital Asset Statistics										
Water:										
Water main miles	124.0	124.0	124.0	124.0	124.0	131.0	131.0	131.0	145.0	145.0
Maximum daily capacity (thousands of gallons)	14,000	14,000	14,000	14,000	14,000	12,800	12,800	12,800	14,000	14,000
Maximum daily treatment capacity (thousands of gallons)	7,000	7,000	7,000	7,000	10,000	10,000	10,000	10,000	11,000	11,000
Buildings owned	1	1	1	1	1	2	2	2	2	3

Source: Finance Department

October 17, 2018

TO: Chairperson and Directors of the Florin Resource Conservation District

FROM: Mark J. Madison, General Manager

SUBJECT: **ELK GROVE WATER DISTRICT OPERATIONS REPORT – SEPTEMBER 2018**

RECOMMENDATION

This item is presented for information only. No action by the Florin Resource Conservation District Board of Directors is proposed at this time.

SUMMARY

The Elk Grove Water District (EGWD) Operations Report is a standing item on the regular board meeting agenda.

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

DISCUSSION

Background

Every month, staff presents an update of the activities related to the operations of the District. Included for the Board's review is the EGWD's September 2018 Operations Report.

Present Situation

The EGWD September 2018 Operations Report highlights are as follows:

- **Operations Activities Summary** – Notable items in the activities summary are that the District hung 693 door hangers for past due balances which resulted in 83 shutoffs. There was 1 water pressure complaint and 4 water quality complaints. Upon further inspection, the pressure complaint was unconfirmed. The 3 water quality complaints were, however, legitimate and resulted from a broken fire hydrant which caused sediment to be stirred up in the mainline. Flushing was performed in the area to resolve the problem.

ELK GROVE WATER DISTRICT OPERATIONS REPORT – SEPTEMBER 2018

Page 2

- **Production** – The Combined Total Service Area 1 production graph on page 13 shows that production during the month of September decreased 1.22 percent compared to September 2017, and is 9.81 percent less than what was produced in 2013. The Total Demand/Production for both service areas on page 14 shows that customer use during the month of September, compared to September 2013, was down by 8.96 percent.
- **Static and Pumping Level Graphs** – The third quarter soundings are shown and indicate that all of the static water levels in deeper zones have increased as compared to 2016. The shallow zones have also shown improvement.
- **Treatment (Compliance Reporting)** – All samples taken during the month are in compliance with all regulatory permit requirements. No exceedances of any maximum contaminant levels were found and all water supplied to the District's customers met or exceeded safe drinking water standards.
- **Preventative Maintenance Program** – The tables included in this section of the report also include certain activities completed to date. Below is a list of out-of-ordinary maintenance work completed in September:
 - Staff inspected and repaired two electric valve actuators at RRWTP.
 - Staff conducted a radio tower height extension experiment at HVWTP and Well #4D Webb.
 - Staff assisted with PLC/SCADA programming changes for the booster pump VFD and filter vessels at RRWTP.
 - Staff implemented a design change to the sodium hypochlorite pump skid at HVWTP.
- **Backflow Prevention Program 2018** – There were 69 notices issued for the month. From the initial testing notices 48 devices passed and 4 failed. The 4 failed devices were repaired, retested and passed. There were 17 secondary notices issued, of which we have received 8 passing tests. There is a total of 9 outstanding devices as of this month, which will require further investigation.
- **Safety Meetings/Training** – There were 3 safety training sessions conducted for the month.
- **Service Line Replacement Map** – The District replaced 20 residential service lines in the month of September.

ELK GROVE WATER DISTRICT OPERATIONS REPORT – SEPTEMBER 2018

Page 3

- **Service and Main Leaks Map** – There was 1 service line leak and no main leaks reported for the month.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

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

FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully Submitted,



MARK J. MADISON
GENERAL MANAGER

MJM/ah

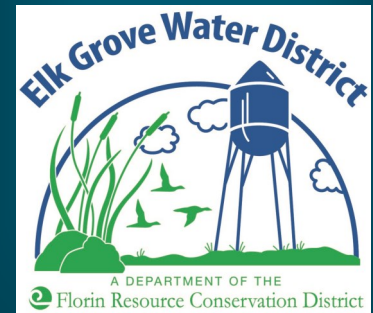
EGWD

OPERATIONS REPORT

September 2018



Elk
Grove
Water
District



Elk Grove Water District
Operations Report
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Operations Activities Summary

<u>Service Requests:</u>	September-18		YTD (Since Jan. 1, 2018)	
<u>Department</u>	<u>Service Request</u>	<u>Hours</u>	<u>Service Request</u>	<u>Hours</u>
Distribution				
Door Hangers	693	32.75	4844	260.75
Shut offs	83	13.25	576	158.03
Turn ons	91	19.75	659	164.85
Investigations	38	29	378	296.98
USA Locates	289	72.25	1,935	483.75
Customer Complaints				
-Pressure	1	2	13	8.25
-Water Quality	4	2.25	20	17.5
-Other	0	0	0	0

<u>Work Orders:</u>	September-18		YTD (Since Jan. 1, 2018)	
<u>Department</u>	<u>Work Orders</u>	<u>Hours</u>	<u>Work Orders</u>	<u>Hours</u>
Treatment:				
Preventative Maint.	23	54	197	412.5
Corrective Maint.	6	49.5	95	448
Water Samples	13	35	163	440
Distribution:				
Meters Installed	5	5.5	17	13.25
Meter Change Out	18	10.75	161	130.5
Preventative Maint.				
-Hydrant Maintenance (135)	165	29	1,435	417
-Valve Exercising (120)	150	27.5	1,375	294
-Other	0	0	0	0
Corrective Maint.				
-Leaks	1	6	26	562.75
-Other	19	196.25	101	593.5
Valve Locates	2	31	3	49
Utility:				
Service Line Replacement	20	388.5	136	2,219.35
Corrective Maint.	0	0	0	0



Elk Grove Water District

Monthly Production

Well 1D School -- Sep. 2018

Selected Month Production
508,736 Gallons

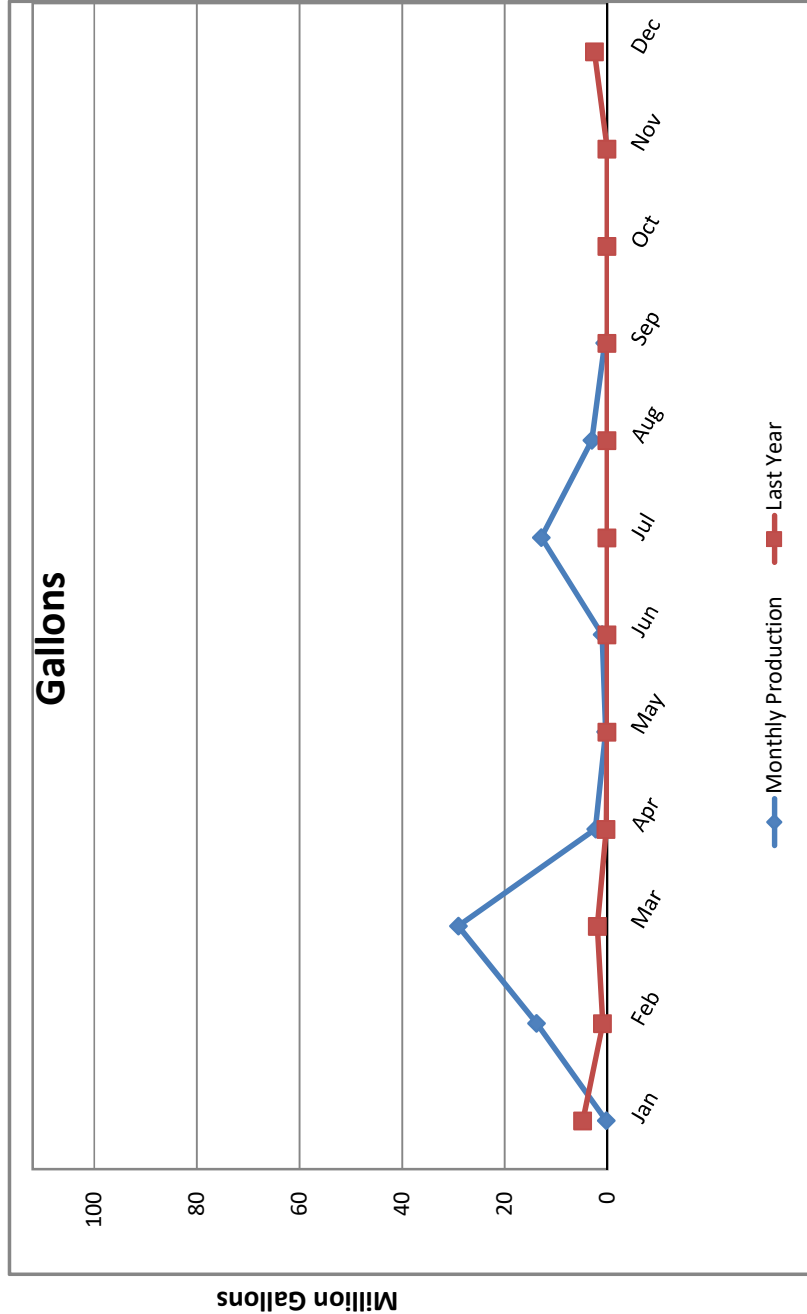
Average GPM:
1,766

Motor:
Volts: 470
Volts (Rated): 460
RPM: 1787
RPM (Rated): 2115
Amps A: 178
Amps A (Rated): 222
Amps B: 178
Amps B (Rated): 222
Amps C: 171
Amps C (Rated): 222

Motor Temp: 108.8 F
Hour Meter: 4.80
KW Hour Total: 1,040.00

Chlorine:
Dosing: 1.63 mg/L
Demand: 0.62 mg/L
Residual: 1.01 mg/L

Vibration Reading:
Base Line: 0.05 in/sec
Current: 0.03 in/sec





Elk Grove Water District

Monthly Production

Well 4D Webb -- Sep. 2018

Selected Month Production
25,210,517 Gallons

Average GPM:
1,705

Motor:

Volts: 472
Volts (Rated): 460
RPM: 1665
RPM (Rated): 1775
Amps A: 200
Amps A (Rated): 225
Amps B: 198
Amps B (Rated): 225
Amps C: 198
Amps C (Rated): 225

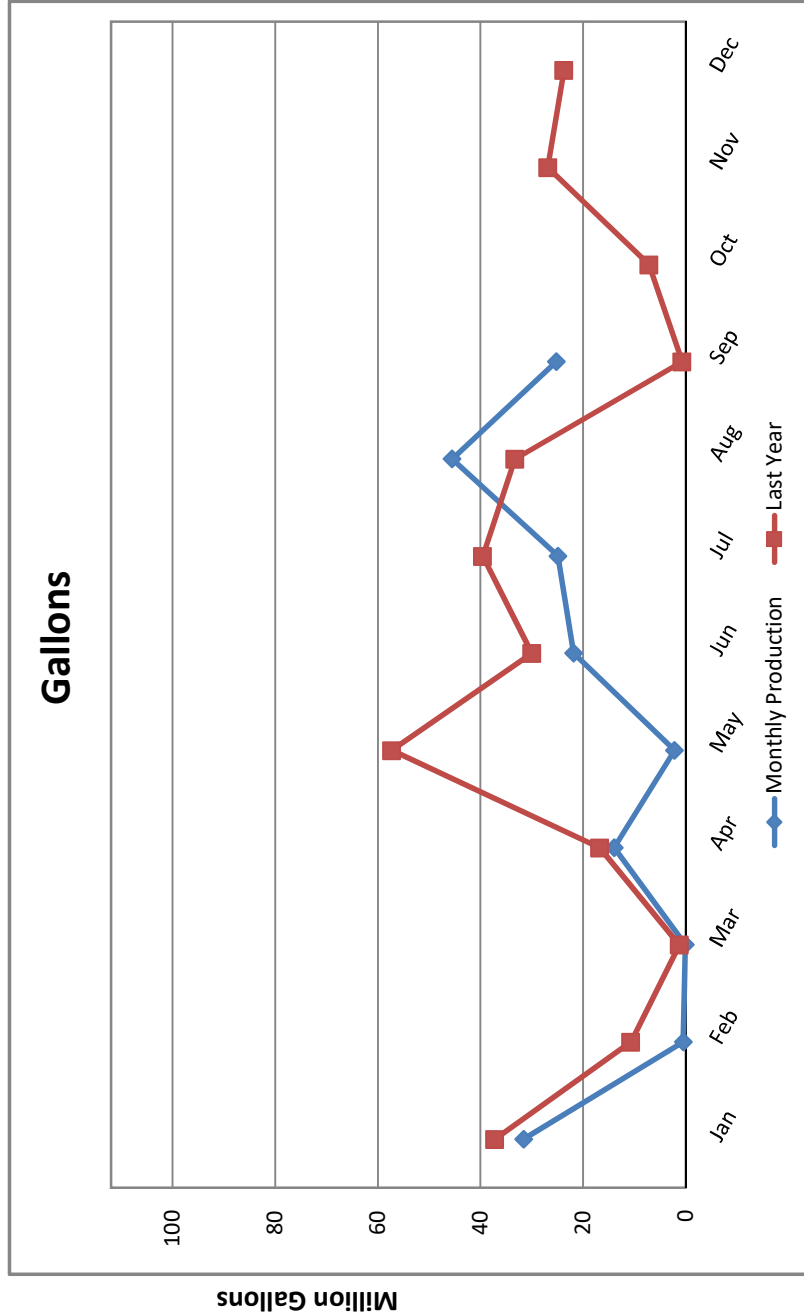
Motor Temp: 135 F
Hour Meter: 246.40
KW Hour Total: 35,580.00

Chlorine:

Dosing: 1.75 mg/L
Demand: 0.75 mg/L
Residual: 1.00 mg/L

Vibration Reading:

Base Line: 0.05 in/sec
Current: 0.02 in/sec





Elk Grove Water District

Monthly Production

Well 11D Dino -- Sep. 2018

Selected Month Production
42,907,019 Gallons

Average GPM:
1,701

Motor:

Volts: 475
 Volts (Rated): 460
 RPM: 1632
 RPM (Rated): 1775
 Amps A: 189
 Amps A (Rated): 225
 Amps B: 189
 Amps B (Rated): 225
 Amps C: 191
 Amps C (Rated): 225

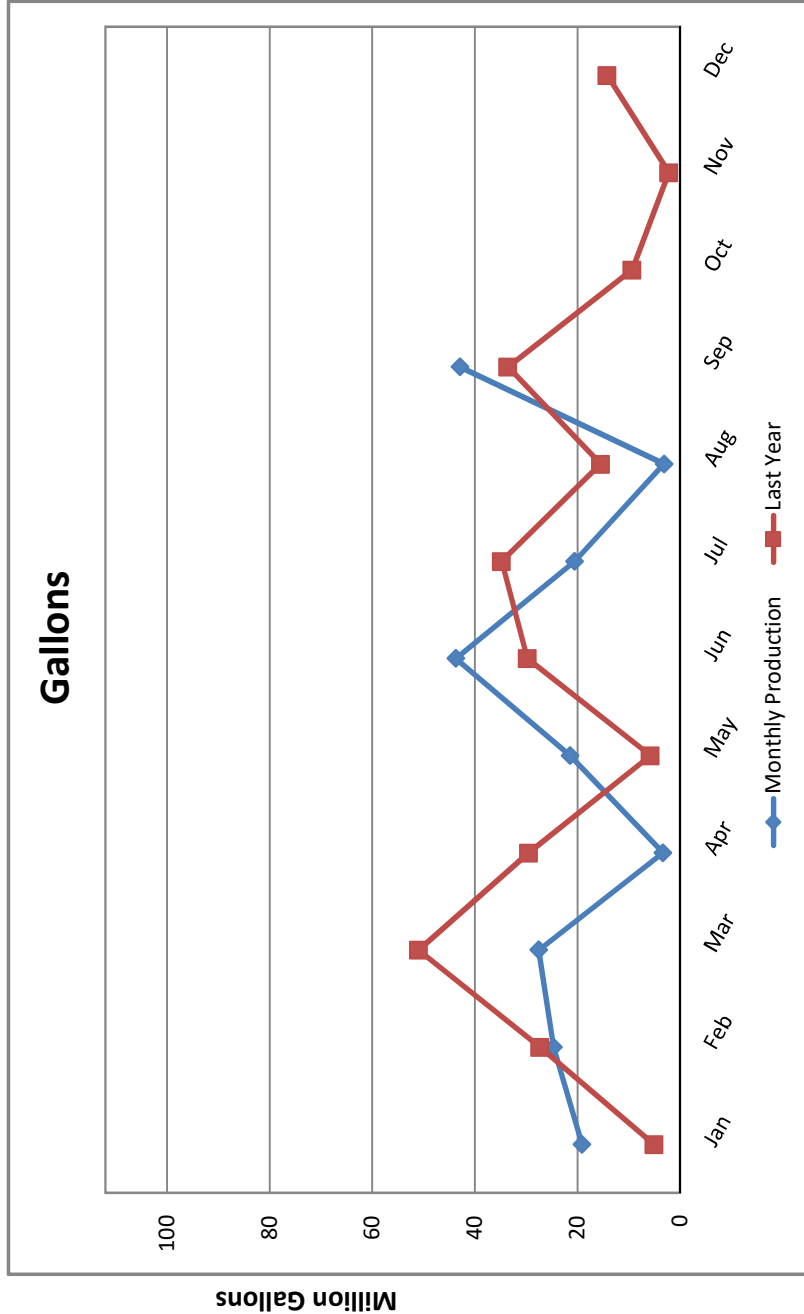
Motor Temp: 142.7 F
 Hour Meter: 420.40
 KW Hour Total: 55,440.00

Chlorine:

Dosing: 1.76 mg/L
 Demand: 0.76 mg/L
 Residual: 1.00 mg/L

Vibration Reading:

Base Line: 0.05 in/sec
 Current: 0.02 in/sec





Elk Grove Water District

Monthly Production

Well 14D Railroad -- Sep. 2018

Selected Month Production
9,264,682 Gallons

Average GPM:
1,564

Motor:

Volts: 478
Volts (Rated): 460
RPM: 1784
RPM (Rated): 1785
Amps A: 164
Amps A (Rated): 171
Amps B: 164
Amps B (Rated): 171
Amps C: 156
Amps C (Rated): 171

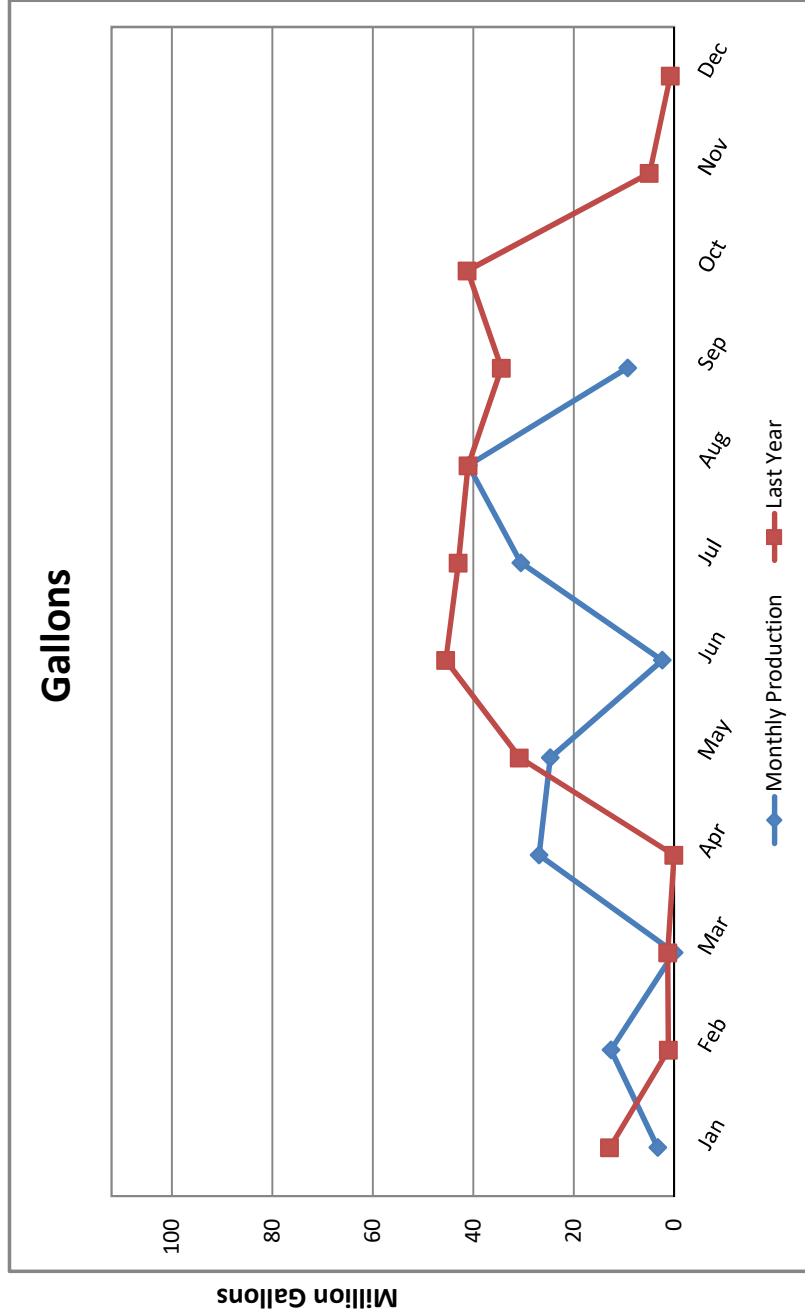
Motor Temp.: 115.0 F
Hour Meter: 98.70
KW Hour Total: 72,320.00
(KWH total is for the entire facility)

Chlorine:

Dosing: 1.89 mg/L
Demand: 0.87 mg/L
Residual: 1.02 mg/L

Vibration Reading:

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





Elk Grove Water District

Monthly Production

Well 3 Mar–Val -- Sep. 2018
(Well Offline)

Selected Month Production
0 Gallons

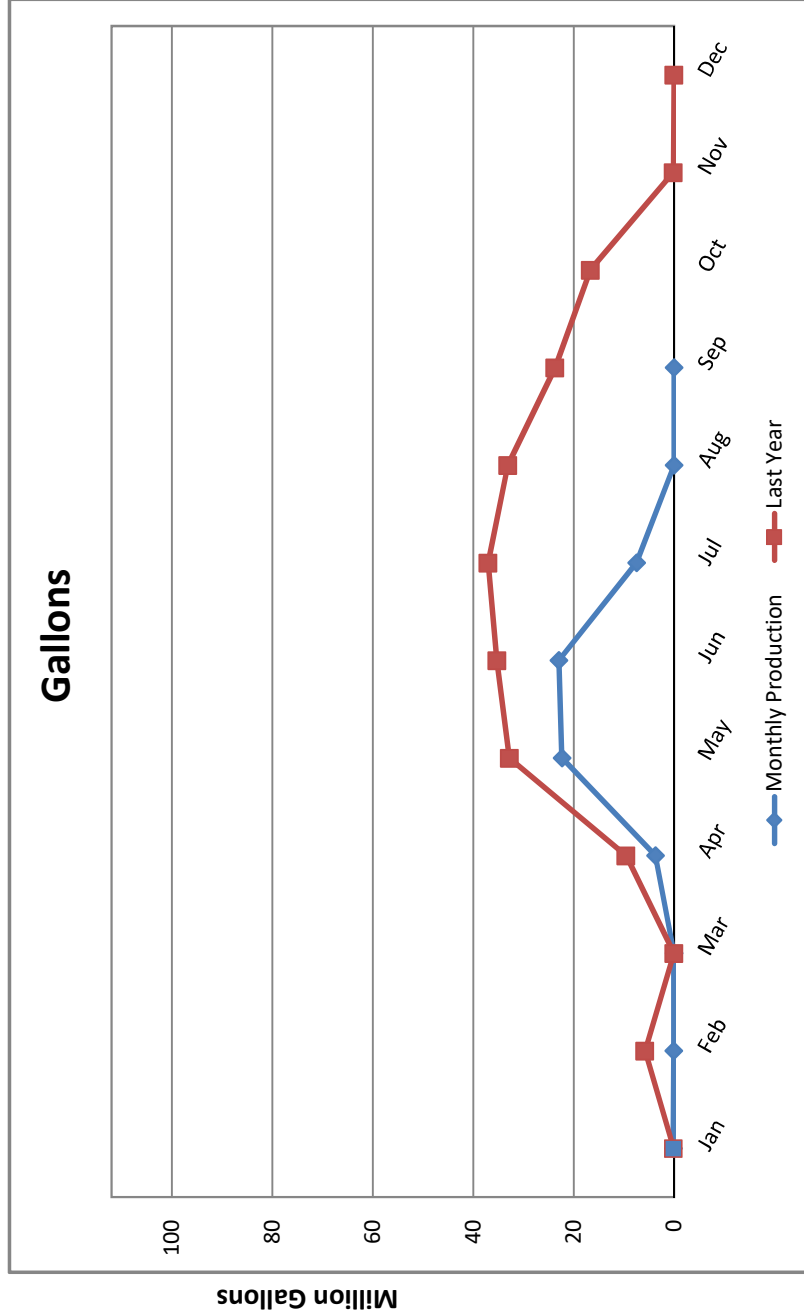
Average GPM: 0

Motor:
Volts: --
Volts (Rated): 460
RPM: --
RPM (Rated): 1983
Amps A: --
Amps A (Rated): 88
Amps B: --
Amps B (Rated): 88
Amps C: --
Amps C (Rated): 88

Motor Temp.: -- F
Hour Meter: 0.00
KW Hour Total: 0.00

Chlorine:
Dosing: -- mg/L
Demand: -- mg/L
Residual: -- mg/L

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





Elk Grove Water District

Monthly Production

Well 8 Williamson -- Sep. 2018
(Submersible)

Selected Month Production
22,407,347 Gallons

Average GPM: 537

Motor:

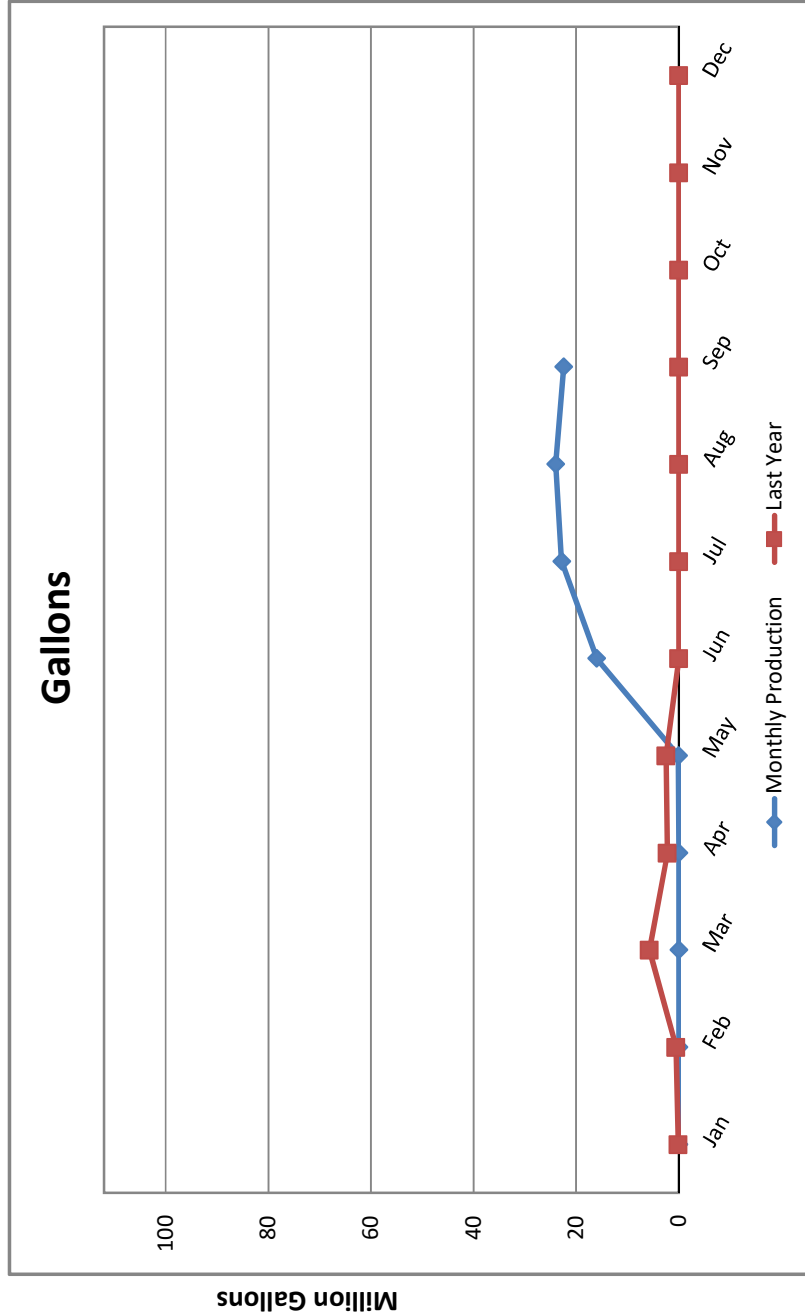
Volts: 461
Volts (Rated): 460

Amps A: 60
Amps A (Rated): 65
Amps B: 59
Amps B (Rated): 65
Amps C: 60
Amps C (Rated): 65

Hour Meter: 695.10
KW Hour Total: 27,761.00

Chlorine:

Dosing: 1.01 mg/L
Demand: 0.17 mg/L
Residual: 0.84 mg/L





Elk Grove Water District

Monthly Production

Well 9 Polhemus -- Sep. 2018
(Submersible)

Selected Month Production
20,545,000 Gallons

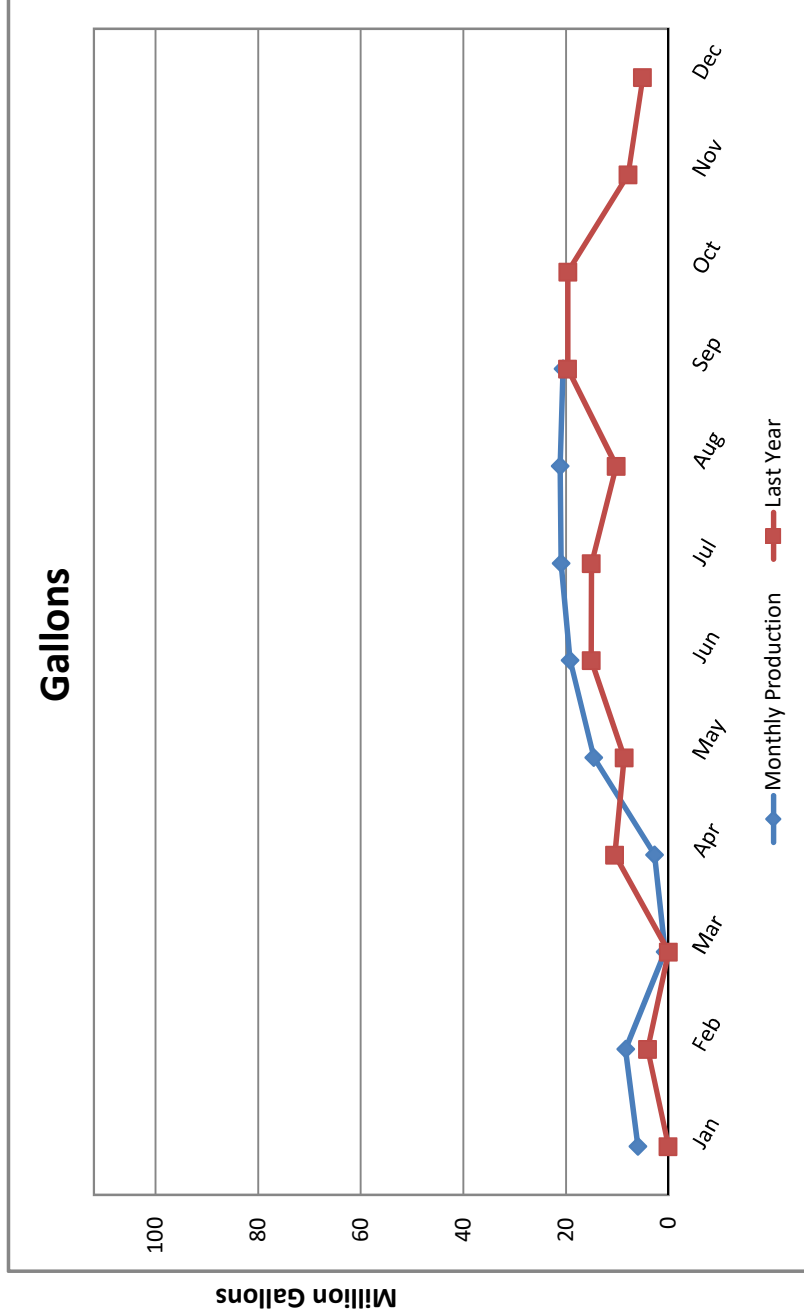
Average GPM: 479

Motor:
Volts: 480
Volts (Rated): 460

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

Hour Meter: 714.20
KW Hour Total: 28,370.00

Chlorine:
Dosing: 1.35 mg/L
Demand: 0.49 mg/L
Residual: 0.86 mg/L





Elk Grove Water District

Monthly Production

Well 13 Hampton -- Sep. 2018

Selected Month Production
29,765,977 Gallons

Average GPM: 962

Motor:

Volts: 477
 Volts (Rated): 460
 RPM: 1786
 RPM (Rated): 1785
 Amps A: 102
 Amps A (Rated): 141
 Amps B: 103
 Amps B (Rated): 141
 Amps C: 105
 Amps C (Rated): 141

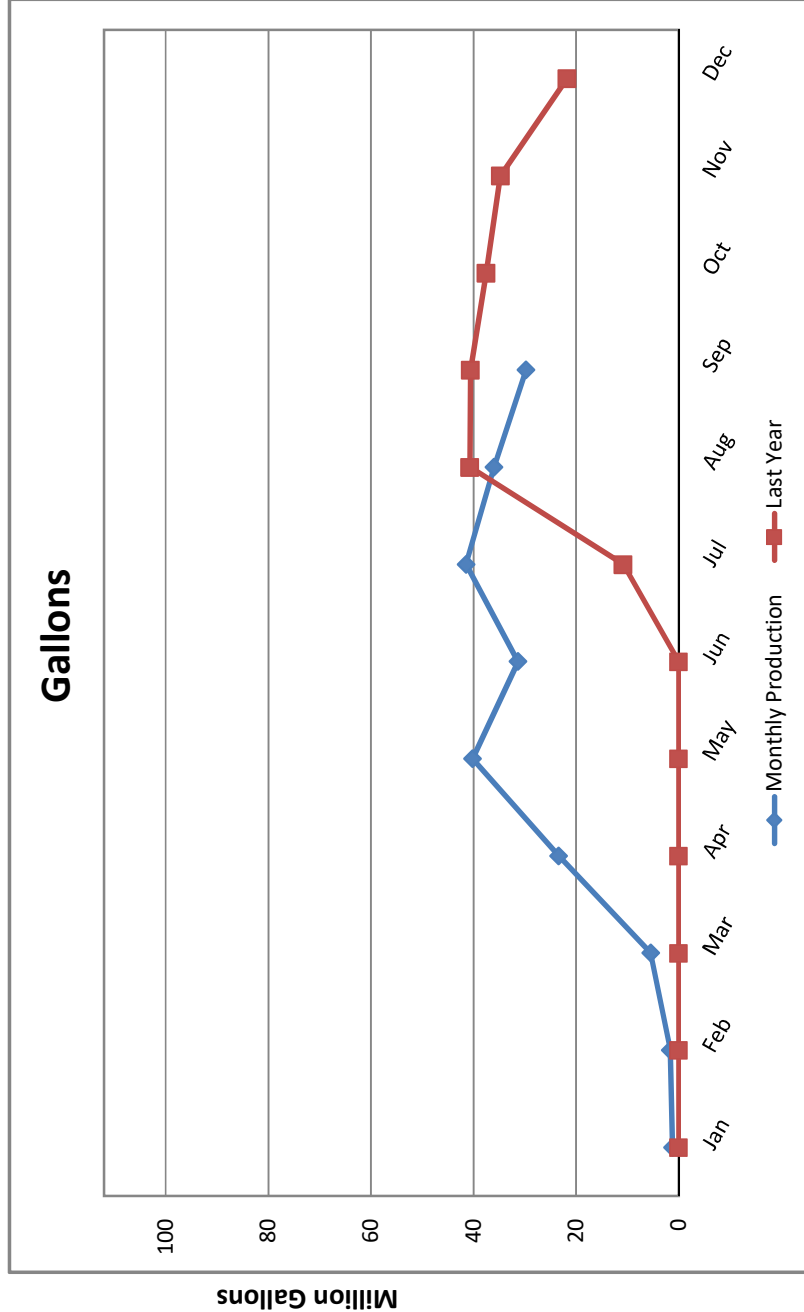
Motor Temp.: 131.3 F
 Hour Meter: 515.80
 KW Hour Total: 38,160.00

Chlorine:

Dosing: 1.78 mg/L
 Demand: 0.97 mg/L
 Residual: 0.81 mg/L

Vibration Reading:

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





Elk Grove Water District

Combined Total Production

Service Area 1

Sep-2018

Current Month Production:

150,609,278 Gallons

Highest Day Demand of the Month:

6,115,508

Date of Occurrence

10-Sep-18

Highest Day Demand of the Calendar Year:

6,360,982

Date of Occurrence

18-Aug-18

"Water Year" Rainfall: (Oct-17 to Sep-18)

Current Month: 0.00 in

Year To Date: 15.96 in

"Water Year" Rainfall: (Oct-16 to Sep-17)

September 2017: 0.00 in

Year To Date: 33.08 in

Last Year Total: 33.08 in

Temperature:

This Month High: 96 F

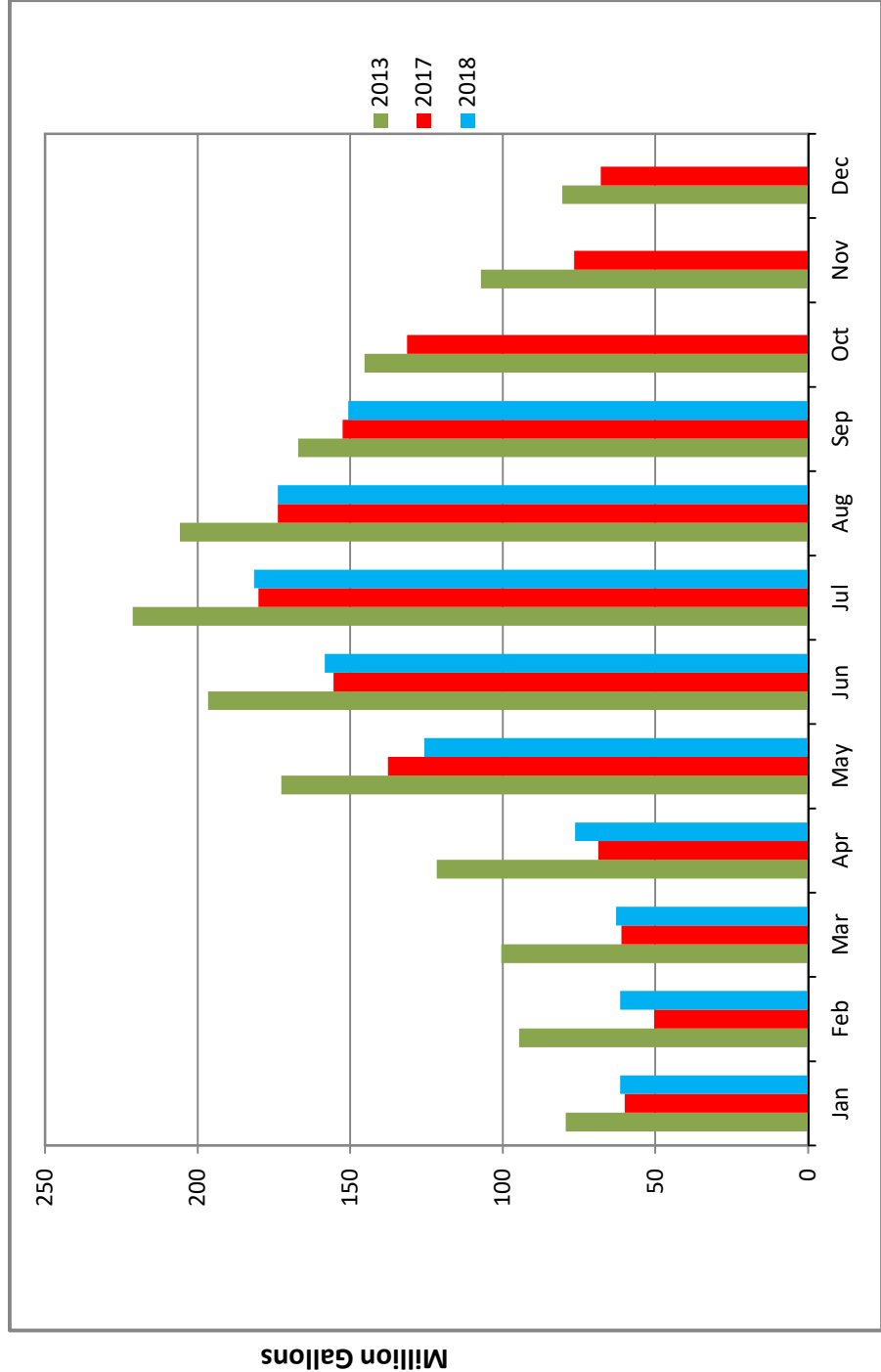
This Month Low: 51 F

This Month Average: 71.15 F

SEP-17 High: 109 F

SEP-17 Low: 47 F

SEP-17 Average: 73.5 F

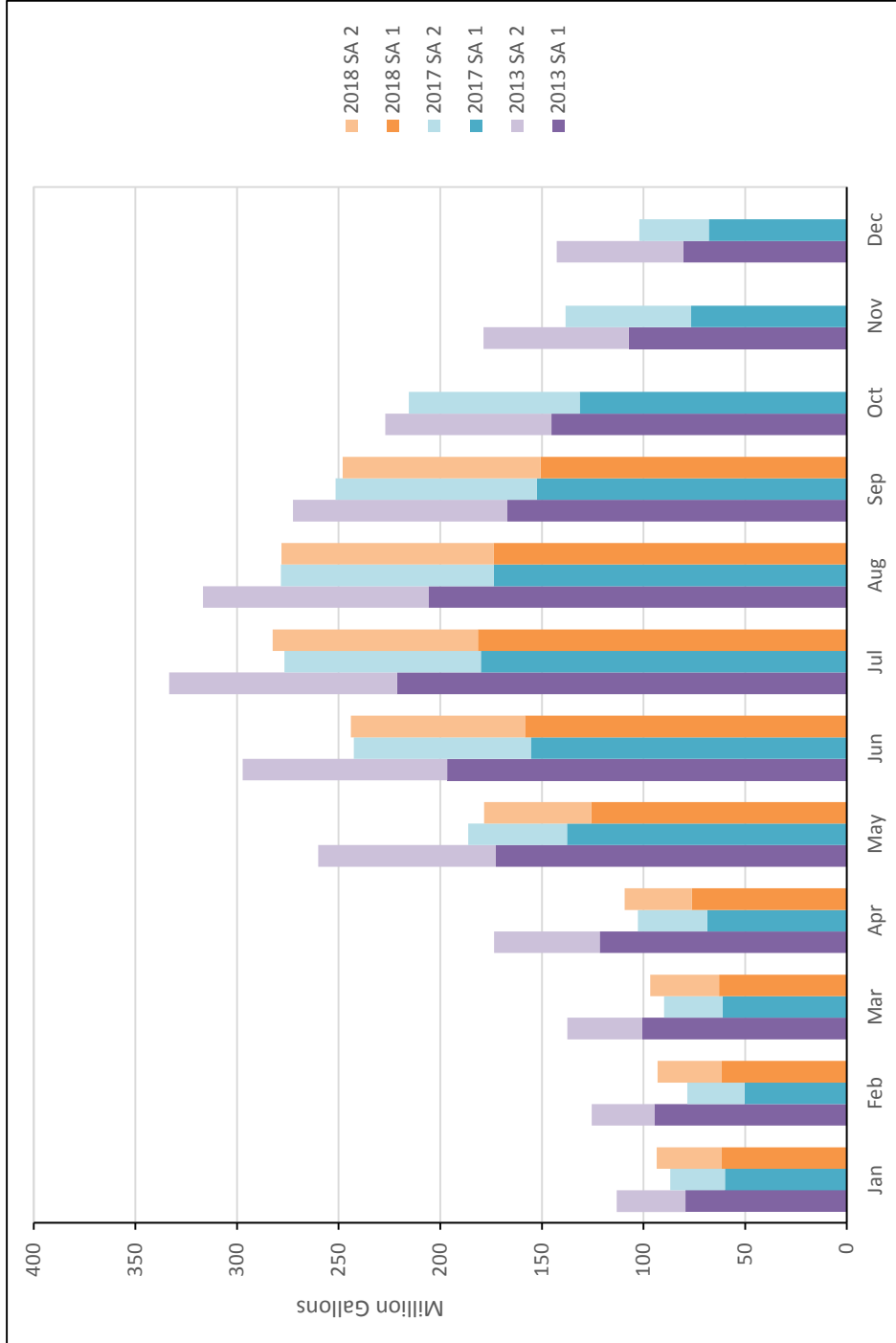




Elk Grove Water District

Total Demand/Production

Sep-2018



Current Month Demand/Production:

248,009,350 Gallons

Reduction From Sept. 2013: 12.16%

GPCD: 184.3 Gallons per Day

R-GPCD: 135.4 Gallons per Day

Service Area 1

Active Connections: 7,934

Current Month Demand/Production:

150,609,278 Gallons

Reduction From Sept. 2013: 15.59%

GPCD: 175.9 Gallons per Day

R-GPCD: 132.3 Gallons per Day

Service Area 2

Active Connections: 4,404

Current Month Demand/Production:

97,400,072 Gallons

Reduction From Sept. 2013: 5.80%

GPCD: 199.1 Gallons per Day

R-GPCD: 140.4 Gallons per Day

Elk Grove Water District Water Usage

	Monthly Production (gallons)												
	2013	January	February	March	April	May	June	July	August	September	October	November	December
GW (SA1)		68,254,916	81,368,191	100,542,522	121,613,523	172,623,839	196,557,137	221,335,388	205,830,850	166,997,536	145,352,530	107,186,459	80,494,167
Purchased (SA2)		33,769,956	30,929,052	36,942,972	51,911,200	87,470,372	100,709,224	112,128,192	110,885,764	105,417,136	81,665,892	71,505,060	62,165,532
Total		102,024,872	112,297,243	137,485,494	173,524,723	260,094,211	297,266,361	333,463,580	316,716,614	272,414,672	227,018,422	178,691,519	142,659,699
	2015	January	February	March	April	May	June	July	August	September	October	November	December
GW (SA1)		62,684,574	57,365,413	86,489,437	88,984,850	106,158,389	114,555,359	127,038,586	125,052,315	117,883,208	99,385,733	64,079,715	57,508,787
Purchased (SA2)		28,648,400	30,029,208	36,876,400	51,626,212	52,734,000	62,368,240	71,273,928	75,055,068	70,123,504	63,526,892	46,873,420	34,399,772
Total		91,332,974	87,394,621	123,365,837	140,611,062	158,892,389	176,923,599	198,312,514	200,107,383	188,006,712	162,912,625	110,953,135	91,908,559
	2016	January	February	March	April	May	June	July	August	September	October	November	December
GW (SA1)		54,579,679	53,455,693	56,776,025	80,317,655	110,937,338	148,518,660	164,758,463	159,501,571	140,200,584	99,019,629	63,087,762	59,635,559
Purchased (SA2)		27,516,676	26,507,624	27,531,636	34,054,196	51,071,196	75,541,268	96,246,656	93,992,184	86,904,136	75,682,640	37,088,084	28,894,492
Total		82,096,355	79,963,317	84,307,661	114,371,851	162,008,534	224,059,928	261,005,119	253,493,755	227,104,720	174,702,269	100,175,846	88,530,051
	2017	January	February	March	April	May	June	July	August	September	October	November	December
GW (SA1)		59,973,881	50,320,832	61,080,559	68,658,752	137,599,305	155,472,951	180,086,739	173,684,119	152,475,400	131,390,808	76,619,642	67,874,741
Purchased (SA2)		26,951,188	28,184,640	28,756,860	34,167,892	48,653,660	87,003,620	96,535,384	104,766,376	98,979,848	84,154,488	61,788,540	34,228,480
Total		86,925,069	78,505,472	89,837,419	102,826,644	186,252,965	242,476,571	276,622,123	278,450,495	251,455,248	215,545,296	138,408,182	102,103,221
	2018	January	February	March	April	May	June	July	August	September	October	November	December
GW (SA1)		61,547,751	61,558,850	62,848,303	76,267,144	125,703,221	158,313,394	181,467,446	173,737,676	150,609,278			
Purchased (SA2)		31,925,388	31,512,492	33,779,680	32,989,792	52,692,860	85,679,660	101,031,612	104,457,452	97,400,072			
Total		93,473,139	93,071,342	96,627,983	109,256,936	178,396,081	243,993,054	282,499,058	278,195,128	248,009,350	0	0	0

% Reduction from 2013 8.38% 17.12% 29.72% 37.04% 31.41% 17.92% 15.28% 12.16% 8.96% 100.00% 100.00% 100.00%

*Notes

2013 January and February production numbers do not match actual recorded production because of an open intertie delivering water to SA2. Information below is further details.

SA1 = Service Area 1, SA2 = Service Area 2. SA1 is all groundwater (GW) production. SA2 is all purchased water from SCWA.
 Actual Recorded Prod. (Jan. 2013) - Service Area 1 79,361,342 gallons (Includes water delivered to SA2 due to open intertie. Intertie closed end of Feb. 2013)

Actual Recorded Prod. (Feb. 2013) - Service Area 1 94,608,406 gallons (Includes water delivered to SA2 due to open intertie. Intertie closed end of Feb. 2013)

To determine estimate of Feb. 2013 production delivered to Service Area 1, use multiplier from March data which is seasonally similar.)

Service Area 1 Multiplier = 1.39 (calculated from March 2013 Prod. Data/March 2014 Prod. Data)

Calc'd Feb. 2013 Prod. = Feb. 2014 Prod. Data x 1.39 = 79,737,924

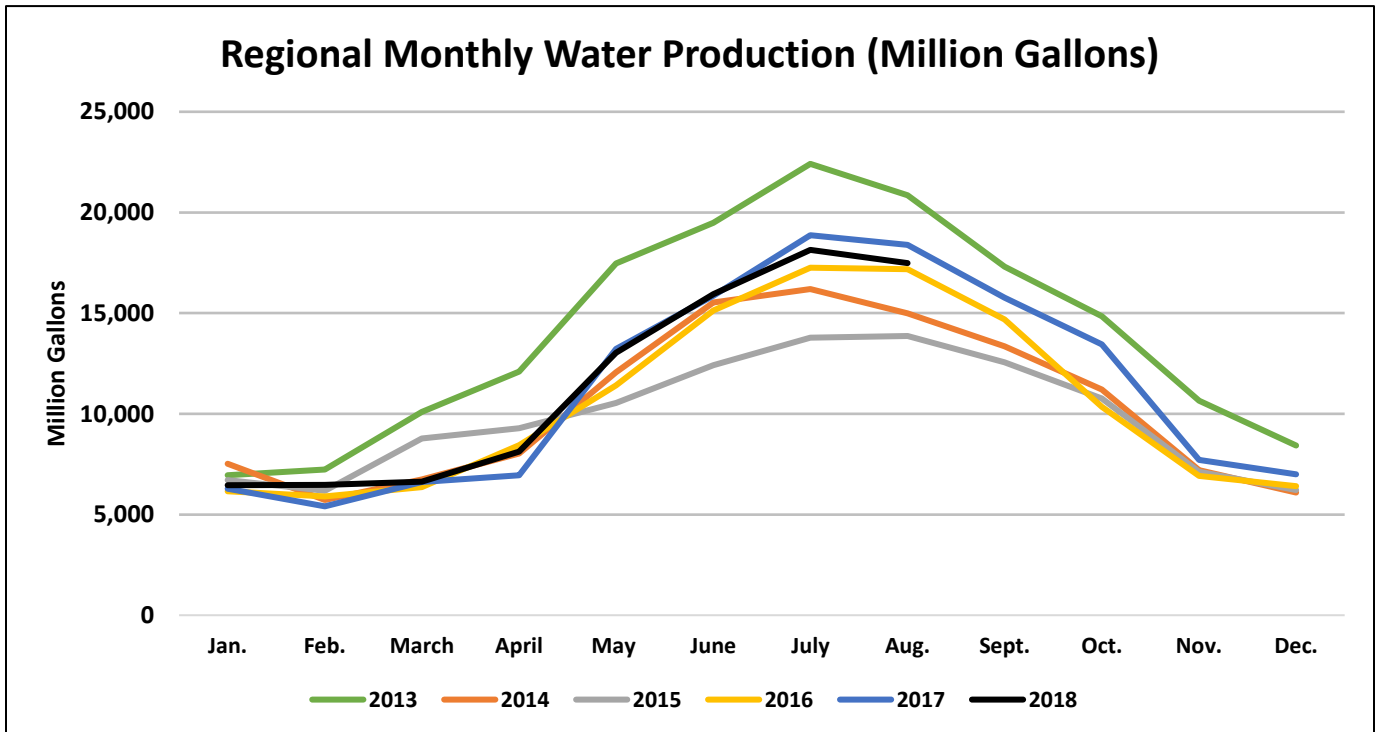
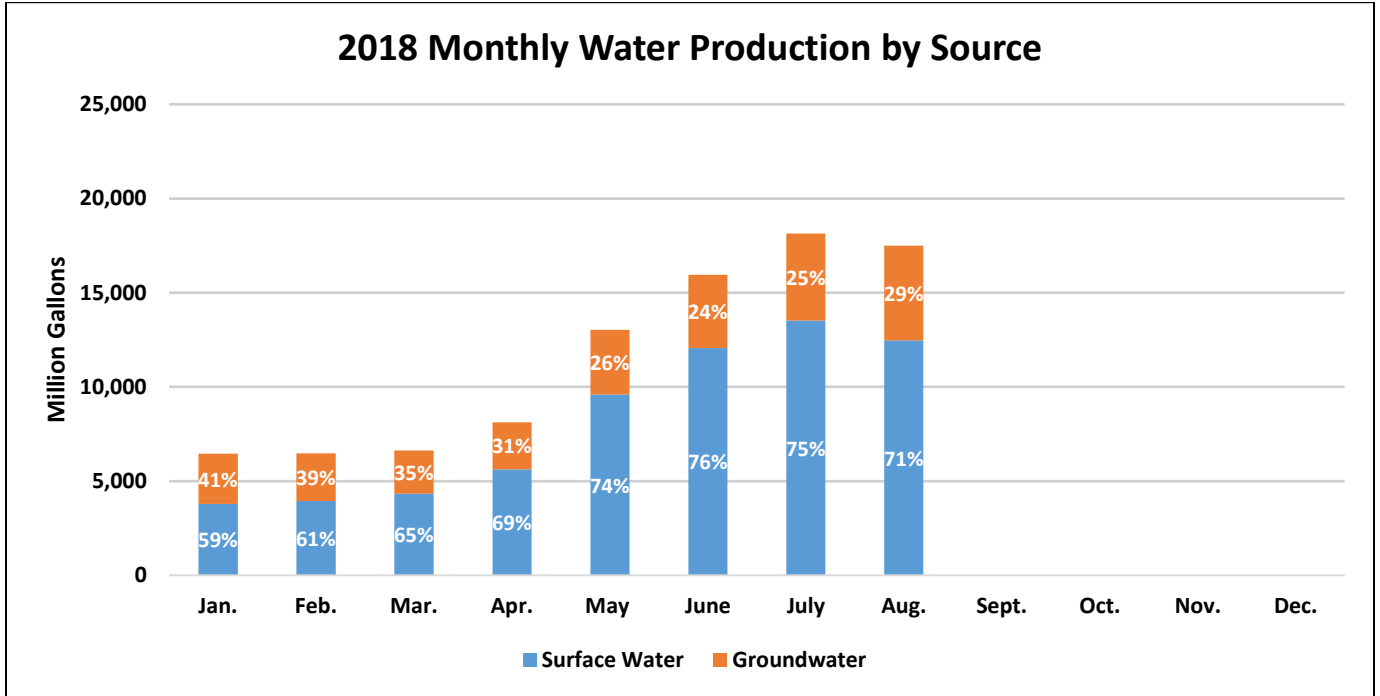
To determine estimate of Jan. 2013 production, use prorated amount from Feb. 2013 data. (This method due to Jan. 2014 being unseasonably hot.)

Calc'd Jan. 2013 Prod. = (Feb. 2013 Prod. Data Calc'd / Feb. 2013 Prod. Data Actual) x Jan. 2013 Prod. Data Actual = 68,254,916

Service Area 2		Consumption	
2018	# Accts	CCF	Gallons
Jan	4,408	42,681	31,925,388
Feb	4,408	42,129	31,512,492
Mar	4,408	45,160	33,779,680
Apr	4,408	44,104	32,989,792
May	4,408	70,445	52,692,860
Jun	4,408	114,545	85,679,660
Jul	4,408	135,069	101,031,612
Aug	4,408	139,649	104,457,452
Sep	4,409	130,214	97,400,072
Oct		0	0
Nov		0	0
Dec		0	0

August 2018 Data Summary

2018 Monthly Water Production by Source (Million Gallons)													
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
SW	3,793	3,949	4,331	5,625	9,595	12,062	13,527	12,466					65,348
GW	2,663	2,521	2,297	2,504	3,436	3,885	4,614	5,024					26,943
Total	6,456	6,469	6,627	8,129	13,031	15,947	18,141	17,490					92,292

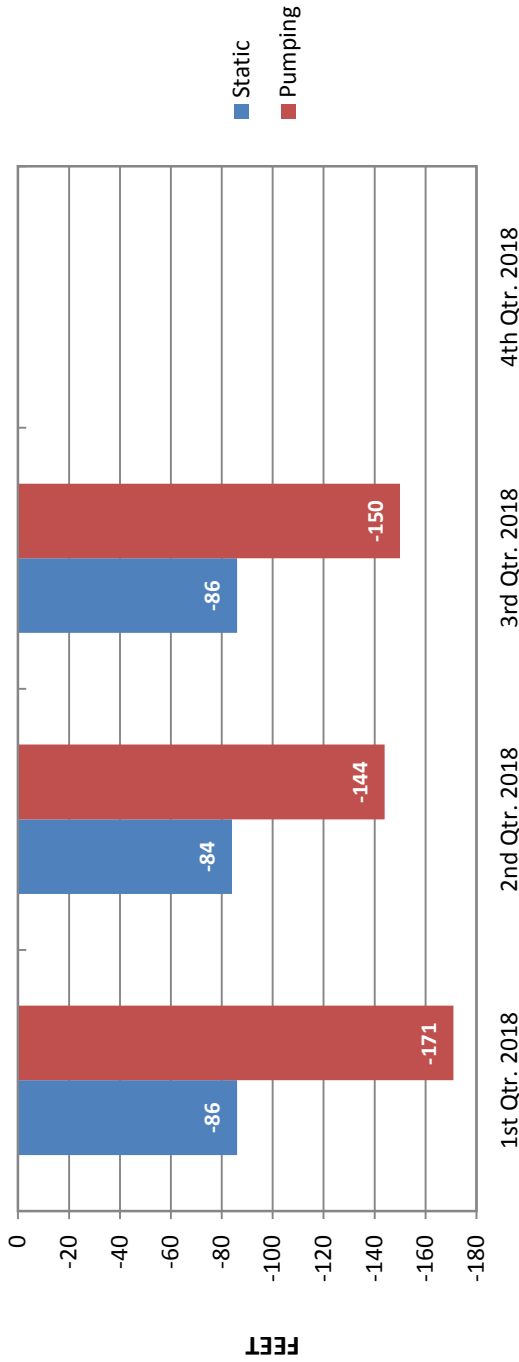




Elk Grove Water District

Static and Pumping Levels

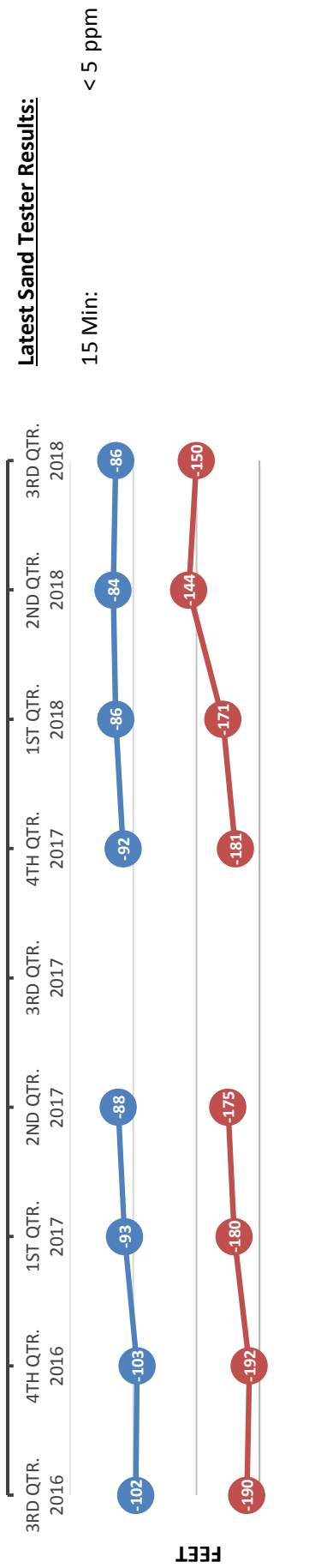
Well 1D School St



Latest Well Sounding

Static: 86 Ft
 Pumping: 150 Ft
 Drawdown: 64 Ft
 GPM: 1,778
 Specific Capacity: 27.781

Sounding Quarter/Year



Latest Sand Tester Results:

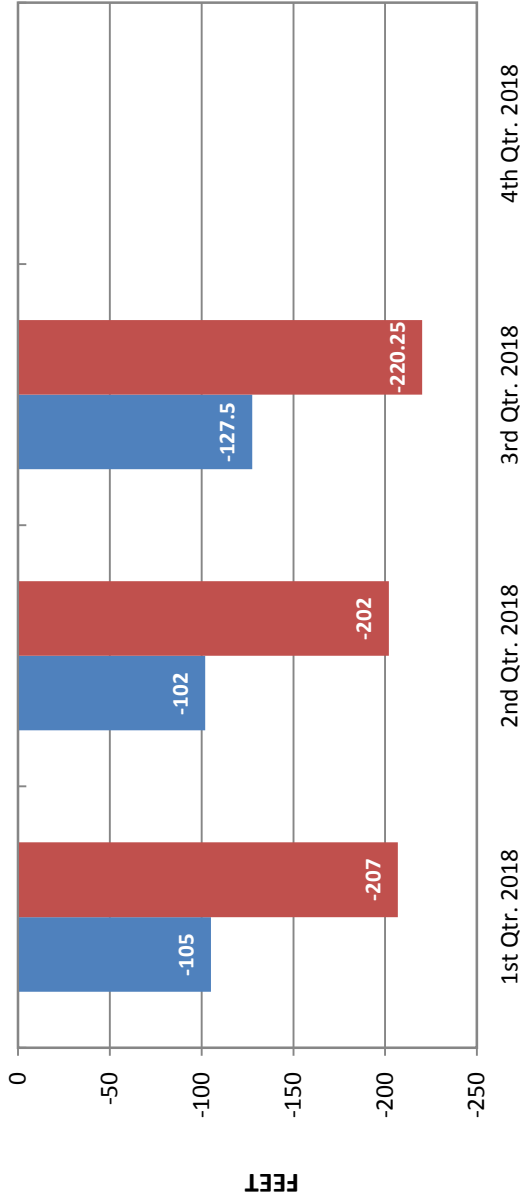
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

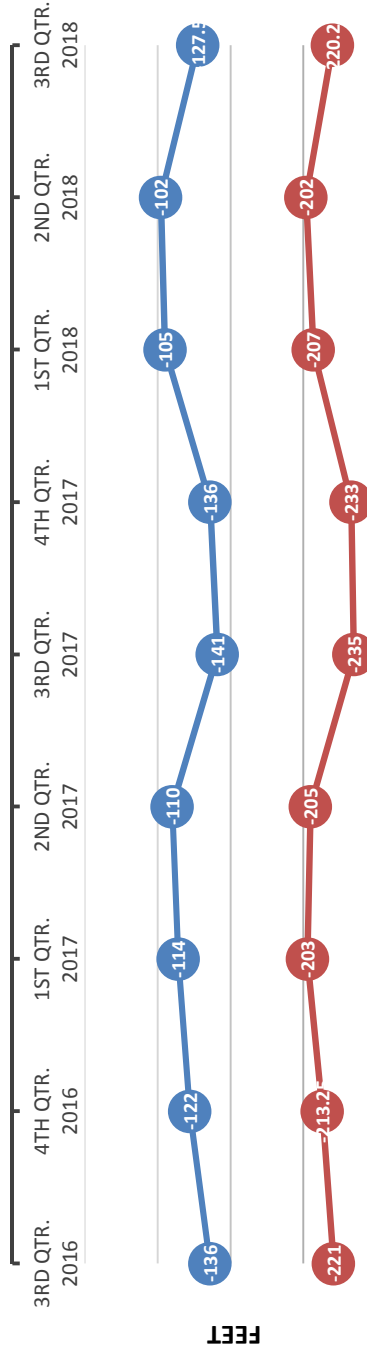
Well 4D Webb St



Latest Well Sounding

Static: 127.5 Ft
Pumping: 220.25 Ft
Drawdown: 92.75 Ft
GPM: 1,665.00
Specific Capacity: 17.951

Sounding Quarter/Year



Latest Sand Tester Results:

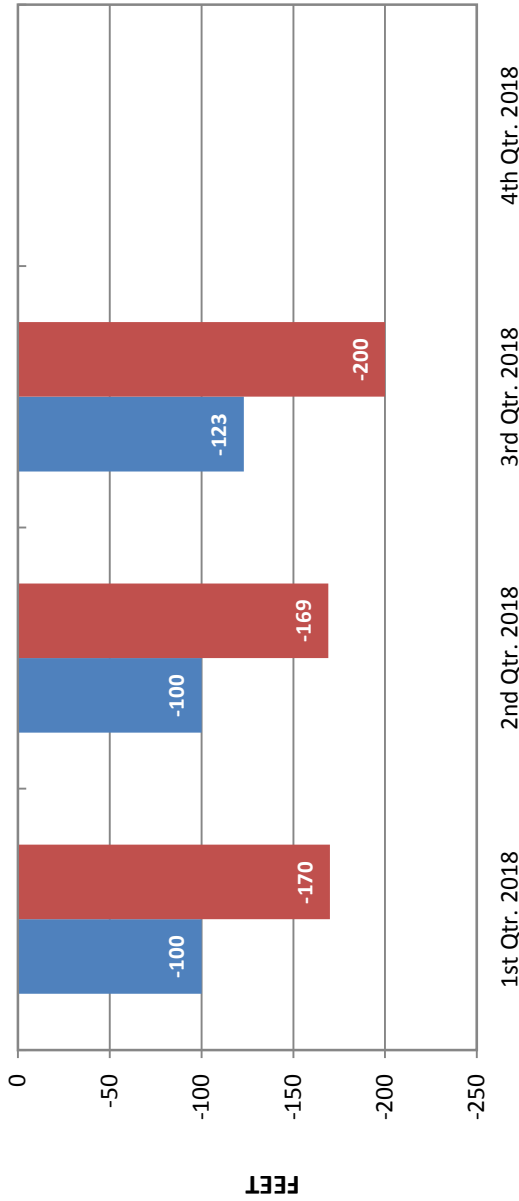
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

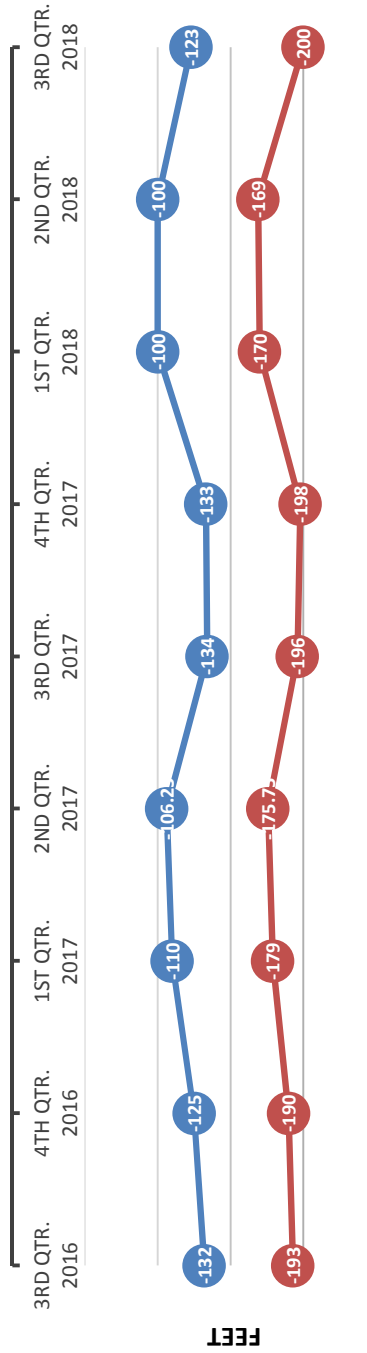
Well 11D Dino



Latest Well Sounding

Static: 123 Ft
Pumping: 200 Ft
Drawdown: 77 Ft
GPM: 1,727.00
Specific Capacity: 22.429

Sounding Quarter/Year



Latest Sand Tester Results:

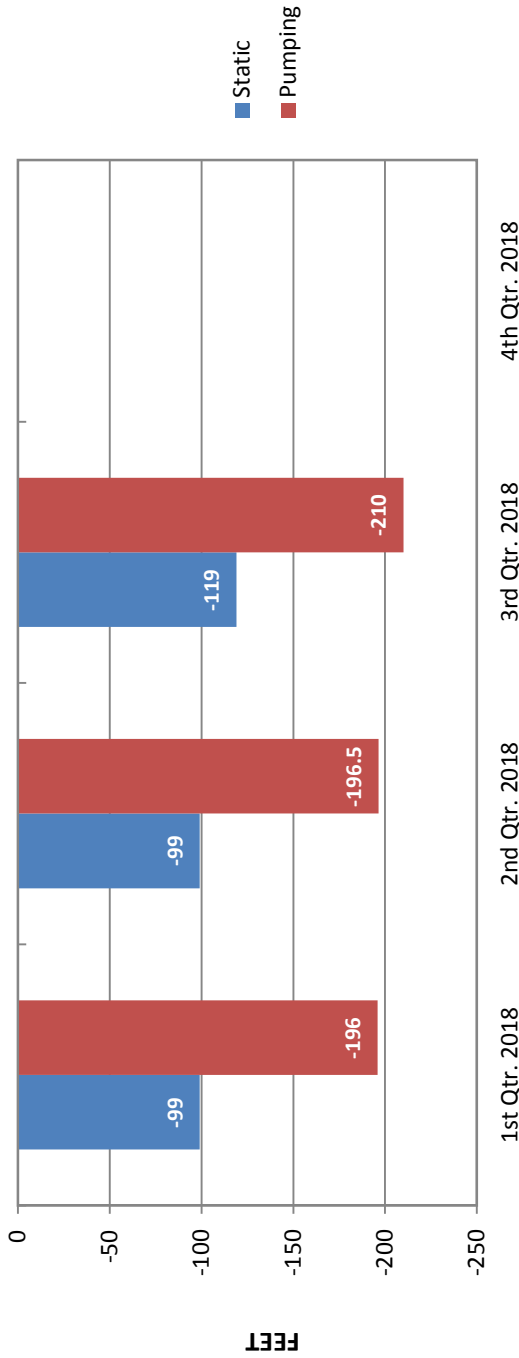
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

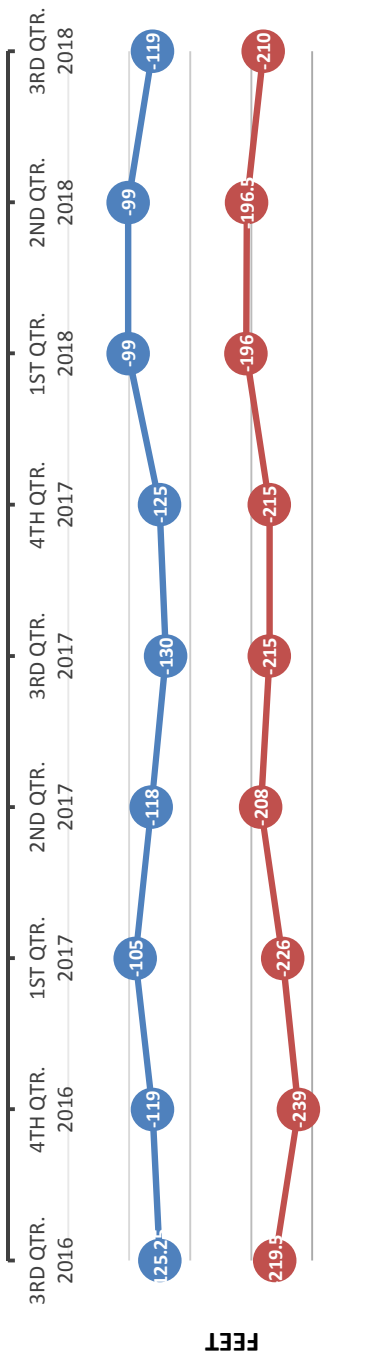
Well 14D Railroad



Latest Well Sounding

Static: 119 Ft
Pumping: 210 Ft
Drawdown: 91 Ft
GPM: 1,623.00
Specific Capacity: 17.835

Sounding Quarter/Year



Latest Sand Tester Results:

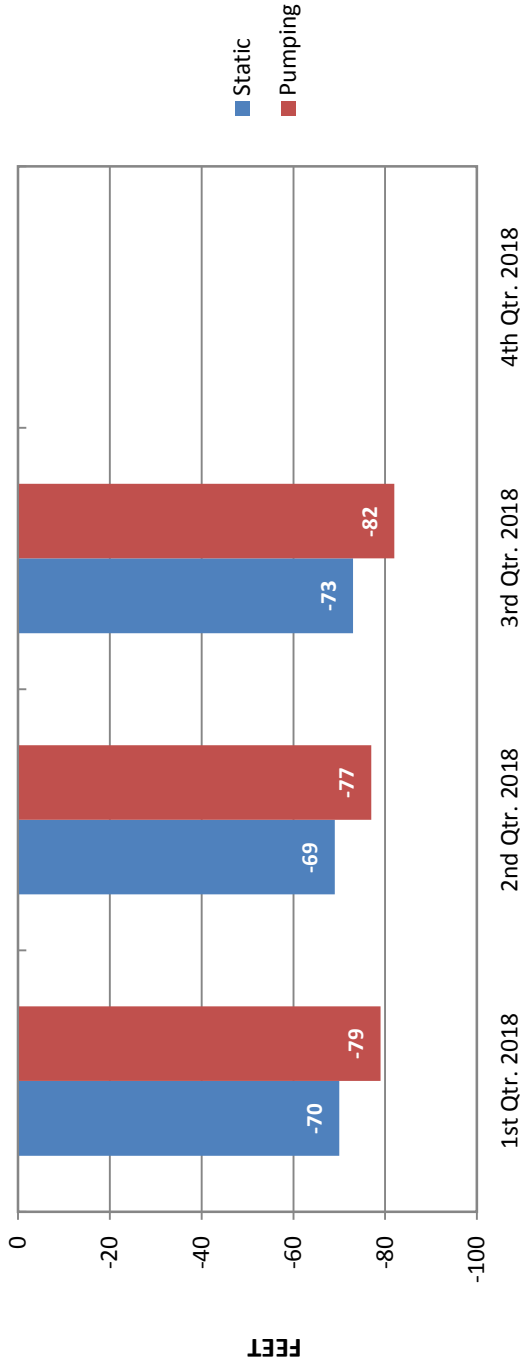
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

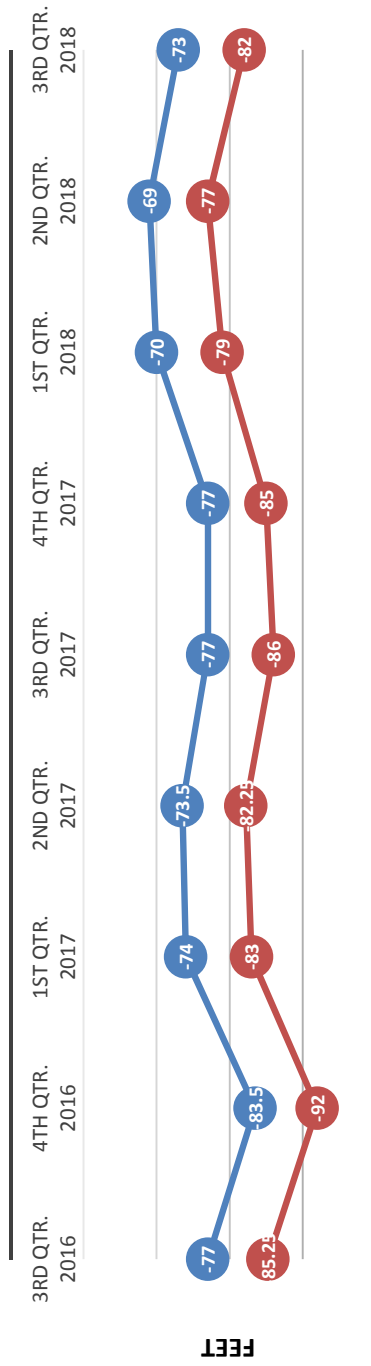
Well 3 Mar-Val



Latest Well Sounding

Static: 73 Ft
Pumping: 82 Ft
Drawdown: 9 Ft
GPM: 820.00
Specific Capacity: 91.111

Sounding Quarter/Year



Latest Sand Tester Results:

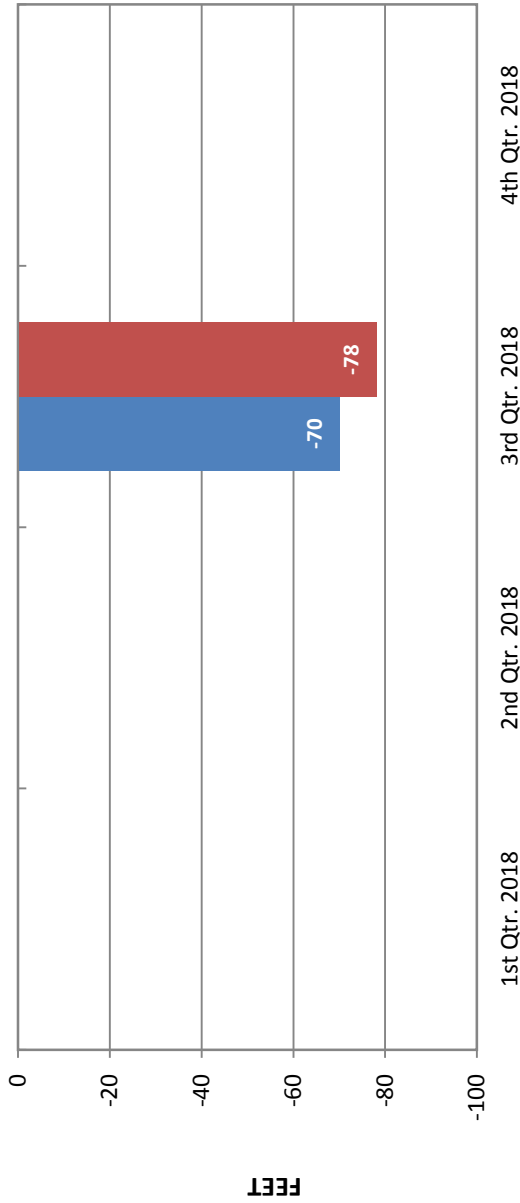
15 Min: 7.044 ppm



Elk Grove Water District

Static and Pumping Levels

Well 8 Williamson



Latest Well Sounding

Static: 70 Ft

Pumping: 78 Ft

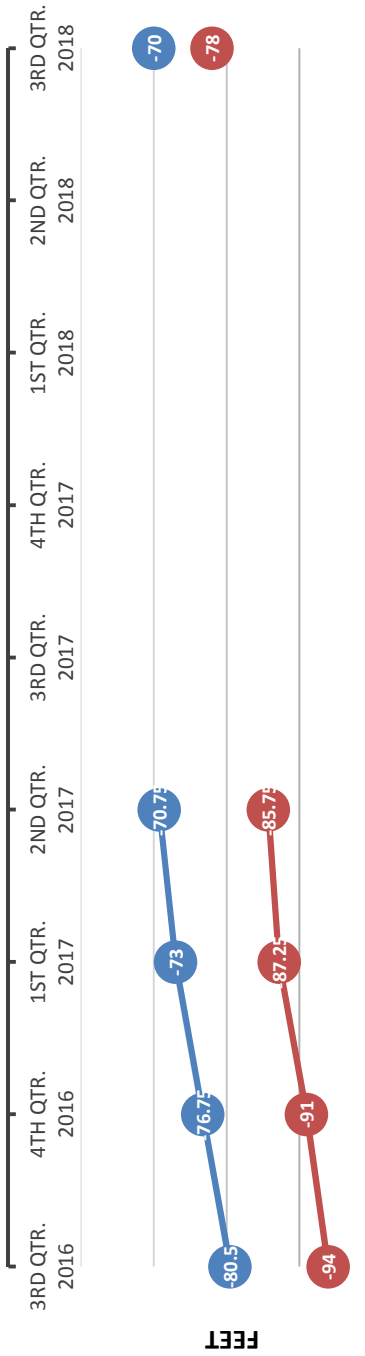
Drawdown: 8 Ft

GPM: 527.00

Specific Capacity: 65.875

■ Static
■ Pumping

Sounding Quarter/Year



Latest Sand Tester Results:

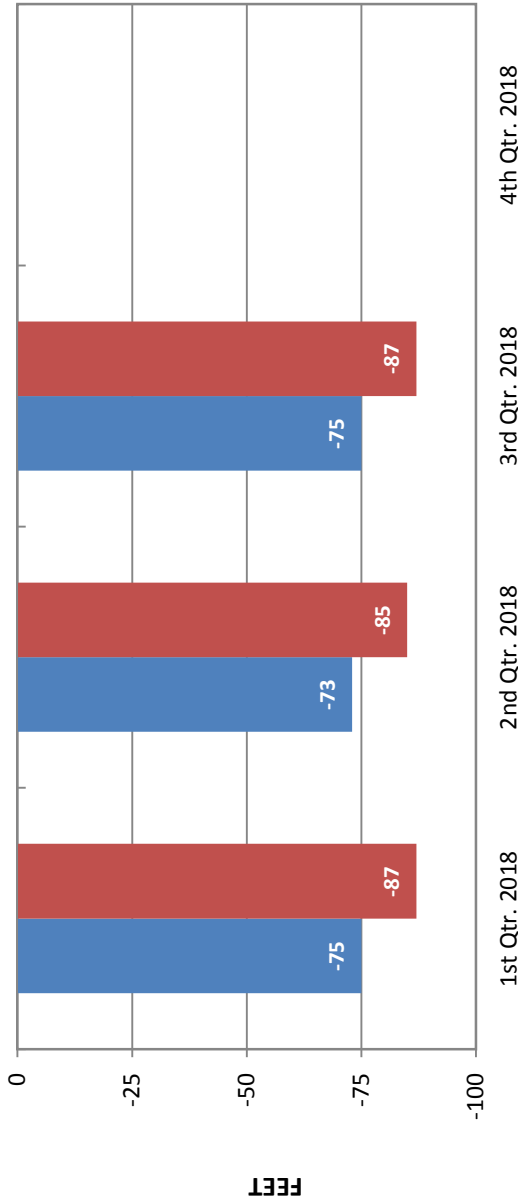
15 Min: 3.52 ppm



Elk Grove Water District

Static and Pumping Levels

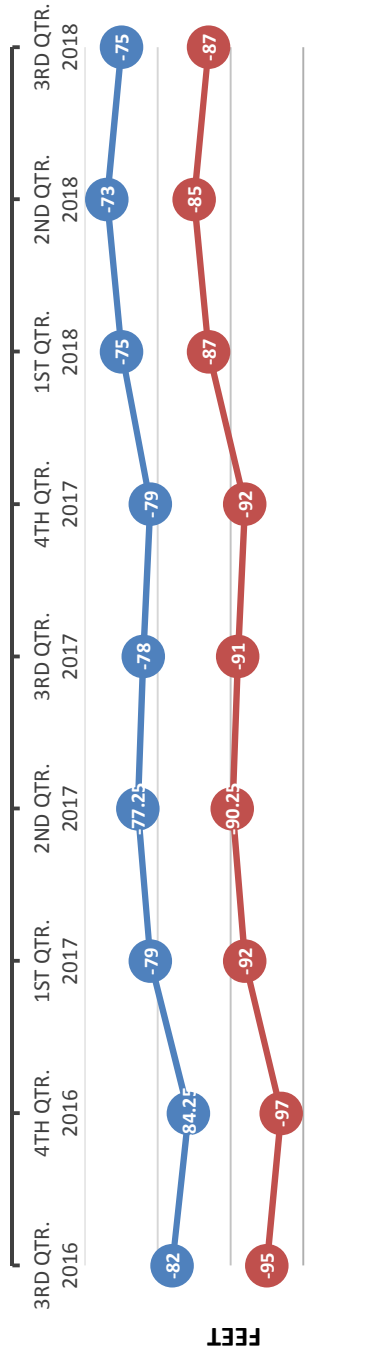
Well 9 Polhemus



Latest Well Sounding

Static: 75 Ft
Pumping: 87 Ft
Drawdown: 12 Ft
GPM: 470.00
Specific Capacity: 39.167

Sounding Quarter/Year



Latest Sand Tester Results:

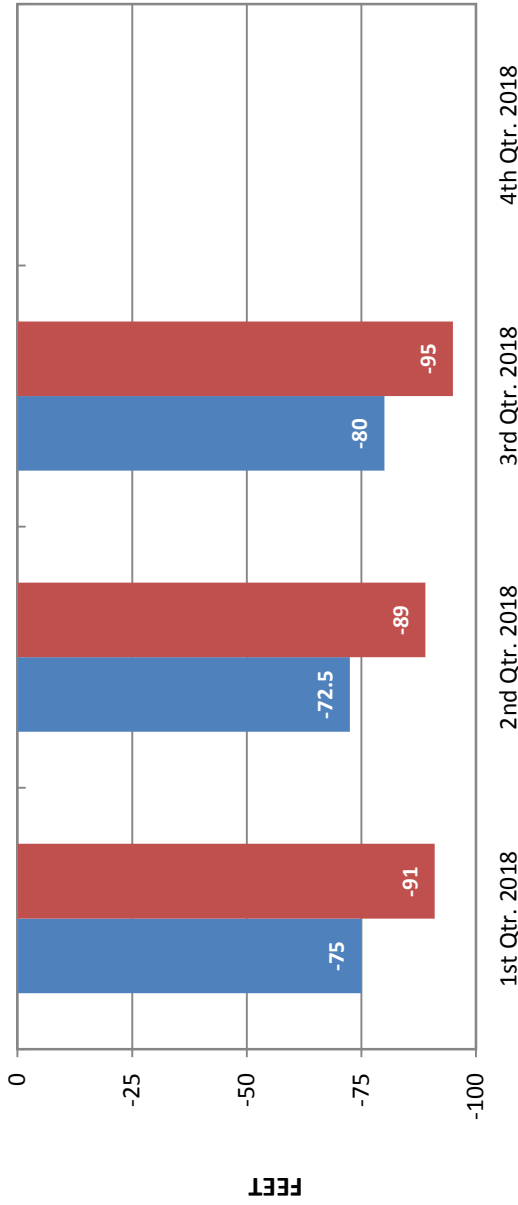
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

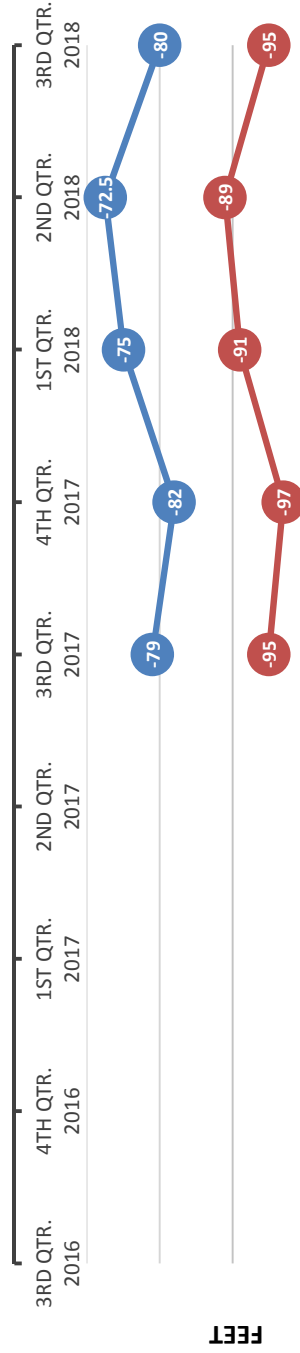
Well 13 Hampton



Latest Well Sounding

Static: 80 Ft
 Pumping: 95 Ft
 Drawdown: 15 Ft
 GPM: 971
 Specific Capacity: 64.733

Sounding Quarter/Year



Latest Sand Tester Results:

15 Min: < 5 ppm

**Monthly Sample Report - September 2018
Water System: Elk Grove Water System**

Sampling Point: 01 - 8693 W. Camden

Sample Date	Sample Class	Sample Name	Collection Occurrence
9/4/2018	Distribution System	Bacteriological	Week
9/11/2018	Distribution System	Bacteriological	Week
9/18/2018	Distribution System	Bacteriological	Week
9/25/2018	Distribution System	Bacteriological	Week

Sampling Point: School Well 01D - Raw Water

Sample Date	Sample Class	Sample Name	Collection Occurrence
			Quarterly

Sampling Point: 02 - 9425 Emerald Vista

Sample Date	Sample Class	Sample Name	Collection Occurrence
9/4/2018	Distribution System	Bacteriological	Week
9/11/2018	Distribution System	Bacteriological	Week
9/18/2018	Distribution System	Bacteriological	Week
9/25/2018	Distribution System	Bacteriological	Week

Sampling Point: - Mar-Val Well 3 Raw Water

Sample Date	Sample Class	Sample Name	Collection Occurrence
			Quarterly

Sampling Point: 03 - 8809 Valley Oak

Sample Date	Sample Class	Sample Name	Collection Occurrence
9/4/2018	Distribution System	Bacteriological	Week
9/11/2018	Distribution System	Bacteriological	Week
9/18/2018	Distribution System	Bacteriological	Week
9/25/2018	Distribution System	Bacteriological	Week

Sampling Point: Webb Well 04D - Raw Water

Sample Date	Sample Class	Sample Name	Collection Occurrence
			Quarterly

Sampling Point: 04 - 10122 Glacier Point

Sample Date	Sample Class	Sample Name	Collection Occurrence
9/4/2018	Distribution System	Bacteriological	Week
9/11/2018	Distribution System	Bacteriological	Week
9/18/2018	Distribution System	Bacteriological	Week
9/25/2018	Distribution System	Bacteriological	Week

Sampling Point: 05 - 9230 Amsden Ct.

Sample Date	Sample Class	Sample Name	Collection Occurrence
9/4/2018	Distribution System	Bacteriological	Week
9/11/2018	Distribution System	Bacteriological	Week
9/18/2018	Distribution System	Bacteriological	Week
9/25/2018	Distribution System	Bacteriological	Week

Sampling Point: 06 - 9227 Rancho Dr.

Sample Date	Sample Class	Sample Name	Collection Occurrence
9/4/2018	Distribution System	Bacteriological	Week
9/11/2018	Distribution System	Bacteriological	Week
9/18/2018	Distribution System	Bacteriological	Week
9/25/2018	Distribution System	Bacteriological	Week

Sampling Point: 07 - Al Gates Park Mainline Dr.

Sample Date	Sample Class	Sample Name	Collection Occurrence
9/4/2018	Distribution System	Bacteriological	Week
9/11/2018	Distribution System	Bacteriological	Week
9/18/2018	Distribution System	Bacteriological	Week
9/25/2018	Distribution System	Bacteriological	Week

Sampling Point: - Williamson Well 8 Raw Water

Sample Date	Sample Class	Sample Name	Collection Occurrence
			Quarterly

Sampling Point: 08 - 9436 Hollow Springs Wy.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
9/4/2018	Distribution System	Bacteriological	Week
9/11/2018	Distribution System	Bacteriological	Week
9/18/2018	Distribution System	Bacteriological	Week
9/25/2018	Distribution System	Bacteriological	Week
Sampling Point: Polhemus Well 9 Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence
			Quarterly
Sampling Point: 09 - 8417 Blackman Wy.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
9/4/2018	Distribution System	Bacteriological	Week
9/11/2018	Distribution System	Bacteriological	Week
9/18/2018	Distribution System	Bacteriological	Week
9/25/2018	Distribution System	Bacteriological	Week
9/4/2018	Distribution System	Fluoride	Week
Sampling Point: 10 - 9373 Oreo Ranch Cir.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
9/4/2018	Distribution System	Bacteriological	Week
9/11/2018	Distribution System	Bacteriological	Week
9/18/2018	Distribution System	Bacteriological	Week
9/25/2018	Distribution System	Bacteriological	Week
Sampling Point: Dino Well 11D - Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence
			Quarterly

Sampling Point: Hampton Well 13 - Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence
9/4/2018	Source Water	Fe, Mn, As, Total	Weekly
9/4/2018	Source Water	Bacteriological	Weekly
9/12/2018	Source Water	Fe, Mn, As, Total	Weekly
9/12/2018	Source Water	Bacteriological	Weekly
9/18/2018	Source Water	Fe, Mn, As, Total	Weekly
9/18/2018	Source Water	Bacteriological	Weekly
9/25/2018	Source Water	Fe, Mn, As, Total	Weekly
9/25/2018	Source Water	Bacteriological	Weekly

Sampling Point: Hampton WTP Effluent			
Sample Date	Sample Class	Sample Name	Collection Occurrence
9/4/2018	Treated Effluent	Fe, Mn, As, Total	Weekly
9/12/2018	Treated Effluent	Fe, Mn, As, Total	Weekly
9/18/2018	Treated Effluent	Fe, Mn, As, Total	Weekly
9/25/2018	Treated Effluent	Fe, Mn, As, Total	Weekly

Sampling Point: Hampton WTP Backwash Tank			
Sample Date	Sample Class	Sample Name	Collection Occurrence
			BiAnnual

Sampling Point: Railroad Well 14D - Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence
			Quarterly

Sampling Point: Railroad WTP Effluent			
Sample Date	Sample Class	Sample Name	Collection Occurrence
9/4/2018	Treated Plant Effluent	WTP Eff - Fe,Mn,As,Al Total	Month
9/4/2018	Treated Plant Effluent	WTP Eff - Fe,Mn,As,Al Dissolved	Month

Sampling Point: Railroad WTP Backwash Tank			
Sample Date	Sample Class	Sample Name	Collection Occurrence
			BiAnnual

Sampling Point: Special Distribution/Construction Samples

Sample Date	Sample Class	Sample Name	Collection Description
9/11/2018	Distribution System	Bacteriological	9660 E. Stockton Blvd New Main Install
9/12/2018	Distribution System	Bacteriological	9660 E. Stockton Blvd New Main Install
9/19/2018	Distribution System	Bacteriological	8871 E. Stockton Blvd. New Service
9/19/2018	Distribution System	Bacteriological	8871 E. Stockton Blvd. New Service

<u>Colors</u>	<u>Monthly Total</u>	<u>Yearly Total</u>
Black = Scheduled	54	607
Green = Unscheduled	5	69
Red = Incomplete Sample		0



October 3, 2018

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

MONTHLY COMPLIANCE REPORT

Enclosed is the Monthly Compliance Report Form from Elk Grove Water District for September 2018.

If you have any further questions, you may contact me at 916-585-9386

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

STEVE SHAW
WATER TREATMENT SUPERVISOR

COMPLIANCE REPORT FORM

Attn: Neal Stallions	E-mail: stallionsn@sacsewer.com	Wastewater Source Control Section
Phone (916) 875-6656		Fax (916) 875-6374
From: Steve Shaw		
Company: Elk Grove Water District		Permit # WTP010

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

Month:	September	Year:	2018
---------------	------------------	--------------	-------------

Water use/flow meter report
 Hampton WTP – 689,157
 Railroad WTP – 0

	Date	Time	pH
Hampton WTP			
Railroad WTP			

Monitoring results/analytical report

Discharge Rate

Check the statement below that applies to this report:

Based on a review of this facility's flow data, discharge rate limit was exceeded.
 I certify that this facility is in compliance with the discharge rate limit.

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

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

Other (describe):

Domestic Calculation

Domestic Usage	Number of Employees	Business Days per Month	Allowance (gallons per day)	Gallons
Production	3	17	15	765
Office	4	17	10	680
Drivers/Field	19	17	3	969
Total				2414

Certification Statement

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

SIGNATURE of Authorized Representative:

PRINTED NAME, TITLE:

Steve Shaw Water Treatment Supervisor
 (Name) (Title)

DATE:

10-3-2018



October 2, 2018

State Water Resources Control Board
Division of Drinking Water
1001 I Street
13th Floor
Sacramento, CA. 95814

MONTHLY SUMMARY OF DISTRIBUTION SYSTEM COLIFORM MONITORING

Enclosed is the Monthly Summary of Distribution System Coliform Monitoring report from Elk Grove Water District for September 2018.

If you have any further questions, you may contact me at 916-585-9386.

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

STEVE SHAW
WATER TREATMENT SUPERVISOR

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

System Name <p style="text-align: center; font-size: 1.2em;">Elk Grove Water District</p>	System Number <p style="text-align: center; font-size: 1.2em;">3410008</p>
Sampling Period <p style="text-align: center; font-size: 1.2em; color: blue;">September</p>	Year <p style="text-align: center; font-size: 1.2em;">2018</p>

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

Signature 	Title <p style="text-align: center; font-size: 1.2em;">Water Treatment Supervisor</p>	Date <p style="text-align: center; font-size: 1.2em;">10/2/18</p>
---------------	--	--

NOTES AND INSTRUCTIONS:

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



October 3, 2018

State Water Resources Control Board
Division of Drinking Water
1001 I Street
13th Floor
Sacramento, CA. 95814

MONTHLY SUMMARY OF THE HAMPTON GROUNDWATER TREATMENT PLANT

Enclosed is the Monthly Summary of the Hampton GWTP report from Elk Grove Water District for September 2018.

If you have any further questions, you may contact me at 916-585-9386.

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

STEVE SHAW
WATER TREATMENT SUPERVISOR

Elk Grove Water District

Hampton GWTP Monthly Report

PWS Number 3410008-013

Month: September

GWTP Name Hampton Water Treatment Plant

Date	Meter Reading	Well Production	Backwash Meter	Reclaim Meter	Weekly In-House Monitoring (mg/L) R (Raw) T (Treated) As (ug/L)							Weekly Average	
					Date	Fe, R	Fe, T	Mn, R	Mn, T	As, R	As, T	Inf. pH	Eff. pH
last day	482509607		8004654	541498	9/4/2018	0.029	0.023	0.041	0.011	12	2	7.0	7.3
1	483918978	1409371	8037144	541498	9/12/2018	0.018	0.03	0.017	0.004	7	2		
2	485311679	1392701	8065943	541498	9/18/2018	0.016	0.022	0	0	10	2	Cl2	0.83
3	486692548	1380869	8098375	541498	9/28/2018	0.005	0.036	0.011	0	11	2.5	Cl2	7.6
4	488053690	1361142	8130795	541498								Cl2	0.72
5	488256793	203103	8141620	541498								Cl2	7.2
6	488256793	0	8141620	541498								Cl2	0.9
7	488256793	0	8141620	541498								Cl2	7.2
8	488256793	0	8141620	541498								Cl2	0.86
9	488256793	0	8141620	541498								Cl2	
10	488256793	0	8141620	541498								Cl2	
11	488256793	0	8141620	541498								Cl2	
12	488256793	0	8141620	541498								Cl2	
13	489804372	1547579	8174170	541498								Cl2	
14	491181446	1377074	8206618	541498								Cl2	
15	492479989	1298543	8239056	541498								Cl2	
16	493152796	672807	8249861	541498								Cl2	
17	494544230	1391434	8282321	541498								Cl2	
18	495982949	1438719	8314891	541498								Cl2	
19	497317644	1334695	8347177	541498								Cl2	
20	498658918	1341274	8379747	541498								Cl2	
21	500071006	1412088	8412260	541498								Cl2	
22	501376244	1305238	8437549	541498								Cl2	
23	502773247	1397003	8470060	541498								Cl2	
24	504202344	1429097	8502602	541498								Cl2	
25	505564925	1362581	8535046	541498								Cl2	
26	507006336	1441411	8567525	541498								Cl2	
27	508206358	1200022	8596435	541498								Cl2	
28	50904008	-457302350	8628854	541498								Cl2	
29	510854319	459950311	8661350	541498								Cl2	
30	512275584	1421265	8693811	541498								Cl2	
31													
Total GALLONS			29,765,977	689,157	0								

Total Backwashed	689,157 Gal	Total Reclaim	0 Gal
Total Water Pumped	29,765,977 Gal	Total Water Treated	29,765,977 Gal

Reporting Limits/Units	Maximum Contaminant Levels (MCLs)
Iron = 0.100 mg/L	Iron (Fe) = 0.300 mg/L (Secondary)
Manganese = 0.010 mg/L	Manganese (Mn) = 0.050 mg/L (Secondary)
Arsenic = 1.0 µg/L	Arsenic (As) = 10 µg/L (Primary)

Prepared By: Steve Shaw

Date: 10/3/2018



October 2, 2018

State Water Resources Control Board
Division of Drinking Water
1001 I Street
13th Floor
Sacramento, CA. 95814

MONTHLY SUMMARY OF DISTRIBUTION SYSTEM FLUORIDATION MONITORING

Enclosed is the Monthly Summary of Distribution System Fluoridation Monitoring report from Elk Grove Water District for September 2018.

If you have any further questions, you may contact me at 916-585-9386.

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

STEVE SHAW
WATER TREATMENT SUPERVISOR

ELK GROVE WATER DISTRICT AREA 2

DISTRIBUTION SYSTEM

MONTHLY FLUORIDATION MONITORING REPORT

Month / Year September 2018

Week	Location of Sample Taken	Date	Time	Monitoring Results (mg/L)	Results
1	Hollow Springs	9/4/2018	11:09 AM		0.65
1	Al Gates Park	9/4/2018	11:25 AM		0.68
1	Oreo Ranch	9/4/2018	11:38 AM		0.72
1	Blackman	9/4/2018	12:30 PM		0.84
2	Hollow Springs	9/11/2018	10:25 AM		0.62
2	Al Gates Park	9/11/2018	10:50 AM		0.62
2	Oreo Ranch	9/11/2018	11:10 AM		0.6
2	Blackman	9/11/2018	12:30 PM		0.75
3	Hollow Springs	9/18/2018	8:42 AM		0.58
3	Al Gates Park	9/18/2018	9:00 AM		0.55
3	Oreo Ranch	9/18/2018	9:17 AM		0.58
3	Blackman	9/18/2018	11:07 AM		0.65
4	Hollow Springs	9/25/2018	10:30 AM		0.65
4	Al Gates Park	9/25/2018	10:45 AM		0.66
4	Oreo Ranch	9/25/2018	10:55 AM		0.65
4	Blackman	9/25/2018	1:20 PM		0.6
5	Hollow Springs				
5	Al Gates Park				
5	Oreo Ranch				
5	Blackman				

Monthly fluoride split sample results:

Date: 9/4/2018

Water System Results: 0.84 mg/L

Approved Lab: 0.71 mg/L

Contact Name: Steve Shaw

Telephone : (916) 585-9386

System PWS Number: 3410008



October 2, 2018

State Water Resources Control Board
Division of Drinking Water
1001 I Street
13th Floor
Sacramento, CA 95814

**QUARTERLY REPORT FOR DISINFECTANT RESIDUALS COMPLIANCE
MONITORING**

Enclosed is the Quarterly Report for Disinfectant Residuals Compliance Monitoring from Elk Grove Water District for 3rd Quarter 2018.

If you have any further questions, you may contact me at 916-585-9386

A handwritten signature in blue ink, appearing to read "STEVE SHAW". The signature is fluid and cursive, with a long horizontal stroke at the end.

STEVE SHAW
WATER TREATMENT SUPERVISOR

Quarterly Report for Disinfectant Residuals Compliance For Systems Using Chlorine or Chloramines

System Name: Elk Grove Water District Area 1

System No.: 3410008

Calendar Year: 2018

Quarter: 3rd

1st Quarter		
Month	Number of Samples Taken	Monthly Ave. Chlorine Level (mg/L)
Previous Year	April	0.96
	May	0.99
	June	1.00
	July	0.94
	August	1.00
	September	0.99
	October	0.96
	November	0.99
	December	0.89
	Current Year	January
February		24 0.92
March		24 0.92
Running Annual Average (RAA):		0.96
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl ₂)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2nd Quarter		
Month	Number of Samples Taken	Monthly Ave. Chlorine Level (mg/L)
Previous Year	July	0.94
	August	1.00
	September	0.99
	October	0.96
	November	0.99
	December	0.89
Current Year	January	0.91
	February	0.92
	March	0.92
	April	24 0.80
	May	30 0.87
	June	24 0.96
Running Annual Average (RAA):		0.93
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl ₂)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

3rd Quarter		
Month	Number of Samples Taken	Monthly Ave. Chlorine Level (mg/L)
Previous Yr	October	0.96
	November	0.99
	December	0.89
Current Year	January	0.91
	February	0.92
	March	0.92
	April	0.80
	May	0.87
	June	0.96
	July	30 1.01
	August	24 0.97
	September	24 0.90
Running Annual Average (RAA):		0.93
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl ₂)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

4th Quarter		
Month	Number of Samples Taken	Monthly Ave. Chlorine Level (mg/L)
Current Year	January	0.91
	February	0.92
	March	0.92
	April	0.80
	May	0.87
	June	0.96
	July	1.01
	August	0.97
	September	0.90
	October	30 1.00
	November	24 0.92
	December	24 0.87
Running Annual Average (RAA):		0.92
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl ₂)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Comments: The Elk Grove Water District is split into two different water systems. Area 1 water is produced and distributed by Elk Grove Water District.

Signature: 

Date: October 2, 2018

Quarterly Report for Disinfectant Residuals Compliance For Systems Using Chlorine or Chloramines

System Name: Elk Grove Water District Area 2

System No.: 3410008

Calendar Year: 2018

Quarter: 3rd

1st Quarter					
	Month	Number of Samples Taken	Monthly Ave. Chlorine Level (mg/L)		
Previous Year	April		1.19		
	May		1.21		
	June		1.17		
	July		1.14		
	August		1.13		
	September		1.09		
	October		0.94		
	November		0.87		
	December		0.89		
	Current Year		January	20	1.24
			February	16	1.16
			March	16	1.02
Running Annual Average (RAA):			1.09		
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl ₂)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

2nd Quarter						
	Month	Number of Samples Taken	Monthly Ave. Chlorine Level (mg/L)			
Previous Year	July		1.14			
	August		1.13			
	September		1.09			
	October		0.94			
	November		0.87			
	December		0.89			
	Current Year		January		1.24	
			February		1.16	
			March		1.02	
			April		16	1.07
			May		20	1.35
			June		16	1.21
Running Annual Average (RAA):			1.09			
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl ₂)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

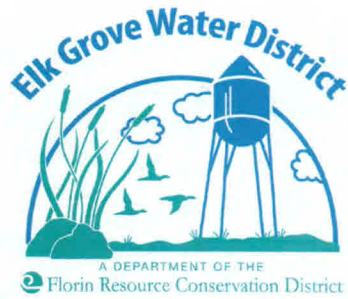
3rd Quarter				
	Month	Number of Samples Taken	Monthly Ave. Chlorine Level (mg/L)	
Previous Yr	October		0.94	
	November		0.87	
	December		0.89	
Current Year	January		1.24	
	February		1.16	
	March		1.02	
	April		1.07	
	May		1.35	
	June		1.21	
	July		20	1.22
	August		16	1.29
	September		16	1.30
	Running Annual Average (RAA):			1.13
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl ₂)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

4th Quarter				
	Month	Number of Samples Taken	Monthly Ave. Chlorine Level (mg/L)	
Current Year	January		1.24	
	February		1.16	
	March		1.02	
	April		1.07	
	May		1.35	
	June		1.21	
	July		1.22	
	August		1.29	
	September		1.30	
	October		20	1.20
	November		16	1.34
	December		16	1.38
Running Annual Average (RAA):			1.23	
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl ₂)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Comments: The Elk Grove Water District is split into two different water systems. Area 2 is whole sale water from Sacramento County Water Agency.

Signature:

Date: October 2, 2018



October 2, 2018

State Water Resources Control Board
Division of Drinking Water
1001 I Street
13th Floor
Sacramento, Ca. 95814

QUARTERLY SUMMARY OF RAW GROUNDWATER COLIFORM MONITORING

Enclosed is the Quarterly Summary of Raw Groundwater Coliform Monitoring report from Elk Grove Water District for 3rd Quarter 2018.

If you have any further questions, you may contact me at 916-585-9386.

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

STEVE SHAW
WATER TREATMENT SUPERVISOR

QUARTERLY SUMMARY OF RAW GROUNDWATER COLIFORM MONITORING

Samples must be taken prior to chlorination

Water System Name

Elk Grove Water District

Water System Number

3410008

Sampling Period:

Month July to September / 3rd Quarter

Year 2018

Well Name	Status (On/Off)	Sample Time & Date	Total Coliforms (P/A, CFU or MPN)	<i>E. coli</i> (P/A, CFU or MPN)
Well # 1D School St.	ON	7/17/2018 8:20	A	A
Well # 4D Webb St.	ON	7/3/2018 8:09	A	A
Well # 11D Dino Dr.	ON	7/3/2018 8:25	A	A
Well 14D Railroad St.	ON	7/17/2018 8:01	A	A
Well # 3 Mar-Val	ON	7/10/2018 11:35	A	A
Well # 8 Williamson	ON	7/24/2018 9:45	A	A
Well # 9 Polhemus	ON	7/24/2018 9:25	A	A
Well # 13 Hampton	ON	7/3/2018 1:20	A	A
Well # 13 Hampton	ON	7/10/2018 13:38	A	A
Well # 13 Hampton	ON	7/17/2018 11:05	A	A
Well # 13 Hampton	ON	7/24/2018 11:55	A	A
Well # 13 Hampton	ON	7/31/2018 9:00	A	A
Well # 13 Hampton	ON	8/7/2018 10:12	A	A
Well # 13 Hampton	ON	8/14/2018 12:12	A	A
Well # 13 Hampton	ON	8/21/2018 12:37	A	A
Well # 13 Hampton	ON	8/28/2018 12:25	A	A
Well # 13 Hampton	ON	9/4/2018 13:45	A	A
Well # 13 Hampton	ON	9/12/2018 10:50	A	A
Well # 13 Hampton	ON	9/18/2018 10:10	A	A
Well # 13 Hampton	ON	9/25/2018 11:50	A	A



October 2, 2018

State Water Resources Control Board
Division of Drinking Water
1001 I Street
13th Floor
Sacramento CA. 95814

**QUARTERLY TTHM AND HAA5 REPORT FOR DISINFECTION BYPRODUCTS
COMPLIANCE**

Enclosed is the Quarterly TTHM and HAA5 Report from Elk Grove Water District for the 3rd quarter 2018.

If you have any further questions, you may contact me at 916-585-9386.

A handwritten signature in blue ink, appearing to read "STEVE SHAW". The signature is stylized and fluid, with a long horizontal stroke at the end.

STEVE SHAW
WATER TREATMENT SUPERVISOR

Quarterly TTHM Report for Disinfection Byproducts Compliance (in µg/L or ppb)

System Name: Elk Grove Water District

System No.: 3410008

Year: 2018

Quarter: 3

Year:	2014				2015				2016				2017				2018			
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Quarter:	1/14	4/2	7/1	10/21	1/6	4/8	7/14	10/13	1/12	4/5	7/5	10/4	1/17	4/18	7/3	10/3	1/10	4/10	7/3	
Sample Date (month/date):	1	1	0	23	6.2	11.7	11.5	6.0	1	5	0	0	0	1	37	0	1	3	0	
Site Q1 TTHM Results																				
Lcn. Running Annual Average	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
Meets Standard? ¹ (check box) <input checked="" type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Projected LRAA Next Quarter	0	12	17	12	6	1	1	3	2	1	0	19	9	9	2	1	0	2	1	1
Op Evaluation Req'd? ² (check box) <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Site Q2 TTHM Results																				
Lcn. Running Annual Average	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
Meets Standard? ¹ (check box) <input checked="" type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Projected LRAA Next Quarter	1	1	1	1	0	0	0	0	1	1	0	1	0	1	0	0	0	0	0	0
Op Evaluation Req'd? ² (check box) <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Site Q3 TTHM Results																				
Lcn. Running Annual Average	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
Meets Standard? ¹ (check box) <input checked="" type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Projected LRAA Next Quarter	1	2	0	0	0	1	0	0	1	0	2	1	1	1	1	1	2	0	0	0
Op Evaluation Req'd? ² (check box) <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Site Q4 TTHM Results																				
Lcn. Running Annual Average	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
Meets Standard? ¹ (check box) <input checked="" type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Projected LRAA Next Quarter	1	1	1	1	0	0	0	0	1	0	1	1	1	1	1	1	1	1	1	1
Op Evaluation Req'd? ² (check box) <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Site Q4 TTHM Results																				
Lcn. Running Annual Average	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
Meets Standard? ¹ (check box) <input checked="" type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Projected LRAA Next Quarter	1	1	1	1	0	0	0	0	1	0	1	1	1	1	1	1	1	1	1	1
Op Evaluation Req'd? ² (check box) <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Site Q4 TTHM Results																				
Lcn. Running Annual Average	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
Meets Standard? ¹ (check box) <input checked="" type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Projected LRAA Next Quarter	1	1	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Op Evaluation Req'd? ² (check box) <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Quarterly Average	1	1	0	8	0	8	0	0	1	2	1	0	1	13	0	1	1	2	0	#DIV/0!
No. Samples This Quarter	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3

Identify the sample locations in the table below.

Site	Sample Location
Q1	9436 Hollow Springs
Q2	9425 Emerald Vista (Discontinued 4th qtr per revised SAP)
Q3	8693 W. Camden
Q4	9230 Amsden Ct (Beginning 4th qtr 2017 per revised SAP)

Comments:

¹ Meets Standard - LRAA, calculated quarterly, is less than 80 ug/L

² Operation Evaluation Req'd - Projected LRAA, calculated quarterly, is greater than 80 ug/L

Signature:  Date: October 2, 2018

*If, during the first year of monitoring, any individual quarter's average will cause the running annual average of that system to exceed the standard, then the system is out of compliance at the end of that quarter.

Quarterly HAA5 Report for Disinfection Byproducts Compliance (in µg/L or ppb)

System Name: Elk Grove Water District System No.: 3410008 Year: 2018 Quarter: 3

Year:	2014				2015				2016				2017				2018			
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Quarter:	1/14	4/2	7/1	10/21	1/6	4/8	7/14	10/13	1/12	4/5	7/5	10/4	1/17	4/18	7/5	10/3	1/17	4/10	7/3	10/3
Sample Date (month/date):	2	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Site Q1 HAA5 Results																				
Lcn. Running Annual Average																				
Meets Standard? ¹	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
(check box) <input checked="" type="checkbox"/>																				
Projected LRAA Next Quarter																				
Op Evaluation Req'd? ²	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
(check box) <input checked="" type="checkbox"/>																				
Site Q2 HAA5 Results																				
Lcn. Running Annual Average																				
Meets Standard? ¹	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
(check box) <input checked="" type="checkbox"/>																				
Projected LRAA Next Quarter																				
Op Evaluation Req'd? ²	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
(check box) <input checked="" type="checkbox"/>																				
Site Q3 HAA5 Results																				
Lcn. Running Annual Average																				
Meets Standard? ¹	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
(check box) <input checked="" type="checkbox"/>																				
Projected LRAA Next Quarter																				
Op Evaluation Req'd? ²	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
(check box) <input checked="" type="checkbox"/>																				
Site Q4 HAA5 Results																				
Lcn. Running Annual Average																				
Meets Standard? ¹	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
(check box) <input checked="" type="checkbox"/>																				
Projected LRAA Next Quarter																				
Op Evaluation Req'd? ²	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
(check box) <input checked="" type="checkbox"/>																				
Quarterly Average	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No. Samples This Quarter	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3

Identify the sample locations in the table below.

Site	Sample Location
Q1	9436 Hollow Springs Wy.
Q2	9425 Emerald Vista (Discontinued 4th qtr 2017 per revised SAP)
Q3	8693 W. Camden
Q4	9230 Amsden Ct. (Beginning 4th qtr 2017 per revised SAP)

Comments:

¹ Meets Standard - LRAA, calculated quarterly, is less than 60 µg/L
² Operation Evaluation Req'd - Projected LRAA, calculated quarterly, is greater than 60 µg/L


Signature

October 2, 2018
Date

*If, during the first year of monitoring, any individual quarter's average will cause the running annual average of that system to exceed the standard, then the system is out of compliance at the end of that quarter.

Elk Grove Water District

Preventative Maintenance Program

Groundwater Wells

Monthly													Semi-annual			Annual		
Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	1ST 6-MO.	2ND 6-MO.	Refer.	2018	
Well 14D Railroad	WQ 1/9/18 15483	WQ 2/6/18 15581	WQ 3/9/18 15673	WQ 4/9/18 15779	WQ 5/11/18 15900	WQ 6/14/18 16020	WQ 7/6/18 16142	WQ 8/13/18 16264	WQ 9/18/18 16345	WQ	WQ	WQ	Sect: 7.1	AH/WQ 6/20/18 16033		Sect: 7.3		
Well 4D Webb	WQ 1/4/18 15484	WQ 2/27/18 15582	AH 3/9/18 15674	WQ 4/9/18 15780	WQ 5/23/18 15901	WQ 6/13/18 16021	AH 7/9/18 16143	WQ 8/13/18 16265	WQ 9/17/18 16346	WQ	WQ	WQ	Sect: 8.1	AH/WQ 6/20/18 16034		Sect: 8.3		
Well 11D Pino	WQ 1/2/18 15485	WQ 2/13/18 15583	WQ 3/7/18 15675	WQ 4/3/18 15781	WQ 5/16/18 15902	WQ 6/13/18 16022	WQ 7/10/18 16144	WQ 8/27/18 16266	WQ 9/19/18 16347	WQ	WQ	WQ	Sect: 9.1	AH/WQ 6/20/18 16035		Sect: 9.3		
Well 1D School	WQ 1/9/18 15486	WQ 2/22/18 15584	WQ 3/6/18 15676	WQ 4/3/18 15782	WQ 5/22/18 15903	WQ 6/21/18 16023	WQ 7/6/18 16145	WQ 8/29/18 16267	WQ 9/20/18 16348	WQ	WQ	WQ	Sect: 13.1	AH/WQ 6/20/18 16036		Sect: 13.3		
Well 3 MarVal	WQ 1/11/18 15487	WQ 2/16/18 15585	AH 3/9/18 15677	WQ 4/10/18 15783	WQ 5/11/18 15904	WQ 6/7/18 16024	WQ 7/3/18 16147	AH 8/31/18 16268	AH 9/24/18 16350	WQ	WQ	WQ	Sect: 12.1	AH/WQ 6/20/18 16037		Sect: 12.4		
Well 8 Williamson	AH 1/10/18 15488	AH 2/16/18 15586	AH 3/9/18 15678	AH 4/19/18 15784	AH 5/21/18 15905	WQ 6/25/18 16025	WQ 7/2/18 16148	AH 8/31/18 16269	AH 9/24/18 16350	WQ	WQ	WQ	Sect: 11.1			Sect: 11.4		
Well 9 Polhemus	WQ 1/10/18 15489	WQ 2/16/18 15587	AH 3/9/18 15679	WQ 4/19/18 15785	WQ 5/21/18 15906	WQ 6/8/18 16026	WQ 7/9/18 16146	WQ 8/29/18 16270	AH 9/24/18 16351	WQ	WQ	WQ	Sect: TBD			Sect: TBD		
Well 13 Hampton	WQ 1/11/18 15490	WQ 2/6/18 15588	AH 3/5/18 15680	AH 4/9/18 15786	AH 5/21/18 15907	WQ 6/5/18 16027	AH 7/11/18 16149	AH 8/30/18 16271	WQ 9/19/18 16352	WQ	WQ	WQ	Sect: TBD	WQ 6/22/18 16038		Sect: TBD		

Year: 2018

Elk Grove Water District

Preventative Maintenance Program

Railroad Water Treatment and Storage Facility

Item	Monthly												Quarterly			Semi-annual			Annual						
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	1st	2nd	3rd	4th	1st	2nd	3rd	4th	Refer.	2018		
Cor-Tec System	Initials	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	
	Date	1/25/18	2/6/18	3/5/18	4/11/18	5/8/18	6/28/18	7/18/18	8/27/18	9/26/18				3/13/18	6/28/18	9/28/18		3/13/18	6/28/18	9/28/18					
	W.O.#	15472	15593	15685	15768	15892	16011	16155	16257	16363				15689	15923	16367		15689	15923	16367					
Filter System	Initials	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	
	Date	1/25/18	2/27/18	3/6/18	4/4/18	5/7/18	6/11/18	7/18/18	8/6/18	9/17/18				3/14/18	15708			3/14/18	15708						
	W.O.#	15473	15594	15686	15769	15893	16012	16156	16258	16364				15708				15708							
Backwash System	Initials	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	
	Date	1/18/18	2/21/18	3/5/18	4/12/18	5/16/18	6/12/18	7/18/18	8/20/18	9/24/18				3/14/18	15709			3/14/18	15709						
	W.O.#	15474	15595	15687	15770	15894	16013	16157	16259	16365				15709				15709							
Booster Pumps	Initials	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	
	Date	1/18/18	2/21/18	3/8/18	4/11/18	5/14/18	6/14/18	7/18/18	8/13/18	9/17/18				3/15/18	6/28/18	9/28/18		3/15/18	6/28/18	9/28/18					
	W.O.#	15475	15596	15688	15771	15895	16014	16158	16260	16366				15690	16040	16178		15690	16040	16178					
LAB	Initials	WQ/AH	WQ	AH/WQ	WQ	AH/WQ	WQ	AH/WQ	WQ	AH/WQ	WQ	AH/WQ	WQ	AH/WQ	WQ	AH/WQ	WQ	AH/WQ	WQ	AH/WQ	WQ	AH/WQ	WQ	AH/WQ	
	Date	3/15/18	6/28/18	9/28/18										3/15/18	6/28/18	9/28/18		3/15/18	6/28/18	9/28/18					
	W.O.#	15690	16040	16178										15690	16040	16178		15690	16040	16178					
Clear Wells	Initials	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	
	Date	1/18/18	2/21/18	3/8/18	4/11/18	5/14/18	6/14/18	7/18/18	8/13/18	9/17/18				3/15/18	6/28/18	9/28/18		3/15/18	6/28/18	9/28/18					
	W.O.#	15475	15596	15688	15771	15895	16014	16158	16260	16366				15690	16040	16178		15690	16040	16178					
MCC	Initials	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	
	Date	1/18/18	2/21/18	3/8/18	4/11/18	5/14/18	6/14/18	7/18/18	8/13/18	9/17/18				3/15/18	6/28/18	9/28/18		3/15/18	6/28/18	9/28/18					
	W.O.#	15475	15596	15688	15771	15895	16014	16158	16260	16366				15690	16040	16178		15690	16040	16178					

Year: 2018

Elk Grove Water District

Preventative Maintenance Program

Hampton Village Water Treatment Plant

Item	Monthly												Quarterly			Semi-annual		Annual						
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	1st	2nd	3rd	4th	1st	2ND	6- MO.	6- MO.	Refer.	2018	
Chemical Systems	Section: TBD	15476 AH 1/11/18	15597 WQ 2/6/18	15670 AH 3/5/18	15772 AH 4/9/18	15908 AH 5/21/18	16028 WQ 6/14/18	16164 AH 7/11/18	16261 AH 8/30/18	16358 AH 9/18/18				15691 AH 3/5/18	16031 AH 6/7/18	16361 AH 8/16/18		15691 AH 3/5/18	16031 AH 6/7/18	16361 AH 8/16/18	Section: TBD	Section: TBD	Section: TBD	Section: TBD
Filter System	Section: TBD	15477 AH 1/11/18	15598 WQ 2/6/18	15671 AH 3/5/18	15773 AH 4/9/18	15909 AH 5/21/18	16029 WQ 6/14/18	16165 AH 7/11/18	16262 AH 8/30/18	16359 AH 9/18/18									15715 AH 3/14/18		Section: TBD	Section: TBD	Section: TBD	Section: TBD
Backwash System	Section: TBD	15478 AH 1/11/18	15599 WQ 2/6/18	15672 AH 3/5/18	15774 AH 4/9/18	15910 AH 5/21/18	16030 WQ 6/14/18	16166 AH 7/11/18	16263 AH 8/30/18	16360 AH 9/18/18									15716 AH/WQ 3/29/18		Section: TBD	Section: TBD	Section: TBD	Section: TBD
LAB	Initials Date W.O. #																							
MCC	Initials Date W.O. #																							

Elk Grove Water District

Preventative Maintenance Program

Standby Generators

Item	Monthly												Annual		
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	2018
Railroad	Initials	WQ	WQ	WQ	WQ	WQ	WQ	AH	WQ	WQ				Section: TBD	
	Date	1/19/18	2/14/18	3/9/18	4/9/18	5/14/18	6/12/18	7/18/18	8/27/18	9/17/18					
	W.O. #	15479	15589	15681	15775	15896	16016	16159	16272	16354					
Webb	Initials	WQ	WQ	AH	WQ	WQ	WQ	AH	WQ	AH				Section: TBD	
	Date	1/4/18	2/27/18	3/9/18	4/9/18	5/23/18	6/13/18	7/9/18	8/13/18	9/24/18					
	W.O. #	15480	15590	15682	15776	15897	16017	16161	16273	16355					
Dino	Initials	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ				Section: TBD	
	Date	1/2/18	2/13/18	3/7/18	4/3/18	5/16/18	6/13/18	7/10/18	8/27/18	9/19/18					
	W.O. #	15481	15591	15683	15777	15898	16018	16162	16274	16356					
Hampton	Initials													Section: TBD	
	Date														
	W.O. #														
Admin.	Initials	WQ	WQ	WQ	AH	AH	AH	AH	AH	AH				Section: TBD	
	Date	1/31/18	2/27/18	3/9/18	4/5/18	5/18/18	6/14/18	7/20/18	8/11/18	9/24/18					
	W.O. #	15482	15592	15684	15778	15899	15019	16163	16275	16357					

= Load Test

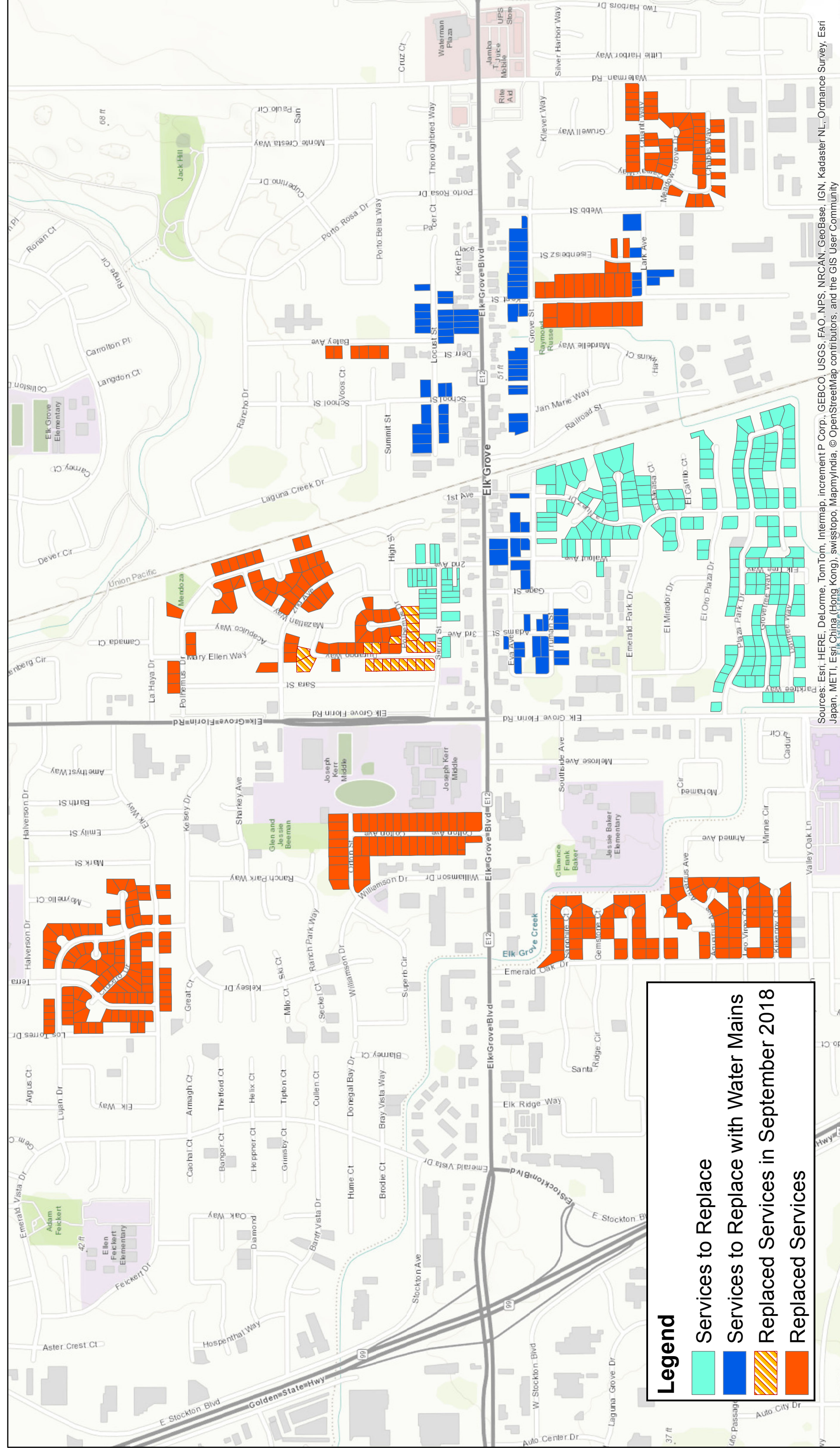
Elk Grove Water District
Backflow Prevention Program 2018

Backflow Device Reports												
CURRENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Notices Issued	42	40	80	15	60	66	151	96	69			
Assemblies Tested	35	37	49	1	31	24	68	34	51			
Passed Initial Test	31	30	46	1	31	24	64	31	48			
Failed Initial Test	4	7	3				4	3	4			
Failed Devices Retested-----Passed	3	7	2				4	1	4			
Investigations or Address Change					2							
Inactivated Devices								1				
Schedule Code Changed												
Devices Turned Off												
2nd Notices Issued	5	3	32	14	27	42	83	61	17	0	0	0
Monthly Outstanding Delinquents	0	0	0	0	0	0	0	0	9	0	0	0

Total Outstanding Delinquents	9
--------------------------------------	----------

Elk Grove Water District
 Safety Meetings/Training
 September 2018

Date	Topic	Attendees	Hosted By
9/6/2018	Lock-Out, Tag-Out	Jose Carrillo, Dave Frederick, Sean Hinton, Sarah Jones, Justin Mello, Jose Mendoza, Sal Mendoza, Mike Montiel, Chris Phillips, William Sadler, Steve Shaw, John Vance, Brandon Wagner	Ron Lee
9/6/2018	Confined Space Awareness	Jose Carrillo, Dave Frederick, Sean Hinton, Sarah Jones, Justin Mello, Jose Mendoza, Sal Mendoza, Mike Montiel, Chris Phillips, William Sadler, Steve Shaw, John Vance, Brandon Wagner	Ron Lee
9/19/2018	What Causes Accidents	Alan Aragon, Jose Carrillo, David Frederick, Sean Hinton, Sarah Jones, Justin Mello, Jose Mendoza, Mike Montiel, Chris Phillips, William Sadler, Richard Salas, John Vance, Brandon Wagner, Vue Xiong	Sarah Jones



Legend

- Services to Replace
- Services to Replace in September 2018
- Replaced Services
- Replaced Services

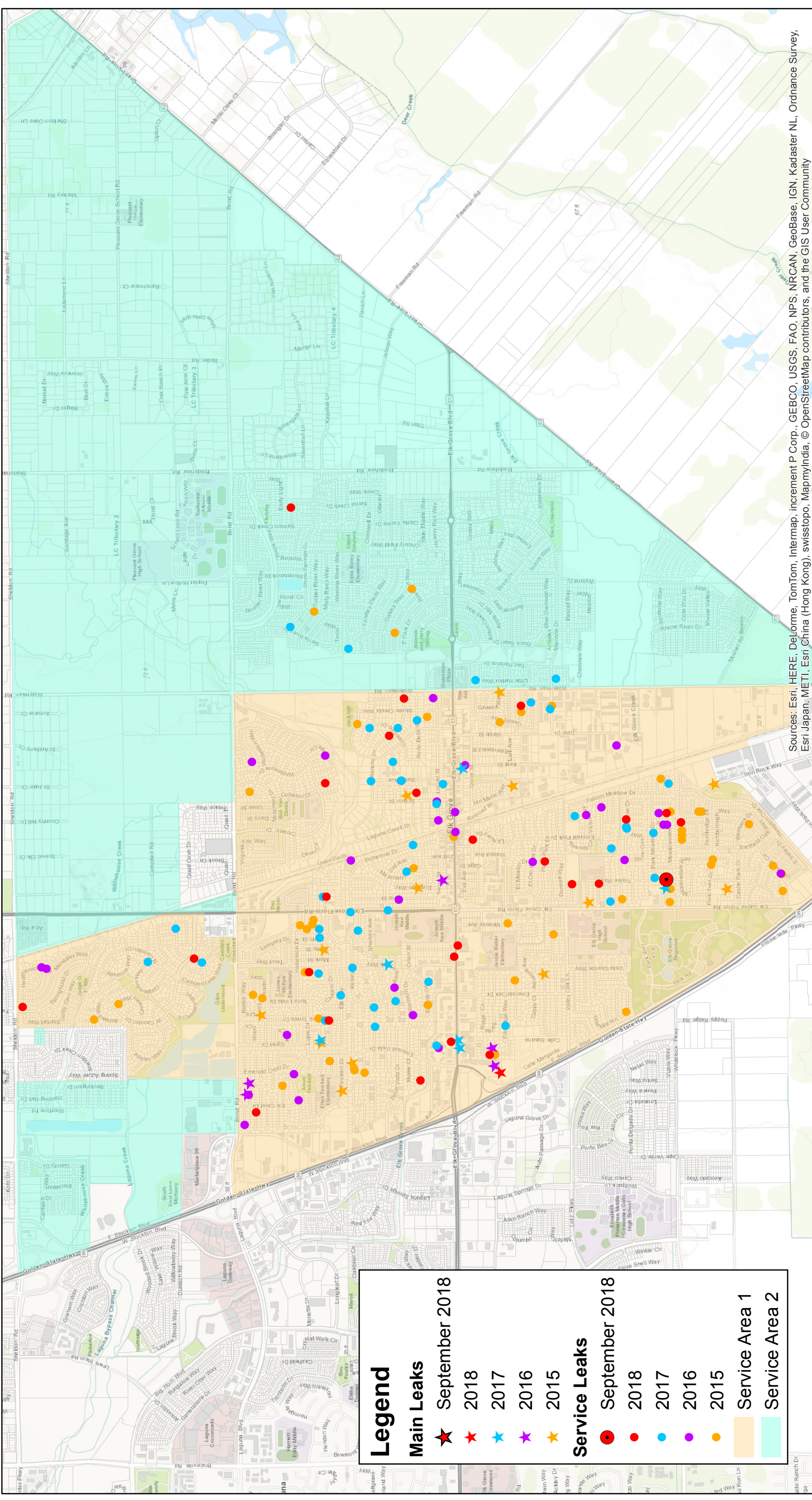
Services to Replace: 191
 Services Replaced in September 2018: 20
 Total Service Replaced: 388



**Elk Grove Water District
 Service Line Replacement**

Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri, China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Projected Coordinate System: NAD 83 State Plane, California II, FIPS 0420
 Source: City of Elk Grove, EGWD and Sacramento County GIS databases
 Created by: Travis Franklin
 Date: October 9, 2018



Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri (China (Hong Kong)), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Elk Grove Water District	
Service / Main Leaks	
Created by: Travis Franklin	
Date: October 9, 2018	

Elk Grove Water District

Main and Service Line Leaks Map

September 2018	
Main Line Leaks: 0	YTD: 1
Service Line Leaks: 1	YTD: 25
Total Leaks: 1	YTD: 26



Legend

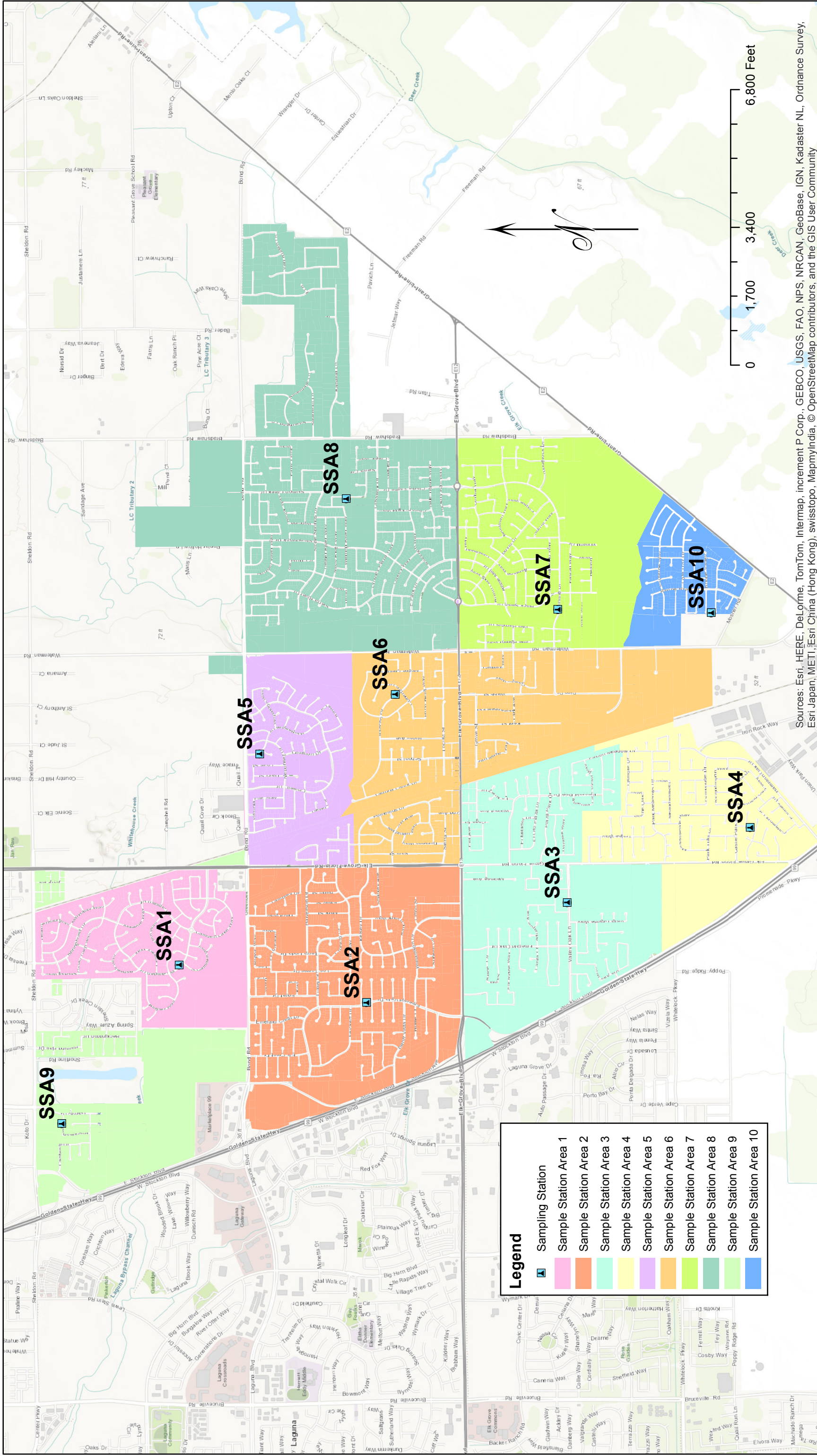
Main Leaks

- ★ September 2018
- ★ 2018
- ★ 2017
- ★ 2016
- ★ 2015

Service Leaks

- September 2018
- 2018
- 2017
- 2016
- 2015

- Service Area 1
- Service Area 2



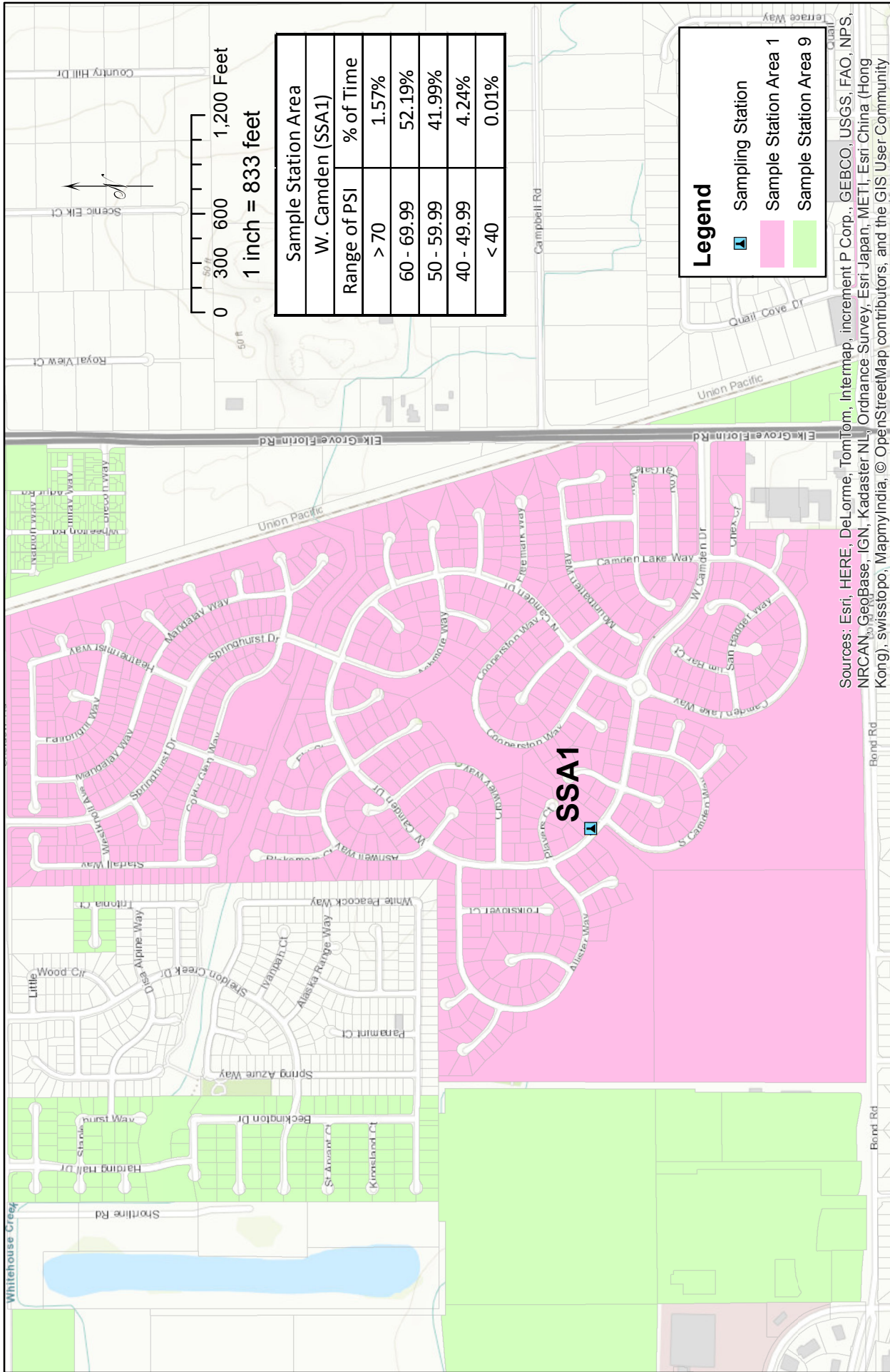
Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Projected Coordinate System: NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Modified by: Travis Franklin
 October 9, 2018

Elk Grove Water District Sample Station Areas



Sample Stations: 10

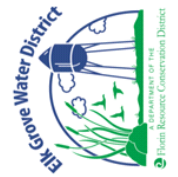


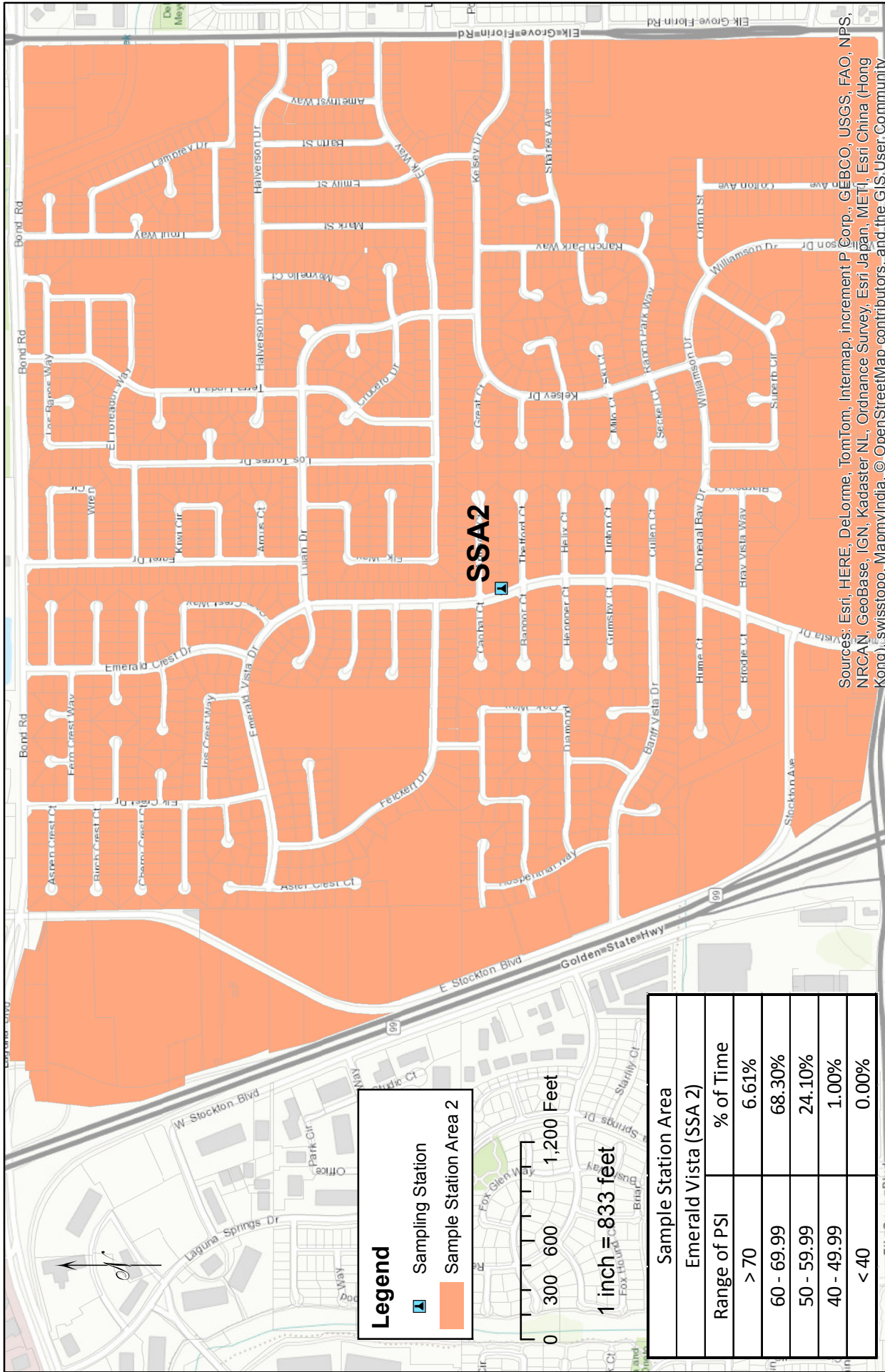
Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swissltopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Elk Grove Water District
System Pressure Monitoring



Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source:EGWD GIS database
 Created by: Travis Franklin
 October 9, 2018

Sample Station #1
 Note: Sample Station takes a reading every 5 minutes.
 September 2018





Legend

-  Sampling Station
-  Sample Station Area 2

0 300 600 1,200 Feet
 1 inch = 833 feet

Sample Station Area	Emerald Vista (SSA 2)
Range of PSI	% of Time
> 70	6.61%
60 - 69.99	68.30%
50 - 59.99	24.10%
40 - 49.99	1.00%
< 40	0.00%

Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), Swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community



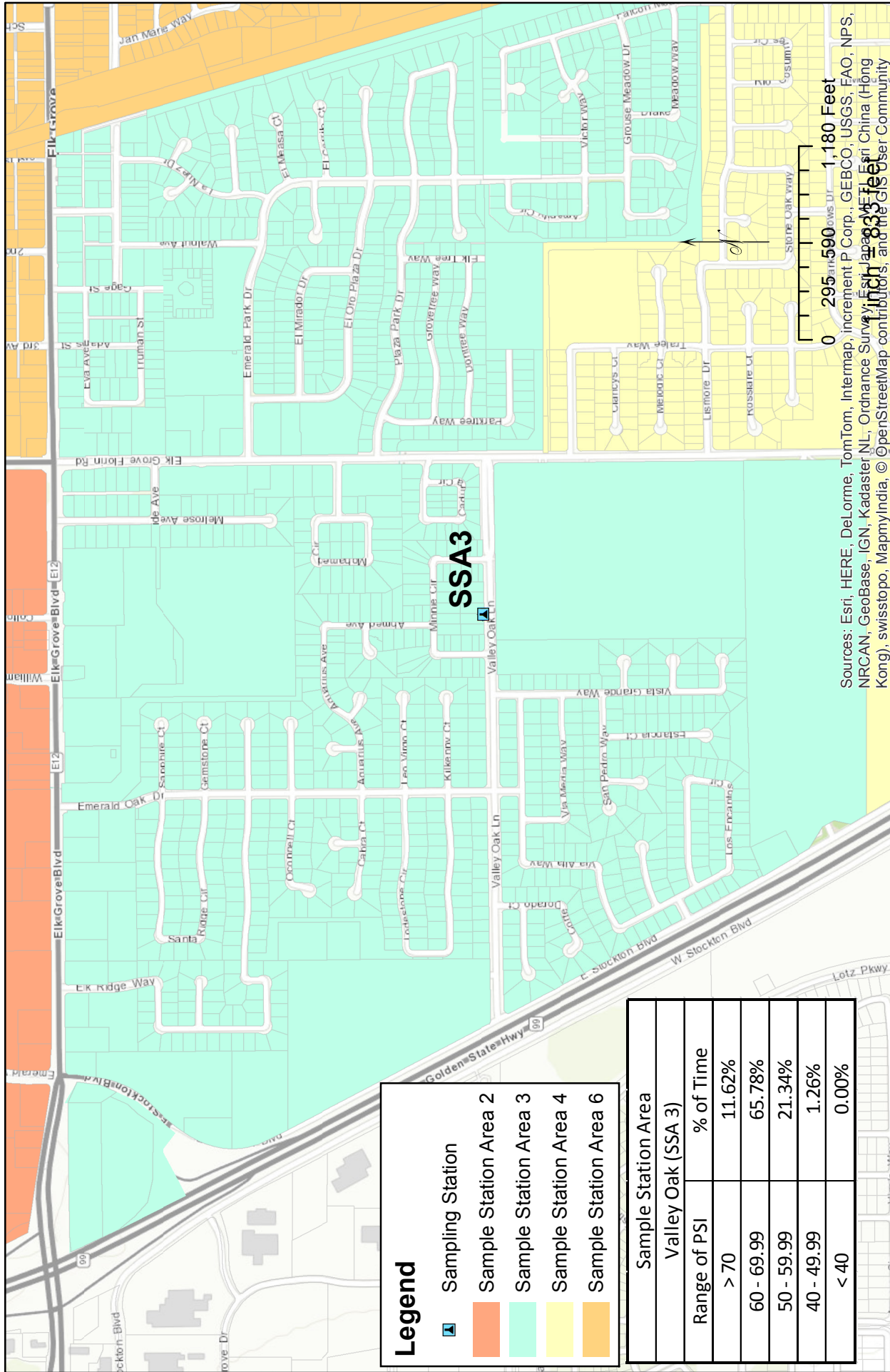
Elk Grove Water District System Pressure Monitoring

Sample Station #2

Note: Sample Station takes a reading every 5 minutes.

September 2018

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 October 9, 2018



Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, Swisstopo, Esri China (Hong Kong), swisstopo, MapmyIndia, ©openStreetMap contributors, and the GIS User Community

Legend

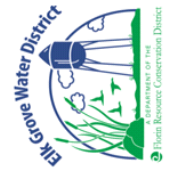
- Sampling Station
- Sample Station Area 2
- Sample Station Area 3
- Sample Station Area 4
- Sample Station Area 6

Sample Station Area	Valley Oak (SSA 3)	Range of PSI	% of Time
		> 70	11.62%
		60 - 69.99	65.78%
		50 - 59.99	21.34%
		40 - 49.99	1.26%
		< 40	0.00%

Sample Station #3

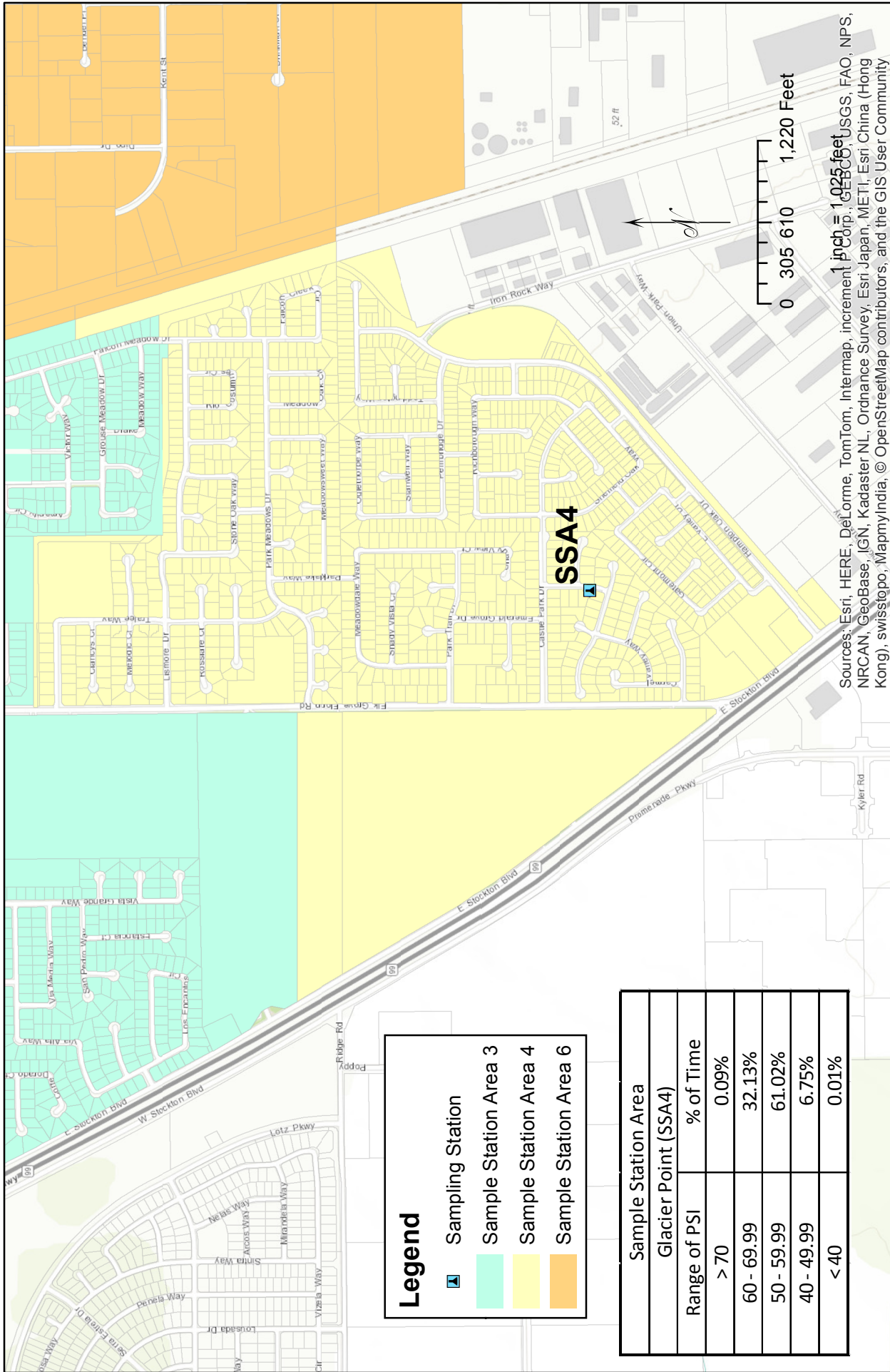
Note: Sample Station takes a reading every 5 minutes.

September 2018



Elk Grove Water District
System Pressure Monitoring

Projected Coordinate System:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
October 9, 2018



1 inch = 1,025 feet
 Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Legend

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

Sample Station Area	Glacier Point (SSA4)	Range of PSI	% of Time
		> 70	0.09%
		60 - 69.99	32.13%
		50 - 59.99	61.02%
		40 - 49.99	6.75%
		< 40	0.01%



Elk Grove Water District

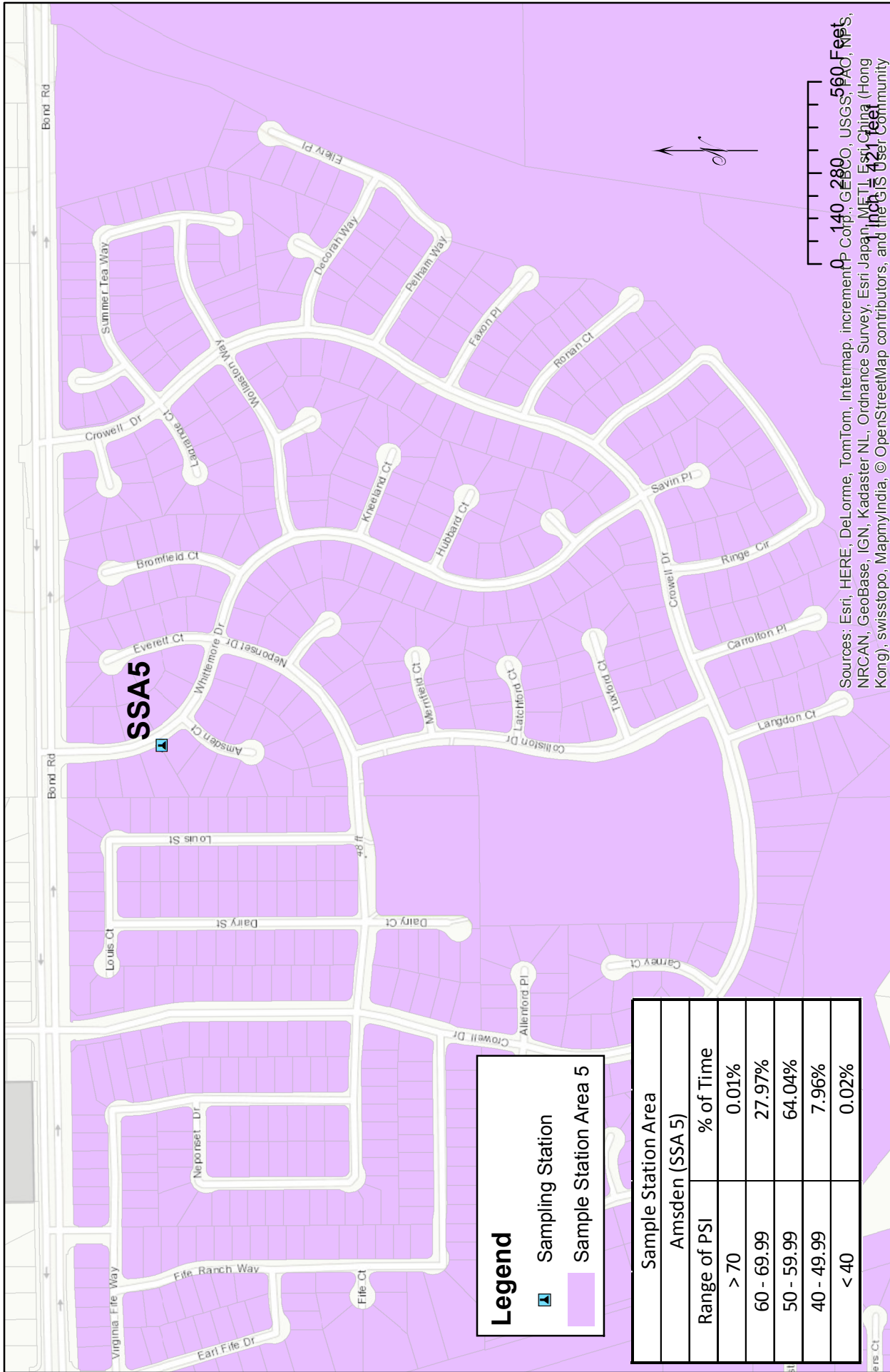
System Pressure Monitoring

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 October 9, 2018

Sample Station #4

Note: Sample Station takes a reading every 5 minutes.

September 2018



Legend

- Sampling Station
- Sample Station Area 5

Sample Station Area	Amsden (SSA 5)	% of Time
Range of PSI		
> 70		0.01%
60 - 69.99		27.97%
50 - 59.99		64.04%
40 - 49.99		7.96%
< 40		0.02%

Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, FRS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community



Elk Grove Water District

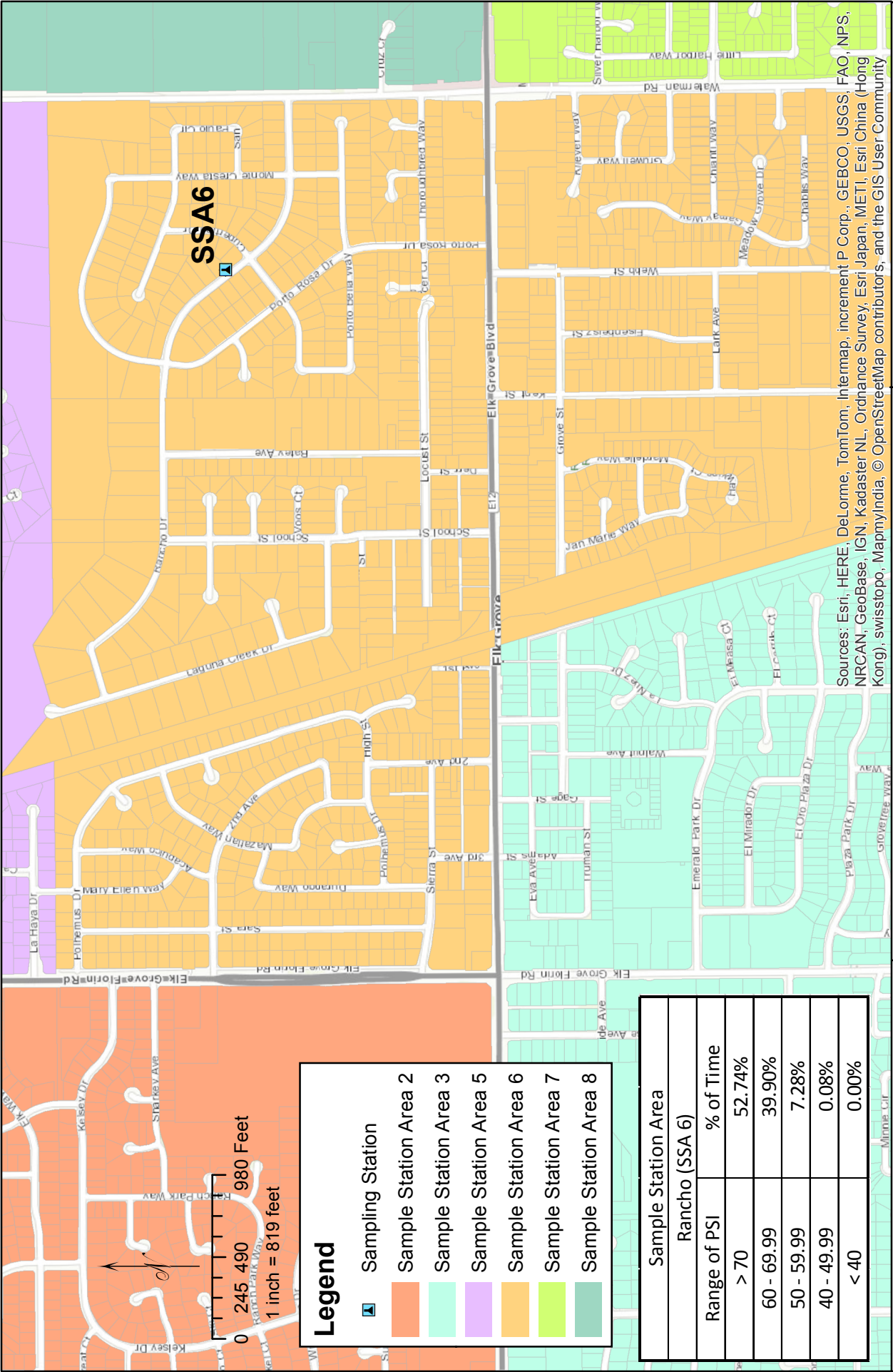
System Pressure Monitoring

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 October 9, 2018

Sample Station #5

Notes: Sample Station takes a reading every 5 minutes.

September 2018



Legend

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

Sample Station Area	Range of PSI	% of Time
Rancho (SSA 6)	> 70	52.74%
	60 - 69.99	39.90%
	50 - 59.99	7.28%
	40 - 49.99	0.08%
	< 40	0.00%

Sample Station #6

Note: Sample Station takes a reading every 5 minutes.

September 2018



Eik Grove Water District

System Pressure Monitoring

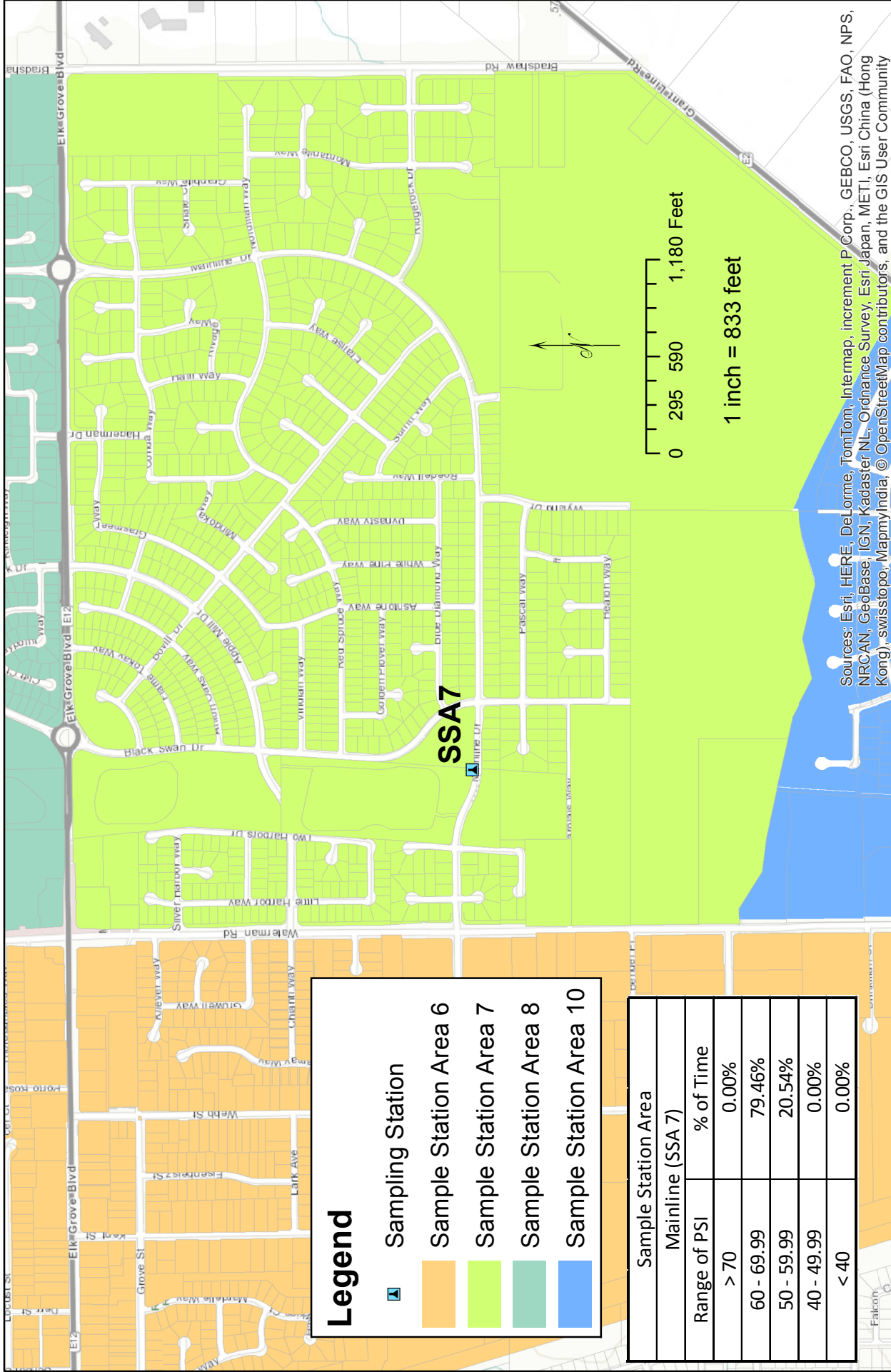
Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402

Source: EGWD GIS database






Created by: Travis Franklin

October 9, 2018

Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community



Legend

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

Sample Station Area	Mainline (SSA 7)
Range of PSI	% of Time
> 70	0.00%
60 - 69.99	79.46%
50 - 59.99	20.54%
40 - 49.99	0.00%
< 40	0.00%



Elk Grove Water District

System Pressure Monitoring

Sample Station #7

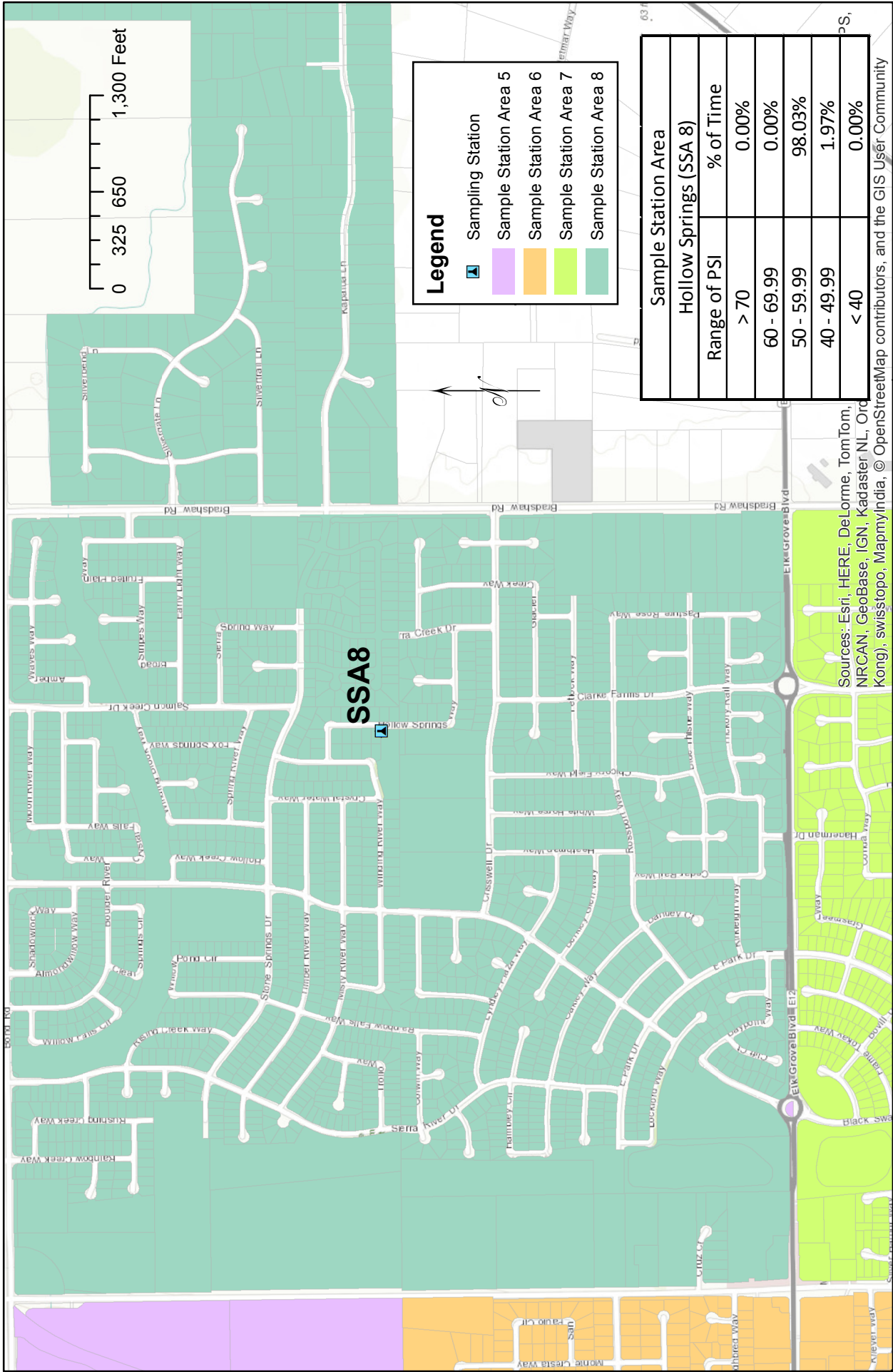
Note: Sample Station takes a reading every 5 minutes.

September 2018

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

Source: EGWD GIS database
Created by: Travis Franklin
October 9, 2018

Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community



Legend

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

Sample Station Area	Hollow Springs (SSA 8)
Range of PSI	% of Time
> 70	0.00%
60 - 69.99	0.00%
50 - 59.99	98.03%
40 - 49.99	1.97%
< 40	0.00%

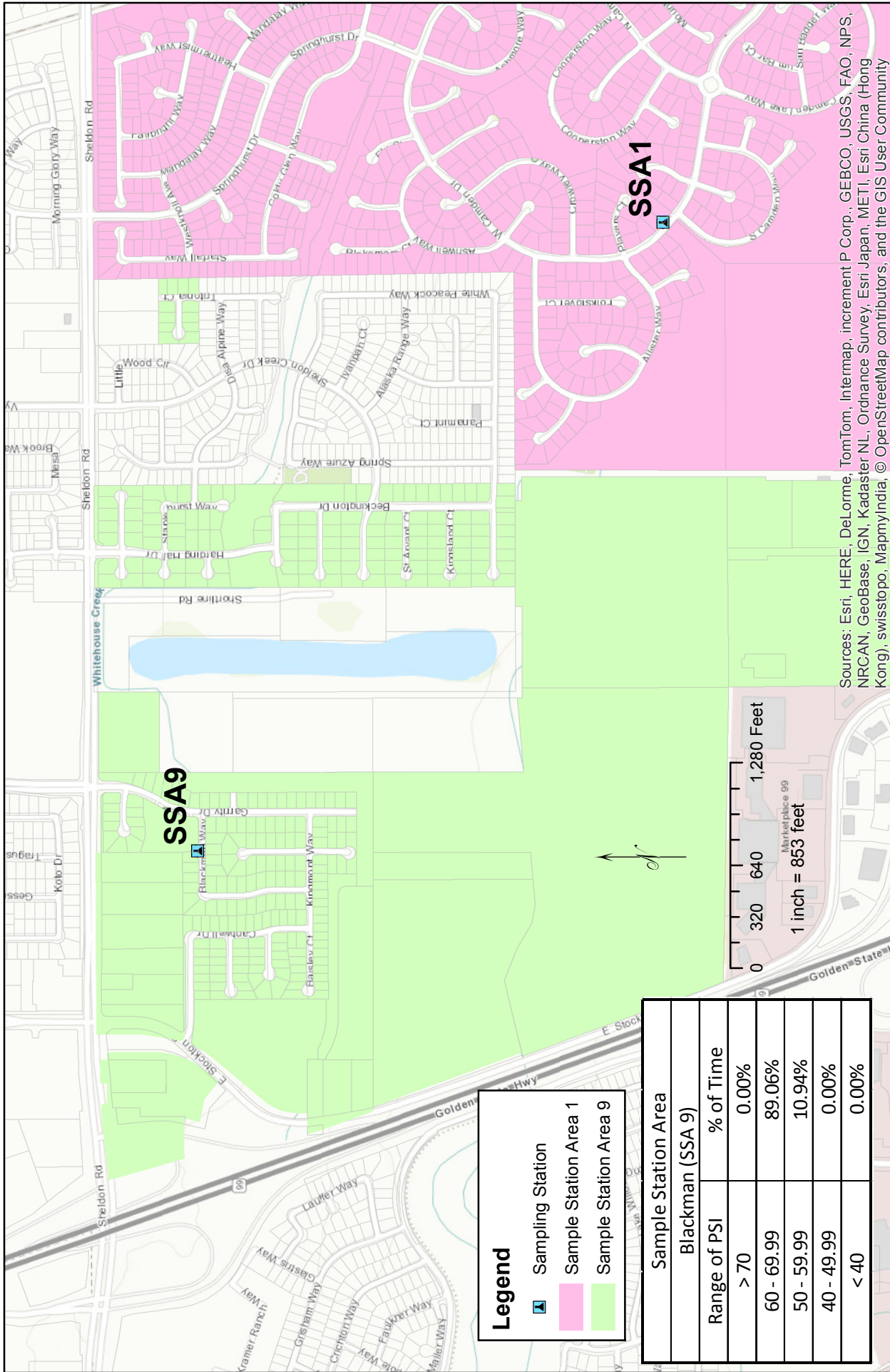
Sources: Esri, HERE, DeLorme, TomTom, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri, Swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 October 9, 2018

Elk Grove Water District
 System Pressure Monitoring



Sample Station #8
 Note: Sample Station takes a reading every 5 minutes.
 September 2018



Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Legend

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

Sample Station Area	Blackman (SSA 9)	Range of PSI	% of Time
		> 70	0.00%
		60 - 69.99	89.06%
		50 - 59.99	10.94%
		40 - 49.99	0.00%
		< 40	0.00%

Projected coordinate system:
 NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
 October 9, 2018

Elk Grove Water District
 System Pressure Monitoring






Sample Station #9

Note: Sample Station takes a reading every 5 minutes.

September 2018



Legend

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

Sample Station Area	
Range of PSI	% of Time
> 70	18.43%
60 - 69.99	81.56%
50 - 59.99	0.01%
40 - 49.99	0.00%
< 40	0.00%



Elk Grove Water District

System Pressure Monitoring

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 October 9, 2018

Sample Station #10

Note: Sample Station takes a reading every 5 minutes.

September 2018

Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

October 17, 2018

TO: Chairperson and Directors of the Florin Resource Conservation District

FROM: Bruce M. Kamilos, Assistant General Manager

SUBJECT: **ELK GROVE WATER DISTRICT BACKFLOW AND CROSS-CONNECTION CONTROL ORDINANCE**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors adopt Ordinance No. 10.17.18.01, repealing Ordinance No. 12.11.13.01 and establishing backflow and cross-connection control requirements for the Elk Grove Water District.

SUMMARY

Title 17 of the California Code of Regulations prescribes that a water supplier shall protect the public water system from contamination by implementation of a cross-connection control program. The Elk Grove Water District (EGWD) has had, for many years, a cross-connection control program. In 2013, EGWD improved its cross-connection control program by adopting Ordinance 12.11.13.01, which significantly revised Article 8, Backflow/Cross-Connection Control, of Ordinance No. 06.22.11.01. Portions of Article 8, however, are now outdated and are no longer applicable.

By this action, if approved, the Board would adopt a new ordinance that repeals and replaces Ordinance 12.11.13.01, such that EGWD's new Backflow/Cross-Connection Control Program is more up to date and compliant with California regulatory requirements.

DISCUSSION

Background

Title 17 of the California Code of Regulations prescribes that a water supplier shall protect the public water system from contamination by implementation of a cross-connection control program. The EGWD has had, for many years, a cross-connection control program. In 2013, EGWD set out to improve its cross-connection control program by adopting Ordinance 12.11.13.01, which significantly revised Article 8, Backflow/Cross-Connection Control, of Ordinance No. 06.22.11.01. This revised

ELK GROVE WATER DISTRICT BACKFLOW AND CROSS-CONNECTION CONTROL ORDINANCE

Page 2

ordinance served EGWD well as the program evolved to enhance the number of backflow prevention devices on non-residential water services.

Present Situation

EGWD completed its program of requiring more backflow prevention devices on non-residential water services in 2015. With that program now completed, portions of Article 8 regarding backflow and cross-connection control are no longer relevant to EGWD's cross-connection control program. Furthermore, EGWD is now focusing on improving its cross-connection control program by addressing backflow prevention on fire protection connections to its water system. For these reasons, EGWD staff has prepared a new backflow/cross-connection ordinance (Attached) that will better comply with California regulations and provide greater reliability in terms of safeguarding the EGWD's water system.

This new ordinance separates the specific details and requirements of the cross-connection control program by referencing a new document staff has developed called the Elk Grove Water District Cross-Connection Control Program (CCCP). The CCCP (Attached) describes the specific details of the cross-connection control program and is intended to be a "living" document that can be revised under the General Manager's authority to stay current with changing regulations. The CCCP is provided in this staff report for informational purposes only. It is not provided for consideration or approval of the Board.

ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations associated with this item.

STRATEGIC PLAN CONFORMITY

The recommendations made in this staff report conforms to the FRCD/EGWD's 2012-2017 Strategic Plan. The Mission of the EGWD is stated as: "Committed to supplying our customers with high quality, safe water along with outstanding customer service for current and future generations." The EGWD Backflow and Cross-Connection Control Ordinance is a vital element to providing our customers with safe drinking water.

October 17, 2018

**ELK GROVE WATER DISTRICT BACKFLOW AND CROSS-CONNECTION
CONTROL ORDINANCE**

Page 3

FINANCIAL SUMMARY

There is no financial impact associated with passing the Backflow and Cross-Connection Control Ordinance.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "B. M. Kamilos".

BRUCE M. KAMILOS
ASSISTANT GENERAL MANAGER

Attachment

ORDINANCE NO. 10.17.18.01

**AN ORDINANCE OF THE FLORIN RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS REPEALING ORDINANCE 12.11.13.01 AND
ESTABLISHING BACKFLOW AND CROSS-CONNECTION CONTROL
REQUIRMENTS FOR THE ELK GROVE WATER DISTRICT**

WHEREAS, it is the responsibility of the water purveyor, hereinafter known as the Elk Grove Water District, to provide water to the customer at the service connection and/or meter that meets California state water quality standards; and

WHEREAS, Title 17 of the California Code of Regulations, prescribes that the water supplier shall protect the public water system from contamination by implementation of a cross-connection control program; and

WHEREAS, it is a requirement of the State of California that the Elk Grove Water District (hereinafter referred to as, EGWD) establish a cross-connection control program satisfactory to the State Water Resources Control Board; and

WHEREAS, cross-connections within the customer's water system pose a potential source of contamination to the public water system; and

WHEREAS, the EGWD has developed a cross-connection program, entitled the Elk Grove Water District Cross-Connection Control Program (hereinafter referred to as, CCCP), which is available as a downloadable document on the Elk Grove Water District's website.

WHEREAS, if any provision in this Ordinance, or in the written CCCP is found to be less stringent than or inconsistent with the California Code of Regulations or other applicable laws, the more stringent law shall apply.

WHEREAS, the Florin Resource Conservation District Board of Directors adopted Ordinance No. 12.11.13.01 which amended Article 8 of Ordinance No. 06.22.11.01 establishing a backflow/cross-connection control program and adopting cross-connection control fees.

NOW, THEREFORE, THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS HEREBY DETERMINES AND ORDAINS AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated herein.

Section 2. Repeal and Replace. This ordinance including Exhibit A, Ordinance No. 10.17.18.01, repeals and replaces in its entirety Ordinance No. 12.11.13.01, which amended Article 8, Backflow/Cross-Connection Control, of Ordinance No. 06.22.11.01.

This repeal and replace action makes Ordinance No. 10.17.18.01 a stand-alone ordinance that defines the backflow and cross-connection control requirements for the

Elk Grove Water District.

Section 3. Ordinance Effective Date. This ordinance shall take effect upon its adoption.

APPROVED AND ADOPTED by the Florin Resource Conservation District Board of Directors on this 17th day of October 2018 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Tom Nelson
Chairperson of the Board of Directors

ATTEST:

Stefani Phillips
Secretary of the Board of Directors

EXHIBIT A
ORDINANCE NO. 10.17.18.01

Section 1. Purpose

The purpose of this Ordinance is:

- A. To protect the public water system of EGWD from the possibility of contamination or pollution by isolating within the customer's water system(s) such contaminants or pollutants which could backflow into the public water system; and
- B. To promote the elimination or control of existing cross-connections, actual and/or potential, within the customer's water system(s); and
- C. To implement a robust cross-connection control program which is designed to systematically and effectively guard against the contamination or pollution of EGWD's public water system.

Section 2. Water System

The water system shall be defined as consisting of two parts: EGWD's public water system and the customer's water system. The point where the public water system and the customer's water system meet is defined as the point-of-connection.

- A. The point-of-connection (hereinafter referred to as, POC) is defined as the point where the public water system meets the customer's water system.
 - 1. For domestic and irrigation water, the POC is at the discharge point of the water meter.
 - 2. For fire protection water, the POC is at or nearly at the point where the fire protection water main ties into the public water system distribution main.
- B. EGWD's public water system shall consist of the supply facilities and the distribution system; and shall include all those facilities of the water system under the complete control of the EGWD, up to the POC where the customer's water system begins.
 - 1. The supply facilities shall include all components of the facilities used in the production, treatment, storage, and delivery of water to the distribution system.
 - 2. The distribution system shall include the network of pipes used for the delivery of water from the supply facilities to the POC.
- C. The customer's water system shall include those parts of the facilities beyond the POC which are used in conveying potable water to points of use, and/or an auxiliary water supply such as a private well, pond, rainwater cistern or other non-public water system supply.

Section 3. Responsibility of EGWD

- A. EGWD shall be responsible for the protection of the public water system through the CCCP. If, in the judgment of EGWD an approved backflow prevention device is required at the customer's water service connection for the safety of the public water system, EGWD shall give notice in writing to the customer to install such an approved backflow prevention device(s) on the customer's premises. The customer shall install such an approved backflow prevention device(s) at the customer's own expense in the time frame specified in the CCCP. Failure, refusal or inability on the part of the customer to install, have tested and maintain the backflow prevention device(s) shall constitute grounds for discontinuing water service to the premises until such requirements have been satisfactorily met.
- B. The EGWD, shall prepare a written CCCP to implement the requirements of this Ordinance. The written CCCP shall be consistent with this Ordinance and shall comply with the requirements of the California Code of Regulations.
- C. The EGWD will use the most recently published editions of the following publications as references and technical aids:
 - 1. M14 Backflow Prevention and Cross-Connection Control: Recommended Practices, published by the American Water Works Association, latest edition.
 - 2. Manual of Cross-Connection Control, published by the Foundation for Cross-Connection Control and Hydraulic Research, University of Southern California, latest edition.
- D. The EGWD shall be responsible for making reasonable decisions related to cross-connections in cases and situations not provided for in this Ordinance, or the CCCP.
- E. The General Manager of EGWD is authorized to implement, and shall oversee, a backflow prevention/cross-connection control program consistent with the intent of this Ordinance, the California Code of Regulations, and any other applicable laws.

Section 4. Conditions of Providing Water Service

Water service is provided, in part, based on the following conditions:

- A. The customer's water system, at the POC may be considered a potential high-health hazard and may require the isolation of the customer's premises by an approved, customer-installed and maintained backflow prevention device(s) in conformance with the CCCP.
- B. The customer shall take all measures necessary to prevent the contamination of the plumbing system within their premises and the EGWD's distribution system that may occur from backflow through a cross-connection. These measures shall include the prevention of backflow under any backpressure or backsiphonage condition, including the disruption of the water supply from the EGWD's system that may occur

during routine system maintenance or during emergency conditions, such as a water main break.

- C. No water service connection to any premise shall be installed or maintained by the EGWD unless the public water system is protected as required by this Ordinance and the CCCP. Service of water to any premises shall be discontinued by the EGWD if a backflow prevention device required by this Ordinance is not installed, tested and maintained, or if it is found that a backflow prevention device has been removed, bypassed, or if an unprotected cross-connection exists on the premises. Service will not be restored until such conditions or defects are corrected.
- D. The customer shall install, operate, and maintain at all times the customer's water system in compliance with the current edition of the California adopted Uniform Plumbing Code, including protecting against thermal expansion due to a closed system that could occur with the present or future installation of a backflow prevention device(s) on the customer's water system.
- E. The customer's water system shall be available for inspection by EGWD to determine whether unprotected cross-connections, or other structural or sanitary hazards exist. For these cross-connection control surveys, the customer agrees to allow EGWD's Cross-Connection Control Specialist (hereinafter referred to as, CCCS), or a designated representative, access to the premises.
 - 1. EGWD's survey of a customer's premises is for the purpose of determining the degree of hazard within the customer's water system in order to establish the requirements for protecting the public water system.
 - 2. Where the customer denies access for the EGWD CCCS to conduct a cross-connection control survey, the EGWD shall follow the procedures identified in the CCCP.
 - 3. EGWD's surveys, requirements for the installation of backflow prevention devices, lack of requirements for the installation of backflow prevention devices, or other actions by the EGWD's personnel shall not constitute an approval of the customer's water system or an assurance to the customer of the absence of cross-connections therein.
- F. The customer shall install all backflow prevention devices required by the EGWD and to maintain those devices in good working order. The devices shall be of a type, size, and model approved by the University of Southern California Foundation for Cross Connection Control and Hydraulic Research (hereinafter referred to as, USCFCCHHR), and acceptable to the EGWD. The devices shall be installed in accordance with the recommendations given in the most recently adopted editions of the California Code of Regulations, Uniform Plumbing Code, the USCFCCHHR Manual of Cross-Connection Control, the manufacturer's installation instructions, the EGWD's Standard Construction Specifications and Standard Detail Drawings, and in conformance with the CCCP.

G. An approved backflow prevention device, as specified in the CCCP, shall be installed on each service line to a customer's water system as close as practical to the discharge of the water meter or POC of the fire service; but, in all cases, before the first branch line leading off the service line wherever the following conditions exist:

1. In the case of premises having an auxiliary water supply.
2. In the case of premises on which fluids or other objectionable substances, including process water, create an actual or potential hazard to the public water system.
3. In the case of premises potentially having: 1) internal cross-connections that cannot be permanently corrected or protected against as determined by the CCCS; or 2) intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not dangerous cross-connections exist.

H. The customer shall:

1. Test all backflow prevention devices upon installation, annually thereafter and/or more frequently if requested by the EGWD, after repair or relocation;
2. Conduct all testing by an EGWD-approved and current California-Nevada American Water Works Association (hereinafter referred to as, CA-NV AWWA) certified Backflow Assembly Tester, or equivalent as recognized by EGWD;
3. Conduct all testing in accordance with CA-NV AWWA approved test procedures, and
4. Submit to the CCCS the results of the test(s) on EGWD-supplied test report forms within the time period and in the format specified by the EGWD.

I. The customer shall bear all costs for the aforementioned installation, testing, repair, maintenance and replacement of the backflow prevention device(s) installed to protect the EGWD's public water system.

J. At the time of application for water service, if required by the EGWD, the customer shall submit to the EGWD plumbing plans and/or permit a cross-connection control survey of the premises conducted by the EGWD CCCS.

1. The cross-connection control survey shall assess the cross-connection hazards and list the backflow prevention device(s) provided within the premises. The results of the survey shall be concluded prior to the EGWD turning on water service to a new customer.

- K. The customer shall immediately notify the EGWD and the local health jurisdiction of any backflow incident occurring within the customer's premises (i.e., entry of any contaminant/pollutant into the drinking water) and shall cooperate fully with the EGWD to determine the reason for the backflow incident.
- L. EGWD shall discontinue the water supply if required to protect public health if the customer fails to cooperate with the EGWD in the survey of premises, or in the installation, maintenance, repair, inspection, or testing of backflow prevention devices required by the EGWD, or in the EGWD's effort to contain a contaminant or pollutant that is detected in the customer's water system.
- M. Notwithstanding the aforesaid, the EGWD, upon an assessment of the risk of contamination posed by the customer's water system and use of water, may allow a customer to connect directly to the public water system without an EGWD-approved backflow prevention device(s).

Section 5. Appeals

- A. Any orders or decisions of the EGWD's CCCS shall be appealable to the General Manager. As part of the appeal process, the customer may request a site inspection, or the General Manager may direct staff to conduct a site inspection. After all information related to the appeal has been reviewed by the General Manager, the General Manager will render a decision. The decision shall be final and there shall be no right of appeal to the Florin Resource Conservation District Board of Directors.

Section 6. Enforcement

- A. When the conditions prescribed in Section 4 are not complied with, the EGWD shall have the right to immediately discontinue service to the premises by providing a physical break in the service line until the customer has corrected the condition(s) in conformance with this Ordinance.
- B. This Ordinance shall be enforced pursuant to the regulations set forth above.

ELK GROVE WATER DISTRICT

CROSS-CONNECTION CONTROL PROGRAM

October 2018

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Elk Grove Water District Cross-Connection Control Program

1 Requirement for Program

1.1 Elk Grove Water District, *Public Water System No. 3410008*, (EGWD), has the responsibility to protect the public water system from contamination due to cross connections. A cross connection may be defined as “any actual or potential physical connection between a potable water line and any pipe, vessel, or machine that contains or has a probability of containing a non-potable gas or liquid, such that it is possible for a non-potable gas or liquid to enter the potable water system by backflow.”

1.1.1 All public water systems are required to develop and implement cross-connection control programs (CCCP). The CCCP requirements are contained in the *California Code of Regulations (CCR), Title 17, Sections 7583-7605 “Regulations Relating to Cross-Connections.”* The minimum required elements of a CCCP are as follows:

1.1.1.1 The adoption of operating rules or ordinances to implement the cross connection program,

1.1.1.2 The conducting of surveys to identify water user premises where cross connections are likely to occur,

1.1.1.3 The provisions of backflow prevention by the water user at the user’s connection or within the user’s premises or both,

1.1.1.4 The provision of at least one person trained in cross-connection control to carry out the cross-connection program,

1.1.1.5 The establishment of a procedure or system for testing backflow prevention devices, and

1.1.1.6 The maintenance of records of locations, tests, and repairs of backflow prevention devices.

1.2 Other requirements of a CCCP include:

1.2.1 Public education of customers;

1.2.2 Coordination with the local fire and City officials, such as building or planning departments, regarding cross-connection control activities;

1.2.3 Response to backflow incidents;

1.2.4 Inclusion of a written CCCP; and

1.2.5 Prohibition of the intentional return of used water.

2 Program Objectives

2.1 The objective of the CCCP is to:

2.1.1 Reasonably reduce the risk of contamination of the public water system.

3 Required Elements of CCCP

3.1 Adoption of *Ordinance 10.17.18.01, An Ordinance of the Florin Resource Conservation District Board of Directors Defining Backflow and Cross-Connection Control Requirements for the Elk Grove Water District*

3.1.1 The EGWD has adopted an Ordinance, *An Ordinance of the Florin Resource Conservation District Board of Directors Defining Backflow and Cross-Connection Control Requirements for the Elk Grove Water District*, which authorizes the EGWD to implement a CCCP to protect the public water system.

3.1.1.1 The primary method for protecting the public water system shall be the installation of a backflow prevention device by the customer, at the customer's expense.

3.1.1.2 The Ordinance also authorizes EGWD to terminate water service to customers who do not comply with the Ordinance.

3.2 Requirements and Schedules for Cross-Connection Surveys and Backflow Prevention Devices

3.2.1 Initial Cross-Connection Surveys

3.2.1.1 The procedures for evaluating the backflow prevention requirements for new and existing customers are as follows:

3.2.1.1.1 For all *new non-residential services*, the EGWD shall require that the customer submit with the application for water service a "Water Use Questionnaire". If the customer's questionnaire indicates special plumbing or hazardous water use on the premises, the customer shall permit the EGWD CCCS to conduct a cross-connection survey to determine the appropriate type of backflow prevention device. For those facilities and activities listed under section 3.2.2.1.1.2 of the CCCP, the backflow prevention devices prescribed shall be the minimum level of backflow protection installed.

3.2.1.1.2 For all *new residential services*, the EGWD shall require that the customer submit with the application for water service a completed "Water Use Questionnaire". If the customer's questionnaire indicates special plumbing, including a lawn sprinkler system without vacuum breakers, or hazardous water use on the premises, the customer shall permit the EGWD CCCS to conduct a cross-connection survey to determine if the customer's water system poses a hazard to the public water system. The CCCS shall determine the appropriate backflow prevention device if required.

3.2.1.1.3 For all ***existing non-residential services***, when deemed necessary by the EGWD CCCS, the customer shall permit the EGWD CCCS to conduct a cross-connection survey to determine if the customer’s water system poses a hazard to the public water system. The CCCS shall determine the appropriate backflow prevention device if required. For those facilities and activities listed under section 3.2.2.1.1.2 of the CCCP, the backflow prevention devices prescribed shall be the minimum level of backflow protection installed.

3.2.1.1.4 For all ***existing residential services***, when deemed necessary by the EGWD CCCS, the customer shall permit the EGWD CCCS to conduct a cross-connection survey to determine if the customer’s water system poses a hazard to the public water system. The CCCS shall determine the appropriate backflow prevention device if required. For those facilities and activities listed under section 3.2.2.1.1.2 of the CCCP, the backflow prevention devices prescribed shall be the minimum level of backflow protection installed.

3.2.1.1.5 As an alternative to the above requirements for a cross-connection survey, the EGWD CCCS may use discretion and specify that a backflow prevention device be installed as a condition of service.

3.2.2 Backflow Prevention Device Requirements

3.2.2.1 The following policy shall apply to all new and existing customers:

3.2.2.1.1 **Requirements for premises isolation.** The EGWD has chosen to supplement *Section 7585 Evaluation of Hazard of CCR, Title 17* by identifying premises types for which premises isolation is mandated.

3.2.2.1.1.1 **Minimum level of backflow protection for specific facilities and activities.** The following list includes those facilities and activities requiring backflow protection with the minimum level indicated. This list may be subject to change based on the findings of EGWD’s survey of the premises. This is a non-exclusive list and any facility or activity not shown may be required to install backflow prevention devices as determined by the CCCS.

Minimum Level of Backflow Protection:

1. Automotive Repair and Service Facilities – RPBA
2. Autopsy Facilities – RPBA
3. Auxiliary Water Systems (residential and non-residential)– RPBA
4. Bars - RPBA
5. Beverage Bottling Plant – RPBA
6. Breweries – RPBA
7. Buildings
 - a. Any building with sewage pumps or ejectors – RPBA

- b. Any building containing non-potable water reuse systems utilizing pumps – RPBA
 - c. Any building containing mechanical equipment using chemicals with a potable water makeup line connected to the mechanical equipment. – RPBA
 - d. Any building containing a carbonator (soft drink dispenser) -RPBA
 - e. Any non-residential or non-single family residential with an ornamental fountain– RPBA
 - f. Multi-storied building with over 40 feet in height from service connection or that uses booster pumps or elevated storage tank to distribute water on site – RPBA
 - g. Any commercial structure in which the specific business activity cannot be ascertained or is subject to change without a building permit - RPBA
8. Fire Protection Services.
- a. Serving Commercial Fire Sprinkler Systems and/or Private Fire Hydrants
 - 1. Systems utilizing only the EGWD water supply –DCVA
 - 2. Systems utilizing the EGWD water supply and that also contain chemical additives, on site water storage, auxiliary water supplies or fire booster pumps – RPBA
 - b. Serving Residential Fire Sprinkler Systems
 - 1. Systems utilizing only the EGWD water supply through a combination service connection (domestic and fire) – DCVA
 - 2. Systems utilizing only the EGWD water supply through a separate service connection (fire only) – DCVA
 - 3. Systems utilizing the EGWD water supply through a combination service connection (domestic and fire) and that also contain chemical additives, on site water storage, auxiliary water supplies or fire booster pumps – RPBA
 - 4. Systems utilizing the EGWD water supply through a separate service connection (fire only) and that also contain chemical additives, on site water storage, auxiliary water supplies or fire booster pumps – RPBA
 - 5. Systems utilizing only the EGWD water supply that are constructed using a passive purge system where potable water flows completely through the piping (no dead ends) to prevent stagnant water.
9. Chemical Plants – Any premises, where the manufacturing, storing, compounding, or processing of chemicals occurs. Where chemicals are used as additives in the processing of products.- RPBA
10. Commercial Kitchens or Food Preparation Facilities - RPBA
11. Convalescent Homes - RPBA
12. Dairy Processing Plants - RPBA
13. Dental Clinics - RPBA
14. Dry Cleaning Facilities – RPBA
15. Fuel Storage or Dispensing Facilities - RPBA
16. Film Processing Facilities – RPBA
17. Florists - RPBA
18. Grocery Stores – RPBA
19. Hazardous or potentially hazardous treatment processes with pumping equipment. -RPBA

20. Hospitals – RPBA
21. Ice Manufacturing Plants – RPBA
22. Indoor Fitness facilities with a Spa or Pool – RPBA
23. Irrigation systems with capabilities for injecting fertilizers, or hazardous chemicals. –RPBA
24. Irrigation systems only single use meter – RPBA
25. Laboratories – including, but not limited to, teaching institutions, biological and analytical facilities.- RPBA
26. Laundries (Commercial) – RPBA
27. Lawn irrigation system – Vacuum Breaker
28. Massage Therapy Clinics and Spas - RPBA
29. Medical Building and Clinics – RPBA
30. Metal Manufacturing, Cleaning, Processing or Fabricating Plants - RPBA
31. Morgues – RPBA
32. Mortuaries – RPBA
33. Multiple Services: Includes two or more interconnected services provided by one or more water suppliers to a single Owner and/or Operator complex – RPBA
34. Nursing Homes - RPBA
35. Oil/Gas Production, Storage or Transmission premises – RPBA
36. Paper and Paper Products Manufacturing Plants – RPBA
37. Pet Stores – RPBA
38. Plastic Manufacturing, Extruding and Injection Molding – RPBA
39. Plating Plants – RPBA
40. Public or Commercial Swimming Pool – RPBA
41. Portable Spray or Cleaning Equipment which can be connected to the EGWD water system – RPBA
42. Radioactive Materials or Substances processing or storage – AG
43. Recycled Water – This includes premises where recycled water is used with no interconnection to the EGWD water system – RPBA
44. Restaurant - RPBA
45. Restricted, Classified, or Other Closed Facilities – RPBA
46. Rubber Manufacturing – RPBA
47. Salon, Hair and/or Nails - RPBA
48. Sand and Gravel Plants – RPBA
49. Sanitariums - RPBA
50. Schools, Colleges and University – RPBA
51. Sewer Treatment Facilities- AG
52. Solar Heating
 - a. Solar collection systems that contain any hazardous materials and have a direct connection to the EGWD water system. – RPBA
 - b. Solar system that is once through such as domestic hot water systems do not require protection.
53. Tank Trucks – AG
54. Vehicle Washing Facilities – RPBA
55. Veterinary Facilities, Kennels, Animal Boarding- RPBA

3.2.2.1.2 Purchased and installed by the customer (at the customer's expense) as close as practical to the discharge of the water meter or point-of-connection of the fire service, in accordance with the EGWD's Standard Construction Specifications and Standard Detail Drawings (EGWD Standards); and

3.2.2.1.3 Maintained, tested, and inspected in accordance with the EGWD Standards.

3.2.2.2 For new customers, the EGWD will not turn on water (except for testing purposes) at the meter until the customer complies with the above requirements for installation, testing and maintenance.

3.2.2.2.1 The failure of the customer to comply with the EGWD's installation, testing and maintenance requirements may result in termination of water service.

3.2.3 Approved Backflow Prevention Devices Installation

3.2.3.1 EGWD will ensure that approved backflow prevention devices protect the public water system from contamination. Any backflow prevention device required herein shall be of a type, make, model and size approved by University of Southern California Foundation for Cross Connection Control and Hydraulic Research (USCFCCCHR). The term "Approved Backflow Prevention Device" shall mean a device that has been manufactured in full conformance with the standards established by the American Water Works Association titled:

AWWA/ANSI C510 07 Standard for Double Check Valve Backflow Prevention Device; AWWA/ANSI C511 07 Standard for Reduced Pressure Principle Backflow Prevention Device; and, have met completely the laboratory and field performance specifications of USCFCCCHR established in the most current edition of the Manual of Cross Connection Control.

3.2.3.1.1 Said AWWA and USCFCCCHR standards and specifications have been adopted by EGWD. Final approval shall be evidenced by a "Certificate of Compliance" for the said AWWA standards and a "Certificate of Approval" for the said USCFCCCHR Specifications, issued by an approved testing laboratory.

3.2.3.1.2 The following testing laboratory has been qualified by the SWRCB to test and approve backflow prevention devices and said qualification is adopted by EGWD:

Foundation for Cross Connection Control and Hydraulic Research
University of Southern California Research Annex 219
3716 South Hope Street
Los Angeles, California 90089-7700

3.2.3.2 All backflow prevention devices shall be installed accordingly:

3.2.3.2.1 As close as practical to the discharge of the water meter or point-of-connection of the fire service.

3.2.3.2.1.1 In no case shall a cut, tee, or tap be made between the customer's point of connection to the public water system and the backflow prevention device.

3.2.3.2.1.2 Backflow prevention devices shall be installed 12 to 36 inches above finished grade and with at least 12 to 24 inches of horizontal side clearance.

3.2.3.2.1.3 The orientation for which they are approved;

3.2.3.2.1.4 No post-manufacture modifications to backflow prevention devices shall be accepted.

3.2.3.2.1.5 In a manner and location that facilitates their proper operation, maintenance, and testing or inspection, and in compliance with safety regulations.

3.2.3.2.1.6 In a manner that protects them from flooding and freezing.

3.2.3.2.1.6.1 A Christy's backflow security freeze blanket (or comparable product), sized to properly fit, shall be installed over the backflow prevention device.

3.2.3.2.1.7 In accordance with the installation standards outlined in the most recently published edition of the USCFCCCHR *Manual of Cross-Connection Control*, unless the manufacturer's requirements are more stringent.

3.2.3.2.1.8 All backflow prevention device installations shall be inspected by the EGWD prior to backfill, to ensure compliance with these requirements.

3.2.3.2.1.9 All air gap separations shall be installed in conformance with the State adopted UPC.

3.2.3.2.1.10 Installations shall conform to the most current version of the EGWD Standards.

3.2.3.2.2 All presently installed backflow prevention devices which do not meet the requirements of this section but were approved devices for the purposes described herein at the time of installation shall be excluded from the requirements of these rules if approved by the CCCS. . However, when the existing device is moved from the present location, or when the EGWD finds that the device constitutes a hazard to health, the unit shall be replaced by an approved backflow prevention device meeting the requirements of EGWD.

3.2.3.2.3 Improper installations such as installation in a confined space or in an unapproved orientation shall be retrofitted with an approved method of backflow prevention installed in accordance with EGWD’s installation requirements, at the expense of the customer, when repair of the device is required to pass a functional backflow test.

3.2.3.2.4 The EGWD has no regulatory responsibility or authority over the installation and operation of the customer's plumbing system. The customer is solely responsible for compliance with all applicable regulations and for prevention of contamination of the plumbing system from sources within his/her premises. Any action taken by the EGWD to survey plumbing, inspect or test backflow prevention devices, or to require premises isolation (installation of DCVA or RPBA on service) is solely for the purposes of reducing the risk of contamination of the EGWD's public water system.

3.2.4 Schedule for Installation of Backflow Prevention Devices

3.2.4.1 The following table shows the schedule that the EGWD will follow for installation of backflow prevention devices when they are required (based on the hazard evaluation).

Type of Service	Schedule
New Connections with cross-connection hazards	Before service is initiated
Existing connections with CCR Title 17 Table 1-type hazards and other contaminant cross-connection hazards	Within 30 days after notification
Existing connections other than CCR Title 17 Table 1-type hazards or pollutant cross-connection hazards	Within 60 days after notification
Existing fire protections systems using chemicals or supplies by unapproved auxiliary water source	Within 30 days after notification
Existing fire protection systems not using chemicals and supplied by EGWD’s water	Within 90 days after notification

The EGWD may consider granting an extension of time for installation of a backflow prevention device for an existing service connection if requested by the customer.

3.2.5 Program Administration

- 3.2.5.1 The responsibility for administration of the CCCP rests with the EGWD. General policy direction and risk management decisions are established by the EGWD’s General Manager.
- 3.2.5.2 The EGWD Cross-Connection Control Specialist (CCCS) shall implement the CCCP.
- 3.2.5.3 The following cross-connection related tasks shall be performed by or under the direction of the EGWD’s CCCS:
 - 3.2.5.3.1 Recommendations regarding changes to the CCCP;
 - 3.2.5.3.2 Performance of cross-connection control surveys;
 - 3.2.5.3.3 Determinations on the type of backflow prevention device to be installed;
 - 3.2.5.3.4 Inspections of backflow prevention device for proper application and installation;
 - 3.2.5.3.5 Reviews of backflow prevention device inspection and test reports;
 - 3.2.5.3.6 Recommendations and/or the granting of exceptions to mandatory requirement of backflow prevention device;
 - 3.2.5.3.7 Investigations of backflow incidents or water quality problems related to cross-connections;
 - 3.2.5.3.8 Completion of Backflow Incident Reports.
 - 3.2.5.3.9 Completion of the Cross-Connection Control Section of the Annual Report to the Drinking Water Program required by the State Water Resources Control Board.
- 3.2.5.4 The EGWD may delegate other CCCP activities to other personnel who are not certified CCCSs, including clerical support staff. These activities include:
 - 3.2.5.4.1 Administration of paperwork related to the CCCP;
 - 3.2.5.4.2 Mailing, collecting, and initial screening of Water Use Questionnaires;
 - 3.2.5.4.3 Mailing of device testing notices;
 - 3.2.5.4.4 Receiving and screening of device testing reports;
 - 3.2.5.4.5 CCCP database administration and record keeping;
 - 3.2.5.4.6 Dissemination of public education material.
- 3.2.5.5 The following table identifies the current CCCS employed by EGWD:

Current Cross Connection Control Specialist Contact Information

Name of CCCS	Steve Shaw
Address	9257 Elk Grove Blvd.
City, State, Zip	Elk Grove, CA 95624
Telephone Number	(916) 585-9386
CCCS Certification Number	02079

3.2.6 Backflow Prevention Device Inspections and Testing

3.2.6.1 Inspection and Testing of Backflow Prevention Devices

3.2.6.1.1 All backflow prevention devices that the EGWD relies upon for protection of the public water system shall be subject to inspection and testing.

3.2.6.1.2 Inspection of backflow prevention devices shall be as follows:

3.2.6.1.2.1 The EGWD's CCCS shall inspect backflow prevention devices for proper application (i.e., to ensure that the device installed is commensurate with the assessed degree of hazard).

3.2.6.1.2.2 The CCCS or CA/NV AWWA-certified Backflow Assembly Tester (BAT) pre-approved by the EGWD shall inspect backflow prevention devices for correct installation.

3.2.6.1.3 Customers with a backflow prevention device on their premise shall have the device inspected and tested at least annually by an approved BAT.

3.2.6.1.4 When backflow prevention devices are determined to be defective, they shall be repaired or replaced by the customer within (14) calendar days in accordance with *Section 3.2.6.7*, or service will be discontinued as specified in *Section 3.2.6.8*.

3.2.6.2 Frequency of Inspection and Testing

3.2.6.2.1 Inspection and testing of backflow prevention devices shall be conducted:

3.2.6.2.1.1 At the time of installation;

3.2.6.2.1.2 Annually after installation;

3.2.6.2.1.3 After a backflow incident; and

3.2.6.2.1.4 After repair, reinstallation, relocation, or re-plumbing.

3.2.6.2.1.5 Any time the device is found to not be in good repair.

3.2.6.2.2 All air gap separations shall be inspected annually and after modifications to the installation.

3.2.6.2.3 The EGWD may require a backflow prevention device to be inspected and/or tested more frequently than once a year, when it protects against a high-health hazard or when it repeatedly fails tests or inspections.

3.2.6.3 Responsibility for Inspection, Testing and Repairs

3.2.6.3.1 The customer shall be responsible for inspection, testing and repair of backflow prevention devices and air gaps owned by the customer. The customer shall employ, at the customer's expense, a CA/NV AWWA-certified BAT pre-approved by the EGWD to conduct the inspection and test within the time period specified in the testing notice sent by the EGWD. The original test report shall be completed and signed by the BAT, and returned to the EGWD, before the due date specified by the EGWD.

3.2.6.3.2 The customer may request an extension of the due date for returning a test report by submitting a written request to the EGWD.

3.2.6.4 Notification of Inspection and/or Testing

3.2.6.4.1 The EGWD will notify in writing all customers who own backflow prevention devices that are relied upon to protect the public water system to have their backflow prevention device(s) tested. Notices will be sent out not less than 30 days before the due date of the test. The notice will also specify the date by which the inspection/test report must be received by the EGWD. If the District has not received a passed test report in the designated time frame, the enforcement policies in *Section 3.2.6.8.3* shall be applied.

3.2.6.5 Approved Test Procedures

3.2.6.5.1 The EGWD will require that all devices relied upon to protect the public water system be tested in accordance with CA/NV AWWA -approved test procedures as specified by the USCFCCCHR established in: “Field Test Procedures” – current edition of the *Manual of Cross-Connection Control*. Any proposal to use alternate test procedures must be approved by the EGWD’s CCCS.

3.2.6.6 Backflow Prevention Device Test Reports

3.2.6.6.1 Test results shall be submitted within five (5) calendar days of the test date. Test results may be submitted electronically in PDF format or by mail or in person in original hard-copy format to:

Elk Grove Water District
Attention: Cross-Connection Control Program
9257 Elk Grove Blvd.
Elk Grove, CA 95624
crossconnection@egwd.org

3.2.6.7 Repairs

3.2.6.7.1 Any device that fails routine testing shall be repaired within fourteen (14) days of the initial test date.

3.2.6.7.2 The customer must notify EGWD if repairs cannot be made within the specified period.

3.2.6.7.3 Only Original Equipment Manufacturer (OEM) parts shall be used to repair backflow prevention devices. If OEM replacement parts are not available, then an approved new backflow prevention device must be installed to replace the existing device.

3.2.6.7.4 Only Original Equipment Manufacturer (OEM) parts shall be used to repair backflow prevention devices. If OEM replacement parts are not available, then an approved new backflow prevention device must be installed to replace the existing device.

3.2.6.7.5 “Pursuant to section 116875 of California Health and Safety Code, any failed device that is not “lead free”, that is not specifically exempted by section 116875, must be replaced with an approved “lead free” device rather than being repaired.”

3.2.6.8 Enforcement

3.2.6.8.1 To enforce the Ordinance, it may become necessary to discontinue water service to a customer. Conditions that warrant discontinuance of service include but are not limited to the following:

3.2.6.8.1.1 When EGWD identifies a customer’s water use that represents a clear and immediate hazard to the public water system that cannot be immediately abated.

3.2.6.8.1.2 Direct or indirect connection between the customer’s water system and a sewer line.

3.2.6.8.1.3 Unprotected direct or indirect connection between the public water system and an auxiliary water system.

3.2.6.8.1.4 Refusal to inspect an air gap separation.

3.2.6.8.1.5 Refusal to install a required backflow prevention device.

3.2.6.8.1.6 Refusal to test a backflow prevention device.

3.2.6.8.1.7 Refusal to repair or replace a faulty backflow prevention device.

3.2.6.8.1.8 Refusal to upgrade a backflow prevention device to the necessary level of protection.

3.2.6.8.1.9 Any refusal to comply with the regulations set forth in this CCCP.

3.2.6.8.2 For conditions 3.2.6.8.1, EGWD shall notify the customer in writing specifying the corrective action needed and the time period in which it must be done. If no action is taken within the allowed time periods, water service shall be terminated and the customer’s water system may be physically separated from the public water system. The water service shall remain inactive until correction of violation has been approved by EGWD.

3.2.6.8.3 When a customer fails to send in the inspection/test report within 7 days after the due date specified, and the EGWD has not approved an extension to the due date, the EGWD shall take the following enforcement action:

3.2.6.8.3.1 The EGWD will send a second notice by certified mail giving the customer an additional 7 days to send in the inspection/test report.

3.2.6.8.3.2 If the customer has not sent in the inspection/test report within 7 days of the due date given in the second notice, the EGWD will hang a third notice (a 10-day shutoff notice) in a conspicuous location of the property where the backflow prevention device is located giving the customer an additional 10 days to send in the report. The notice will also inform the customer that failure to satisfactorily respond to this notice will result in water service shut-off.

3.2.6.8.3.3 If the owner and/or occupants have not responded satisfactorily to the EGWD within 10 days of the due date specified in the third notice, the EGWD shall implement water service shut-off procedures. If the customer's water service is discontinued due to violations of this CCCP, the customer shall be subject to a Delinquency Shut off Fee specified in EGWD's current Schedule of Charges, Rates, Fees and Deposits Ordinance. Upon seeking renewed service from the EGWD, the backflow prevention device being returned to service must be tested in accordance with *Section 3.2.6.5*

3.2.6.8.4 In addition to the grounds for termination set forth in this section, EGWD may terminate water service to any premises if a required backflow prevention device or air gap is removed by the customer, or if EGWD finds evidence that an installed backflow prevention device or air gap has been bypassed or rendered ineffective.

3.2.6.8.5 If EGWD decides that termination of service is either too difficult or may pose a health issue, EGWD may use EGWD work forces, or use a contractor, to make the necessary repairs, replacements, or installations required to protect the public water system. The cost for such services shall be passed on to the customer. The customer will be notified in writing specifying the corrective actions being taken and time period in which it will be done. If no action is taken by the customer, then work shall begin. If the customer fails to pay the cost within 30 days of notification, EGWD may cause a lien to be placed against the property in accordance with the procedures set forth in Title 14 of the California Civil Code.

3.2.6.9 Fees and Charges

3.2.6.9.1 Administration of this Program requires the collection of fees as appropriate that can be assigned to the customer and services performed that are not considered an appropriate charge under EGWD's Water Rates. These fees are as follows.

3.2.6.9.2 Elk Grove Water District Cross-Connection Control Fee Schedule

Backflow Testing Program

Annual Backflow Testing Tag \$25

3.2.7 Certified Backflow Assembly Testers (BAT)

3.2.7.1 General Requirements

- 3.2.7.1.1 Certified Backflow Prevention Assembly Testers shall be responsible for ensuring that all backflow prevention devices at the customer's service connection are identified and tested.
- 3.2.7.1.2 Upon the completion of a passing backflow device test, an EGWD supplied tag indicating the device has been tested and passed shall be immediately affixed by the BAT to the backflow device. The tag shall contain the name of the BAT, his or her certificate number, date tested, and the backflow prevention device serial number. In the event the tag is removed prior to the next annual inspection, the customer shall obtain a replacement tag and pay a tag replacement fee within 15 days of being notified by the EGWD. Tag fees, both initial issue and replacement, shall be as established by the EGWD and presented in Section 3.2.6.9.
- 3.2.7.1.3 If a BAT finds a device that has been modified or incorrectly installed, they must immediately report the situation to EGWD and **not test the device**. To report the situation, call the Elk Grove Water District or email the CCCS at crossconnection@egwd.org. All devices must be on the "Approved Backflow Prevention Assemblies" list developed by the USCFCCCHR. Any modification of a device – such as relocation of valves, bypass arrangements, and jumper connections, whether temporary or permanent – invalidates the USCFCCCHR approval and is not permitted. Likewise, a device that has been installed in an orientation for which it was not designed or approved is also not permitted.
- 3.2.7.1.4 If a BAT finds a cross connection hazard that is unprotected, that is, with no backflow prevention device or the wrong type of device, the tester must inform the customer of the hazard and potential health risk associated with it. The tester must also report the situation to EGWD immediately by calling the Elk Grove Water District or email the CCCS at crossconnection@egwd.org. A device that is a wrong type for the hazard should not be tested.
- 3.2.7.1.5 If a BAT finds an existing backflow prevention device that is not tagged or is out of compliance with its test date, the tester must inform the customer of the need to test the device and must report the device to EGWD immediately.
- 3.2.7.1.6 BATs must report the removal or replacement of a backflow prevention device on a Backflow Prevention Assembly Test Report. It is important that the information for both the old and new devices be reported on the same form.

3.2.7.2 List of Approved Backflow Assembly Testers (BATs)

3.2.7.2.1 The EGWD will maintain a list of local, CA/NV AWWA-certified BATs that are approved by the EGWD to perform the following activities:

3.2.7.2.1.1 Backflow preventer inspection for proper installation; and

3.2.7.2.1.2 Backflow device testing.

3.2.7.2.2 The list(s) will be revised annually or more frequently if necessary.

3.2.7.3 BAT Approval Qualifications

3.2.7.3.1 BATs who wish to be included on the EGWD's approved list and/or provide testing in the EGWD's service area must apply to the EGWD and furnish the following information:

3.2.7.3.1.1 Evidence of current CA/NV AWWA certification in good standing;

3.2.7.3.1.2 Make, model and serial number of testing equipment;

3.2.7.3.1.3 Evidence of test equipment verification of accuracy and/or calibration within the past 12 months

3.2.7.4 Denial, Suspension or Revocation of Tester Certification

3.2.7.4.1 Tester Certification by EGWD may be denied, suspended or revoked upon any of the following grounds:

3.2.7.4.1.1 A BAT is no longer in possession of a current and valid certificate as a Backflow Prevention Assembly Tester issued by the CA/NV AWWA or equivalent certification as determined by the EGWD.

3.2.7.4.1.2 A BAT is no longer in possession of a current and valid test kit calibration certificate.

3.2.7.4.1.3 EGWD determines that a material misrepresentation was included or omitted by the BAT on the initial or renewal application for BAT certification by EGWD.

3.2.7.4.1.4 EGWD determines that the BAT, in the performance of a test or repair required by the EGWD, commits an act that may pose a threat to public health and safety.

3.2.7.4.1.5 A BAT fails to submit backflow assembly test report forms within five (5) days of performing a backflow device test required by EGWD.

3.2.7.4.1.6 A BAT repeatedly submits incomplete or incorrect test reports to the EGWD.

3.2.7.4.1.7 A BAT fails to report a device that has been modified or incorrectly installed.

3.2.7.4.1.8 A BAT performs a backflow prevention device repair with parts other than OEM parts.

3.2.7.4.1.9 A BAT performs a backflow assembly test using testing procedures other than those accepted by the EGWD.

3.2.7.4.1.10 A BAT fails to install an EGWD supplied tag upon the completion of testing and passing a backflow prevention device.

3.2.7.4.1.11 A BAT fails to report a cross connection hazard that is unprotected, that is, with no backflow prevention device or the wrong type of device.

3.2.7.4.1.12 A BAT fails to report the removal or replacement of a backflow prevention device on a Backflow Prevention Assembly Test Report.

3.2.7.4.1.13 A BAT performs a repair upon a backflow prevention device which has been required to be replaced by the EGWD.

3.2.7.4.1.14 If a BAT has unresolved customer complaints or complaints from multiple customers.

3.2.7.4.1.15 Fraud or gross negligence in the performing of their duties.

3.2.7.4.2 Written notice of the denial, suspension or revocation of an EGWD BAT certification shall be served to the BAT by certified mail with a description of the violation and supporting facts.

3.2.7.4.2.1 The notice shall contain a statement of the right to request an appeal hearing before the EGWD General Manager, or his/her designee.

3.2.7.4.2.2 The notice shall contain a statement of the time period of denial, suspension or revocation.

3.2.7.5 BAT Appeals

3.2.7.5.1 The decision of the EGWD CCCS is appealable to the EGWD General Manager.

3.2.7.5.1.1 An appeal must be in writing, and be hand-delivered or mailed to the EGWD General Manager.

3.2.7.5.1.2 The filing of a timely appeal will stay a suspension or revocation pending a decision on the appeal by the EGWD General Manager or his/her designee.

3.2.7.5.1.3 A hearing shall be scheduled within thirty (30) days unless an extension is authorized by the appellant.

3.2.7.5.1.4 No reapplication will be accepted within one (1) year after an EGWD BAT certification is revoked.

3.2.7.5.2 The decision of the EGWD General Manager or his/her designee shall be a final administrative order, with no further administrative right of appeal.

3.2.7.6 Quality Assurance

3.2.7.6.1 The EGWD's CCCS will review within 30 days of receipt the backflow preventer inspection/test report forms submitted by pre-approved BATs.

3.2.7.6.2 The EGWD's CCCS shall provide follow up on backflow devices and/or test reports that are deficient in any way.

3.2.7.6.3 The EGWD's CCCS may conduct follow up tests on backflow devices tested by a BAT at the discretion of the EGWD.

3.2.8 Backflow Incident Response Plan

3.2.8.1 Refer to the Emergency Response Program for the Backflow Incident Response Plan.

3.2.9 Record Keeping

3.2.9.1 Types of Records and Data to be Maintained

3.2.9.1.1 The EGWD will maintain records of the following types of information required by CCR Title 17 Section 7605:

3.2.9.1.1.1 Service connections/customer premises information including:

3.2.9.1.1.1.1 Assessed degree of hazard; and

3.2.9.1.1.1.2 Required backflow preventer to protect the public water system.

3.2.9.1.1.2 Backflow preventer inventory and information including:

3.2.9.1.1.2.1 Air gap (AG) location, installation and inspection dates, inspection results and person conducting inspection;

3.2.9.1.1.2.2 Backflow device location, device description (type, manufacturer, make, model, size, and serial number, meter number if applicable), installation, inspection and test dates, test results and data, and person performing test; and

3.2.9.2 The EGWD will maintain records on all devices that protect the public water system from contamination. At a minimum, the EGWD will maintain test reports on all backflow prevention devices required to protect the public water system for a minimum of three years. Where applicable, the above information will also be maintained for backflow preventers installed for in-premises protection.

3.2.10 Recycled/Reclaimed Water

3.2.10.1 At this time the EGWD does not receive or distribute recycled or reclaimed water.

3.2.11 Prohibition of Return of Used Water

3.2.11.1 The EGWD must prohibit the intentional return of used water to the EGWD's distribution system per CCR, Title 17 Sections 7583-7605.

3.2.11.2 Used water is defined as water that has left the control of the EGWD. This includes water used for heating and cooling purposes and water that may flow back into the distribution system from customers with multiple connections.

3.2.11.3 It is the policy of the EGWD water system to:

3.2.11.3.1 Prohibit the intentional return of used water to the distribution system by any customer served by the public water system; and

3.2.11.3.2 Require that all customers with multiple connections, where the hydraulics permit the potential return of used water, to install a backflow preventer (DCVA or RPBA) commensurate with the degree of hazard at each point of connection.

3.2.12 Unapproved Auxiliary Supplies

3.2.12.1 All water supplies other than those owned by the EGWD are considered unapproved auxiliary supplies as defined in CCR Title 17 Section 7583. The EGWD will require backflow protection for customers with auxiliary supplies on their premises as follows:

3.2.12.2 Per Table 1 of CCR Title 17, the EGWD will require the installation of an RPBA for premises isolation at the service connection to any customer having an unapproved auxiliary supply on the premises where a water service from EGWD's public water system exists, whether or not there is a physical connection between the unapproved auxiliary supply and the EGWD's public water system.

3.2.13 Tanker Trucks

3.2.13.1 The EGWD may allow tanker trucks to obtain water from the EGWD's water system under the following conditions:

3.2.13.2 The tanker truck is equipped with an approved AG.

3.2.13.3 The tanker truck will obtain water from EGWD-designated watering points only. These watering points are equipped with EGWD-installed backflow preventers.

3.2.14 Temporary Water Connections

3.2.14.1 The EGWD will not supply water through temporary connections, such as those used for construction projects or main disinfection, except through a backflow preventer arrangement approved and supplied by the EGWD.

Abbreviations

AG	Air Gap separation
ANSI	American National Standards Institute
AVB	Atmospheric Vacuum Breaker
AWWA	American Water Works Association
BAT	Backflow Assembly Testers
CA/NV AWWA	California Nevada Section of the American Water Works Association
CCCP	Cross-Connection Control Programs
CCCS	Cross-Connection Control Specialists
CL	Critical Level or Critical Installation Level
CCR	California Code of Regulations
DCVA	Double Check Valve Backflow Device
DCDA	Double Check Detector Backflow Device
DCDA-II	Double Check Detector Backflow Device Type II
EGWD	Elk Grove Water District, a division of the Florin Resource Conservation District
FRCD	Florin Resource Conservation District
IAPMO	International Association of Plumbing and Mechanical Officials
IPC	International Plumbing Code
LAA	Local Administrative Authority
NFPA	National Fire Prevention Association
NFSA	National Fire Sprinkler Association
OEM	Original Equipment Manufacturer
PSI	Pounds per Square Inch
PSIA	Pounds per Square Inch Absolute
PSIG	Pounds per Square Inch Gauge
PVB	Pressure Vacuum Breaker Backflow Device
RPBA	Reduced Pressure Principle Backflow Device
RPDA	Reduced Pressure Principle Detector Backflow Device
RPDA-II	Reduced Pressure Principle Detector Backflow Device Type II
RV	Relief Valve
SOV	Shut Off Valve
SVB	Spill Resistant Vacuum Breaker Backflow Device
SWRCB	State Water Resources Control Board
TC	Test Cock
UPC	Uniform Plumbing Code
USCFCCCHR	Foundation for Cross-Connection Control and Hydraulic Research (University of Southern California)

4 Definitions

- 4.1 **Absolute Pressure:** The sum of gauge pressure and atmospheric pressure. Generally measured in pounds per square inch absolute (psia).
- 4.2 **Accessible:** Capable of being reached for testing and maintenance, when referring to a backflow prevention device. However, it first may require the removal of an access panel, door or similar obstruction.
- 4.3 **Administrative Authority:** The individual official, board, department, or agency established and authorized by a state, county, city or other political entity created by law to administer and enforce the provisions of the Cross- Connection Control Program. Also referred to as Authority Having Jurisdiction.
- 4.4 **Air Gap (AG) (ANSI A112.1.2):** A physical separation between the free flowing discharge end of a potable water supply pipeline and an open or non-pressure receiving vessel. An "approved air gap" shall be at least twice the diameter of the supply pipe measured vertically above the overflow rim of the receiving vessel; in no case less than 1 inch (2.54 cm). See figure 1.

Air-gap separation
2X effective
opening. Not less
than 1"

Flood level rim.
Start of
sanitary sewer

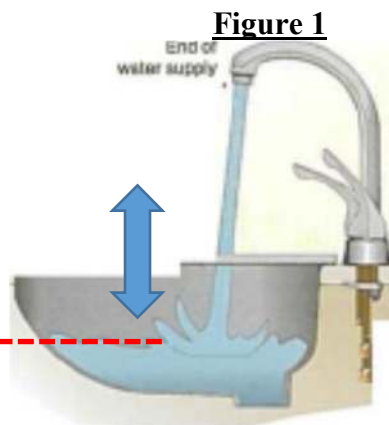
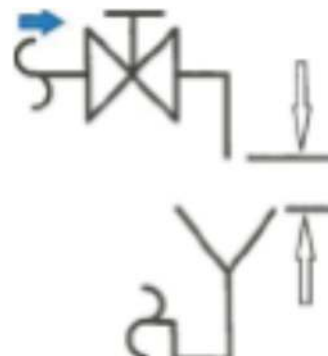
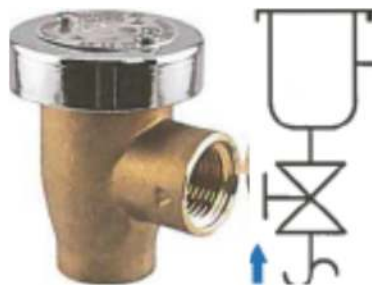


Figure 1



- 4.5 **Approved Backflow Prevention Device:** A device that has been investigated and approved by the Administrative Authority Having Jurisdiction. The approval of backflow prevention devices by the administrative authority shall be on the basis of a favorable laboratory and field evaluation report by an approved testing laboratory recommending such approval.
- 4.6 **Approved Check Valve:** A check valve that is drip-tight in the normal direction of flow when the inlet pressure is at least 1.0 psi (pound per square inch) and the outlet pressure is zero. The check valve shall permit no leakage in a direction reverse to the normal flow: The closure element (e.g., clapper or poppet) shall be internally loaded to promote rapid and positive closure. An approved check valve is only one component of an approved backflow prevention device (i.e., pressure vacuum breaker {PVB and SVB}, double check valve device {DC} or reduced pressure principle device {RP}).
- 4.7 **Approved Testing Laboratory:** The Foundation for Cross-Connection Control and Hydraulic Research of the University of Southern California (FCCCHR) or other laboratory having equivalent capabilities for both the laboratory and field evaluation of backflow prevention devices.
- 4.8 **Approved Water Supply:** Any public potable water supply, which has been investigated and approved by the health agency having jurisdiction. The system must be operating under a valid health permit. In determining what constitutes an approved water supply, the health agency has final judgment as to its safety and potability.
- 4.9 **Aspirator:** A device used for creating suction, specifically by flowing water through a venturi or restricted area of flow. At this restricted area of flow the pressure drops to sub-atmospheric, thus suction is created. Usually a tube is attached at this location for aspiration or suction purposes.
- 4.10 **Aspirator Effect:** The effect created by an aspirator, restricted area of flow or undersized piping.
- 4.11 **Atmospheric Pressure:** The pressure (or weight per unit area) exerted by the atmosphere on a surface. At sea level the atmospheric pressure is 14.7 psia (pounds per square inch, absolute).
- 4.12 **Atmospheric Vacuum Breaker Backsiphonage Prevention Device (AVB) (ASSE 1001):** A device containing an air inlet valve, a check seat and an air inlet port(s). (Also known as a non-pressure type vacuum breaker.) The flow of water into the body causes the air inlet valve to close the air inlet port(s). When the flow of water stops the air inlet valve falls and forms a check valve against backsiphonage. At the same time it opens the air inlet port(s) allowing air to enter and satisfy the vacuum. A shutoff valve immediately upstream may be an integral part of the device, but there shall be no shutoff valves or obstructions downstream. The device shall not be subjected to operating pressure for more than twelve (12) hours in any twenty-four (24) hour period. An atmospheric vacuum breaker is designed to protect against a non-health hazard (i.e., pollutant) or a health hazard (i.e., contaminant) under a backsiphonage condition only. See figure 2.

Figure 2



- 4.13 Auxiliary Water Supply:** Any water supply on or available to the premises other than the water EGWD's approved public potable water supply. These auxiliary waters may include water from another EGWD's public potable water supply or any natural source such as a well, spring, river, stream, harbor, etc. They may be polluted or contaminated or they may be objectionable and constitute an unacceptable water source over which the water EGWD does not have sanitary control.
- 4.14 Backflow:** The undesirable reversal of flow of water or mixtures of water and other liquids, gases or other substances into the distribution pipes of the potable supply of water from any source or sources. See terms Backpressure (see 4.16) and Backsiphonage (see 4.17).
- 4.15 Backflow Prevention Device:** Any effective device used to prevent backflow into a potable water system. The type of device used shall be based on the existing or potential degree of hazard and backflow condition. The types of backflow prevention devices include:
- 4.15.1** Atmospheric Vacuum Breaker Backsiphonage Prevention Device (see 4.12)
 - 4.15.2** Double Check Valve Backflow Prevention Device (see 4.36)
 - 4.15.3** Double Check Detector Backflow Prevention Device (see 4.37)
 - 4.15.4** Double Check Detector Backflow Prevention Device-Type II (see 4.38)
 - 4.15.5** Pressure Vacuum Breaker Backsiphonage Prevention Device (see 4.63)
 - 4.15.6** Reduced Pressure Principle Backflow Prevention Device (see 4.68)
 - 4.15.7** Reduced Pressure Principle Detector Backflow Prevention Device (see 4.69)
 - 4.15.8** Reduced Pressure Principle Detector Backflow Prevention Device-Type II (see 4.70)
 - 4.15.9** Spill-Resistant Pressure Vacuum Breaker Backsiphonage Prevention Device (see 4.75)
- 4.16 Backpressure:** Any elevation of pressure in the downstream piping system (by pump, elevation of piping, steam pressure, air pressure, etc.) above the supply pressure at the point of consideration, which would cause or tend to cause a reversal of the normal direction of flow.
- 4.17 Backsiphonage:** A form of backflow due to a reduction in system pressure, which causes a sub-atmospheric pressure to exist in the water system.

- 4.18 Certified Backflow Prevention Device Tester:** A person who has proven ability in field testing backflow prevention devices to the satisfaction of the Administrative Authority Having Jurisdiction, either directly or through a third party certification program. Each person who is certified to perform field tests and prepare reports on backflow prevention devices shall be conversant in applicable laws, rules and regulations and have had experience in plumbing or pipe fitting or have other equivalent qualifications in the opinion of the Administrative Authority Having Jurisdiction.
- 4.19 Customer:** The owner or operator of an on-site water system(s) having a service from a public potable water system. Customer includes tenants of single family dwellings, duplexes, and commercial property, owners of real property, and management companies responsible for property management of real property.
- 4.20 Customer's Potable Water System:** The portion of the privately owned potable water system lying between the point of delivery and the point of use. This system includes all pipes, conduits, tanks, receptacles, fixtures, equipment and appurtenances used to produce, convey, store or utilize the potable water.
- 4.21 Customer's Water System(s):** Any water system located on the customer's premises whether supplied by a public potable water system or an auxiliary water supply. The system or systems may be either a potable water system or a non-potable water piping system.
- 4.22 Containment Protection: Also referred to as Service Protection:** The terminal end of a service connection from the public potable water system, (i.e., where the water supplier may lose jurisdiction and sanitary control of the water at its point of delivery to the customer's water system). If a water meter is installed at the end of the service connection, then the service connection shall mean the downstream end of the water meter.
- 4.23 Contaminant / Health Hazard:** Any substance that shall impair the quality of water, in such a way as to create an actual hazard to the public health through poisoning, the spread of disease.
- 4.24 Critical Level:** The minimum elevation above the flood level rim of the fixture or receptacle served, downstream piping and water uses on atmospheric vacuum breakers, pressure vacuum breakers and spill-resistant vacuum breakers, at which the unit may be installed. This is indicated by the marking "C-L" or "C/ L." When an AVB, PVB, or SVB does not bear a critical level marking, the bottom of the device shall constitute the critical level.
- 4.25 Critical Service:** A water service that can never be interrupted due to the critical nature of facility involved.
- 4.26 Cross-Connection:** Any actual or potential connection or structural arrangement between a public or a customer's potable water system and any other source or system through which it is possible to introduce into any part of the potable system any used water, industrial fluid, gas, or substance other than the intended potable water with which the system is supplied. Bypass arrangements, jumper connections, removable sections, swivel or change-over devices and other temporary or permanent devices through which or because of which backflow can occur are considered to be cross-connections.

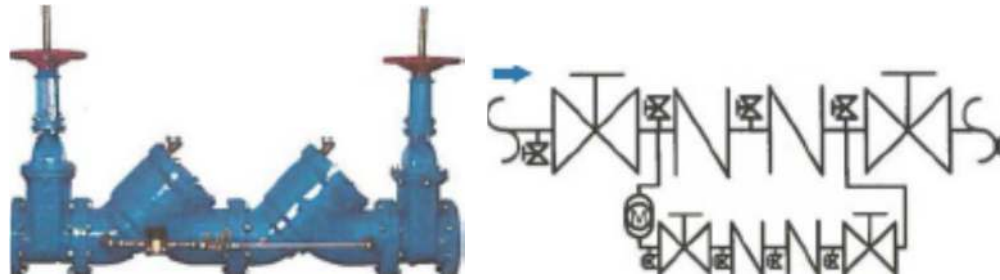
- 4.27 **Cross Connection Control Specialist:** An individual that has a current certificate as a Cross Connection Control Program Specialist as issued by the CA/NV AWWA and has been designated as an EGWD Cross-Connection Control Specialist by the General Manager of EGWD.
- 4.28 **Direct Cross Connection:** A direct cross-connection is a cross-connection which is subject to both backsiphonage and backpressure.
- 4.29 **Discontinued Service:** Having the water service turned off by EGWD.
- 4.30 **Indirect Cross Connection:** An indirect cross-connection is a cross-connection which is subject to backsiphonage only.
- 4.31 **Degree of Hazard:** Either a pollutant (non-health hazard) or contaminant (health hazard); derived from the assessment of the materials, which may come in contact with the distribution system through a cross-connection.
- 4.32 **Double Check Valve Backflow Prevention Device (DC) (ASSE 1015):** An device composed of two independently acting, approved check valves, including tightly closing resilient seated shutoff valves attached at each end of the device and fitted with properly located resilient seated test cocks. This device shall only be used to protect against a non-health hazard (i.e., pollutant). See figure 3.

Figure 3



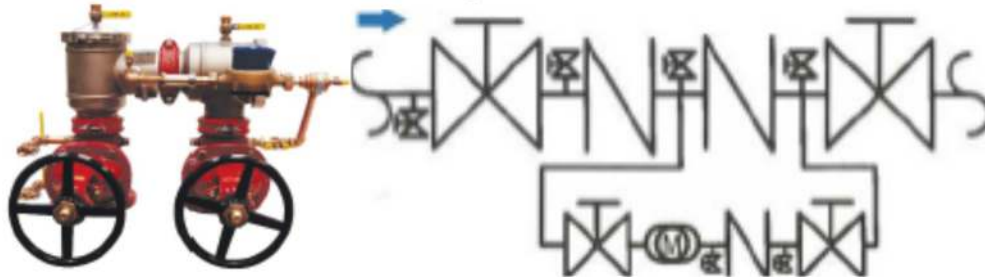
- 4.33 **Double Check Detector Backflow Prevention Device (DCDA) (ASSE 1048):** A specially designed device composed of a line-size approved double check valve device with a bypass containing a specific water meter and an approved double check valve device. The meter shall register accurately for rates of flow up to 2 gpm (gallons per minute) and shall show a registration for all rates of flow. This device shall only be used to protect against a non-health hazard (i.e., pollutant). The DCDA is primarily used on fire sprinkler systems. See figure 4.

Figure 4



4.34 **Double Check Detector Backflow Prevention Device – Type II (DCDA-II) (ASSE 1048)**: A specially designed device composed of a line-sized approved double check valve device with a bypass around the second check containing a specific water meter and a check valve. The meter shall register accurately for rates of flow up to 2 gpm and shall show a registration for all rates of flow. This device shall only be used to protect against a non-health hazard (i.e., pollutant). The DCDA-II is primarily used on fire sprinkler systems. See figure 5.

Figure 5



- 4.35 **Fire Department:** The Consumes Community Services District Fire Department
- 4.36 **Fire Chief:** The Fire Chief of the Consumes Community Services District Fire Department or designee unless otherwise stated or indicated by context.
- 4.37 **Gauge Pressure:** The pressure above atmospheric pressure.
- 4.38 **General Manager:** The General Manager of the Florin Resource Conservation District/Elk Grove Water District or designee unless otherwise stated or indicated by context.
- 4.39 **Grey Water:** Wastewater other than toilet contaminated waste. Wastewater generated by kitchen sinks and dish- washers are not considered grey water.
- 4.40 **Health Hazard / Contaminant:** Any substance that shall impair the quality of water, in such a way as to create an actual hazard to the public health through poisoning, the spread of disease, etc.
- 4.41 **Health Agency:** The health authority having jurisdiction.
- 4.42 **Hospital:** Any institution, place, building, or agency which maintains and operates facilities for one or more persons for the diagnosis, care and treatment of human illness, including convalescence and care during and after pregnancy or which maintains and operates organized facilities for any such purpose, and to which persons may be admitted for overnight stay or longer. The term hospital includes sanitarium, nursing home, long term care facility and maternity home.
- 4.43 **Industrial Fluids:** Any fluid or solution, which may be chemically, biologically or otherwise contaminated or polluted in a form or concentration, which would constitute a hazard if introduced into an approved water supply.
- 4.44 **Industrial Piping System:** Any system used for transmission of or to confine or store any fluid, solid or gaseous substance other than an approved water supply. Such a system would include all pipes, conduits, tanks, receptacles, fixtures, equipment and appurtenances used to produce, convey or store substances which are or may be polluted or contaminated.
- 4.45 **Internal Protection / Isolation Protection:** The appropriate type or method of backflow prevention within the customer's potable water system at the point of use, commensurate with the degree of hazard.
- 4.46 **Manifold Device:** A device comprised of backflow prevention devices (DC or RP) of the same manufacturer, model and size. Manifold adaptor fittings on both the inlet and outlet of the manifold device are considered integral components. The size of the manifold device is determined by the inlet and outlet connections of the manifold adaptor fittings.
- 4.47 **Negative Pressure:** Any pressure below atmospheric pressure.
- 4.48 **Non-health Hazard:** An impairment of the quality of the water to a degree which does not create a hazard to the public health but which does adversely and unreasonably affect the aesthetic qualities of such waters for domestic use. Also referred to as Pollution or a Pollutant.
- 4.49 **Parallel Installation:** Two or more backflow prevention devices of the same type installed in parallel, having a common inlet, outlet and direction of flow.

- 4.50 **Plumbing Hazard:** An internal or plumbing type cross-connection in a customer's potable water system with either a pollutant or contaminant.
- 4.51 **Point of Delivery:** The terminal end of a service connection from the public potable water system, (i.e., where the water supplier may lose jurisdiction and sanitary control of the water at its point of delivery to the customer's water system). If a water meter is installed at the end of the service connection, then the service connection shall mean the downstream end of the water meter. Also referred to as the Service Connection.
- 4.52 **Pollution/Pollutant:** An impairment of the quality of the water to a degree which does not create a hazard to the public health but which does adversely and unreasonably affect the aesthetic qualities of such waters for domestic use. Also referred to as a Non-Health Hazard.
- 4.53 **Potable Water:** Water from any source which has been investigated by the health agency having jurisdiction, and has been approved for human consumption.
- 4.54 **Premise:** Any and all areas on a customer's property which are served or have the potential to be served by the EGWD water system.
- 4.55 **Pressure:** A uniform force applied over a surface, measured as a force per unit area. Typically water pressure is measured in pounds per square inch or psi.
- 4.56 **Pressure Fluctuation:** The changes of pressure within a system.
- 4.57 **Pressure Gradient:** A description of the direction and rate of change of pressure over time.
- 4.58 **Pressure Vacuum Breaker Backsiphonage Prevention Device (PVB) (ASSE #1020):** A device containing an independently operating internally loaded check valve and an independently operating loaded air inlet valve located on the discharge side of the check valve. The device is to be equipped with properly located resilient seated test cocks and tightly closing resilient seated shutoff valves attached at each end of the device. This device is designed to protect against a non-health hazard (i.e., pollutant) or a health hazard (i.e., contaminant) under a backsiphonage condition only. See figure 6.

Figure 6



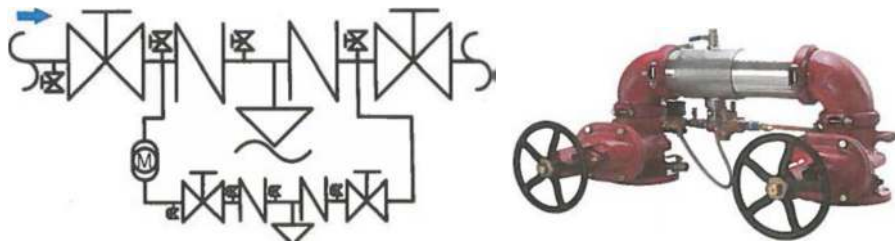
- 4.59 Private Fire Service** A private fire service main and appurtenances installed in accordance with NFPA 24 on private property and maintained by the property owner for the explicit intent of providing fire flows either through fire hydrants, fire sprinkler systems, or other water-based fire protection systems.
- 4.60 Public Potable Water System:** Any publicly or privately owned water system operated as a public water system under a valid health permit to supply water for domestic purposes. This system will include all sources, facilities and appurtenances between the source and the point of delivery such as valves, pumps, pipes, conduits, tanks, receptacles, fixtures, equipment and appurtenances used to produce, convey, treat or store potable water for public consumption or use.
- 4.61 Readily Accessible:** Capable of being reached for testing and/ or maintenance, without the need of removing any access panel, door, or similar obstruction.
- 4.62 Reclaimed Water / Recycled Water:** Water which, as a result of treatment of wastewater, is suitable for a direct beneficial use or a controlled use that would not otherwise occur. Reclaimed water is not safe for human consumption. Also referred to as Reused Water.
- 4.63 Reduced Pressure Principle Backflow Prevention Device (RP) (ASSE #1013):** A device containing two independently acting approved check valves together with a hydraulically operating, mechanically independent pressure differential relief valve located between the check valves and at the same time below the first check valve. The unit shall include properly located resilient seated test cocks and tightly closing resilient seated shutoff valves at each end of the device. This device is designed to protect against a non-health hazard (i.e., pollutant) or a health hazard (i.e., contaminant). This device shall not be used for backflow protection of sewage or reclaimed water. (Note: Check with local administrative authority for acceptable uses.) See figure 7.

Figure 7



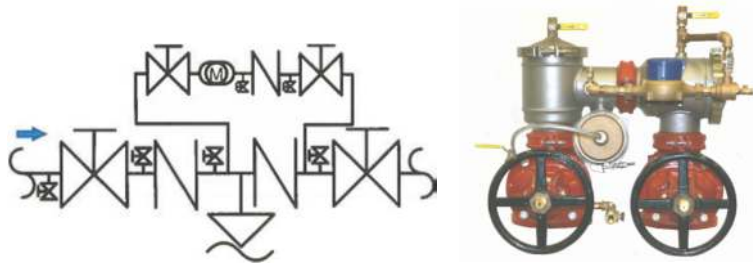
- 4.64 Reduced Pressure Principle Detector Backflow Prevention Device (RPDA) (ASSE #1047):** A specially designed device composed of a line-size approved reduced pressure principle backflow prevention device with a specific bypass containing a specific water meter and an approved reduced pressure principle backflow prevention device. The meter shall register accurately for rates of flow up to 2 gpm and shall show a registration for all rates of flow. This device shall be used to protect against a non-health hazard (i.e., pollutant) or a health hazard (i.e., contaminant). The RPDA is primarily used on fire sprinkler systems. See figure 8.

Figure 8

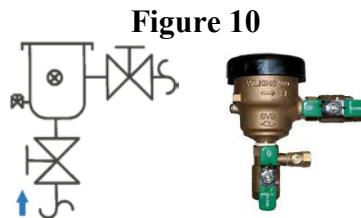


4.65 Reduced Pressure Principle Detector Backflow Prevention Device Type II (RPDA-II) (ASSE #1047): A specially designed device composed of a line-size approved reduced pressure principle backflow prevention device with a specific bypass around the second check valve containing a specific water meter and an approved check valve. The meter shall register accurately for rates of flow up to 2 gpm and shall show a registration for all rates of flow. This device shall be used to protect against a non-health hazard (i.e., pollutant) or a health hazard (i.e., contaminant). The RPDA-II is primarily used on fire sprinkler systems. See figure 9.

Figure 9



- 4.66 **Reused Water:** Water which, as a result of treatment of wastewater, is suitable for a direct beneficial use or a controlled use that would not otherwise occur. Reclaimed water is not safe for human consumption. Also referred to as Recycled Water or Reclaimed Water.
- 4.67 **Sanitary Sewer:** A system of underground pipes that carries sewage from bathrooms, sinks, kitchens, and other plumbing components to a wastewater treatment plant where it is filtered, treated and discharged.
- 4.68 **Service Connection:** The terminal end of a service connection from the public potable water system, (i.e., where the water supplier may lose jurisdiction and sanitary control of the water at its point of delivery to the customer's water system). If a water meter is installed at the end of the service connection, then the service connection shall mean the downstream end of the water meter. Also referred to as the Point of Delivery.
- 4.69 **Service Protection:** The appropriate type or method of backflow protection at the service connection, commensurate with the degree of hazard of the customer's potable water system.
- 4.70 **Spill Resistant Pressure Vacuum Breaker Backsiphonage Prevention Device (SVB) (ASSE #1056):** An device containing an independently operating internally loaded check valve and independently operating loaded air inlet valve located on the discharge side of the check valve. The device is to be equipped with a properly located resilient seated test cock, a properly located bleed /vent port, and tightly closing resilient seated shutoff valves attached at each end of the device. This device is designed to protect against a non-health hazard (i.e., pollutant) or a health hazard (i.e., contaminant) under a backsiphonage condition only. See figure 10.



- 4.71 Static Pressure:** The water pressure in any system under non-flowing conditions.
- 4.72 System Hazard:** An actual or potential threat of severe danger to the physical properties of the public or the customer's potable water system or of a pollution or contamination, which would have a protracted effect on the quality of the potable water in the system.
- 4.73 Thermal Expansion:** The resulting effect when water in a closed system, such as a piping system downstream of a back- flow preventer heats up. In effect, the heat causes the water volume to expand, but since the system is closed, the pressure increases.
- 4.74 Uniform Plumbing Code (UPC)** Uniform Plumbing Code as published by the International Association of Plumbing and Mechanical Officials (IAPMO), the year being the year adopted by the City of Elk Grove by Ordinance.
- 4.75 Used Water:** Any water supplied by a water EGWD from a public potable water system to a customer's water system after it has passed through the service connection and is no longer under the control of the water EGWD.
- 4.76 Venturi:** A piping apparatus with a constricted region designed to increase the velocity and thus decrease the pressure of an incompressible fluid in the constricted region.
- 4.77 Venturi Effect:** When an incompressible fluid's velocity increases as a result of flowing through a constricted area of piping, the pressure will decrease.
- 4.78 Water Supervisor:** The customer or a person on the premises appointed by the customer charged with the responsibility of maintaining the customer's water system(s) on the property free from unprotected cross-connections and other sanitary defects, as required by regulations and laws.
- 4.79 Water Supplier:** The public or private owner or operator of the potable water system supplying an approved water supply to the public.

Forms

Preliminary Cross-Connection Control Hazard Assessment Form Non-Residential Customers

Name of Customer or Business: _____

Address: _____

Phone Number: _____

Description of Business: _____

Is your business or premises of a type included in the table below (check all that apply)?

Agricultural (farm or dairy)		Metal plating industry	
Beverage bottling plant		Mortuary	
Car wash		Petroleum processing or storage plant	
Chemical plant		Pier or dock	
Commercial laundry or dry-cleaners		Radioactive material processing plant or nuclear reactor	
Having both reclaimed water and potable water provided		Survey access denied or restricted	
Film processing facility		Wastewater lift station or pumping station	
Food processing plant		Wastewater treatment plant	
Hospital, medical center, nursing home, veterinary, medical, or dental clinic, or blood plasma center		Having an unapproved auxiliary water supply interconnected with the potable water supply	
Having separate irrigation system using EGWD's water and adding chemicals*		Other (describe) [EGWD to add other types of premises considered to be high-hazard]	
Laboratory		Other (describe) [See above]	

*e.g., parks, playgrounds, golf courses, cemeteries, estates, etc.

Other potential cross-connection concerns:

Irrigation system

Fire sprinkler system, using not using chemicals or anti-freeze

Swimming pool

Other (describe): _____

Note to Customer: This form is used for preliminary assessment only. The water EGWD may require a more thorough assessment at a later date.

This form was completed by (print name): _____ **Date:** _____

Please return completed form by {insert date} and send to: {insert name/address}.

Cross-Connection Control Hazard Survey Report *Non-Residential Customers*

Survey date: _____

Customer Information

Premises name: _____ Telephone: _____

Address: _____ ZIP: _____

Contact person: _____ Title: _____

Description of premises: _____

Description of water use: _____

Water Service and Backflow Prevention Device (BPA) Size/Type

Service Type	Service Size	Meter Size	BPA Size	BPA Type
Domestic				
Fire				
Irrigation				
Other				

Cross-Connection Control Specialist (CCCS) Information

Name: _____ Telephone: _____

Company name: _____

Address: _____ ZIP: _____

CCCS Certification #: _____ Year certified: _____

Cross-Connection Control Survey Report (Continued)
Page 3 of 3

Surveyor's Recommendations

I certify that this cross-connection hazard survey accurately reflects the overall risk posed by the customer's plumbing system to the EGWD's distribution system. Based on the above survey, I certify that:

1. I found the following type(s) of premises isolation backflow preventer(s):
Air Gap ____ RPBA/RPDA ____ DCVA/DCDA ____ None ____.
2. The existing backflow preventer(s) is/are properly installed.
Yes ____ No ____ N/A ____.
3. The existing backflow preventer(s) is/are commensurate with the degree of hazard.
Yes ____ No ____ N/A ____.
4. Since no backflow preventer was installed for premises isolation, the premises owner should install a premises isolation backflow preventer of the following type:
Air Gap ____ RPBA/RPDA ____ DCVA/DCDA ____ N/A ____.
5. The premises owner should replace the existing premises isolation backflow preventer(s) with the following:
Air Gap ____ RPBA/RPDA ____ DCVA/DCDA ____ N/A ____.

The completed survey report shall be first signed by the CCCS conducting the survey, and then counter-signed by the owner of the premises or the owner's authorized agent.

CCCS Signature: _____ **Date:** _____

As the Owner of the Premises (or Owner's authorized agent), I certify that I have received a copy of this completed Cross-Connection Control Hazard Survey Report.

Signature: _____ **Date:** _____

Note: Customers and regulatory agencies should be aware that the EGWD's requirement for this cross-connection hazard survey and/or for the installation of a specific backflow prevention device on a service pipe *do not* constitute an approval of the customer's plumbing system, compliance of the customer's plumbing system with the Uniform Plumbing Code or an assurance of the absence of cross connections in the customer's plumbing system.

Water Use Questionnaire *Residential Customers*

Customer Account Number (optional)

Customer Name

Address Line 1

Address Line 2

Please indicate whether the special plumbing or activities listed below apply to your premises:

Yes	No	Plumbing or Activity Present on Customer's Premises*
		Underground sprinkler system
		Water treatment system (e.g., water softener)
		Solar heating system
		Residential fire sprinkler system
		Other water supply (whether or not connected to plumbing system)
		Sewage pumping facilities or grey water system
		Boat moorage with water supply
		Hobby farm
		Animal watering troughs
		Swimming pool or spa
		Greenhouse
		Decorative pond
		Photo lab or dark room
		Home-based business. If Yes, list type/describe (e.g., beauty salon, machine shop, etc.): _____ _____ _____

* Based on their knowledge of residential connections served, public water systems may "customize" this list by adding or deleting plumbing categories or activities

Completed by (print name): _____

Date: _____

Resident's Signature: _____

October 17, 2018

TO: Chairperson and Directors of the Florin Resource Conservation District
FROM: Patrick Lee, Finance Manager/Treasurer
SUBJECT: **ELK GROVE WATER DISTRICT FISCAL YEAR 2018-19 QUARTERLY
OPERATING BUDGET STATUS REPORT**

RECOMMENDATION

This item is presented for information only. No action by the Florin Resource Conservation District Board of Directors is proposed at this time.

SUMMARY

Staff is presenting the quarterly budget status report through the first quarter of fiscal year 2018-19. This report is to keep the Board and the public informed on the financial status of the Elk Grove Water District.

DISCUSSION

Background

On June 20, 2018, the Board approved the Fiscal Year (FY) 2018-19 Elk Grove Water District (EGWD) Budget. The adopted FY 2018-19 EGWD Budget has total revenues of approximately \$14.821 million and total expenditures of approximately \$14.812 million, including deposits into the Repair and Replacement and Long-Term Capital Improvement Reserves of approximately \$1.45 million. The projected revenues in excess of expenditures of approximately \$8,436 will be placed into operating reserves for future budget years.

Present Situation

The following is a summary of the EGWD's financial status as of September 30, 2018:

ELK GROVE WATER DISTRICT FISCAL YEAR 2018-19 QUARTERLY OPERATING BUDGET STATUS REPORT

Page 2

Elk Grove Water District						
Year to Date Revenues and Expenses Compared to Budget						
As of September 30, 2018						
					3/12=25.00%	
	General Ledger Reference		YTD Activity	Annual Budget	Variance	% Realized
Revenues	4100 - 4900		\$ 4,156,976	\$ 14,821,253	\$ (10,664,277)	28.05%
Salaries & Benefits	5100 - 5280		868,643	4,167,812	(3,299,169)	20.84%
less Capitalized Labor			(53,404)	(453,517)	400,113	11.78%
Less CalPERS Prepayment for Remainder of Year: (3)			(113,054)			
Adjusted Salaries and Benefits:			\$ 702,185	\$ 3,714,295	\$ (2,899,056)	18.90%
Seminars, Conventions and Travel	5300 - 5350		8,656	49,280	(40,624)	17.56%
Office & Operational	5410 - 5494		211,588	1,137,527	(925,939)	18.60%
Purchased Water est. (4)	5495 - 5495		950,201	3,178,328	(2,228,127)	29.90%
Outside Services	5505 - 5580		176,699	975,178	(798,479)	18.12%
Equipment Rent, Taxes, Utilities	5620 - 5760		88,597	438,900	(350,303)	20.19%
Total Operational Expenses			\$ 2,137,926	\$ 9,493,508	\$ (7,242,528)	22.52%
Net Operating Income			\$ 2,019,051	\$ 5,327,745	\$ (3,421,749)	37.90%
Non-Operating Revenues						
Interest Received	9910 - 9910		25,689	100,000	(74,311)	25.69%
Unrealized Gains/Losses	9911 - 9911		(5,430)	-	(5,430)	-
Other Income/Expense	9920 - 9973		5,100	-	5,100	#DIV/0!
Total Non-Operating Revenues			\$ 25,359	\$ 100,000	\$ (74,641)	25.36%
Non-Operating Expenses						
Election Costs	9950 - 9950		-	150,000	(150,000)	0.00%
All other Non-Operating Expenses						
Capital Expenses (2):						
Capital Improvements	1705 - 1760		104,651	390,000	(285,349)	26.83%
Capital Replacements	1705 - 1760		2,772	824,000	(821,228)	0.34%
Unforeseen Capital Projects	1705 - 1760		-	100,000	(100,000)	0.00%
Capital Expenses:			\$ 107,423	\$ 1,314,000	\$ (1,206,577)	8.18%
Bond Interest Accrued	7300 - 7300		438,477	1,753,909	(1,315,432)	25.00%
Total Non Operating Expenses			\$ 545,900	\$ 3,217,909	\$ (2,672,009)	16.96%
Revenues in Excess of All Expenditures, including Capital			\$ 1,498,509	\$ 2,209,836	\$ (824,381)	67.81%
Bond Retirement (1):			\$ 2,070,000	\$ 2,070,000	\$ -	100.00%
Net Position after Capital and Debt Retirement Expenditures			\$ (571,491)	\$ 139,836	\$ (824,381)	
Notes:						
1. Bond retirement payments are made two times a year in September and March						
2. YTD Activity includes \$53,404 in capitalized labor charged to capital projects.						
3. The District prepays CalPERS for the employers' share of retirement costs for the entire year. By doing this, the District saves approximately 3.6% in its total CalPERS payments for the year. The adjusted salaries and benefits above shows what salaries and benefits would be if only the amount due to CalPERS YTD was paid YTD, with no prepayment.						
4. There is a lag in water billings from the Sacramento Water District. Included above is an estimate of costs to date based on water used.						

**ELK GROVE WATER DISTRICT FISCAL YEAR 2018-19 QUARTERLY OPERATING
BUDGET STATUS REPORT**

Page 3

The revenues collected through the first quarter of the fiscal year total \$4,156,976 which is 28.05% of the \$14,821,253 annual budget. The revenues are \$144,350 or 3.60% above the same quarter of the prior year.

Total Operational Expenses were \$2,137,926 through the first quarter and 22.52% of the annual budget. The actual expenses were \$252,451 or 10.56% below the same quarter of the prior fiscal year as follows:

Personnel expenditures through the first quarter total \$702,185 which is 18.90% of the \$3,714,295 annual budget. The actual expenses were \$178,827 or 20.30% below the same period of the prior fiscal year. The decrease is due mainly to the reversal of \$202,529 in accrued vacation from prior year to avoid double recognition in the prior year and in the current year.

Seminars, Conventions and Travel expenditures total \$8,656, which is 17.56% of the annual budget of \$49,280. The actual expenses were \$4,642 or 115.64% above the same period of the prior fiscal year due mainly to additional Board members attending the 2018 Spring ACWA Conference in Sacramento.

Office and Operational expenditures total \$211,588, which is 18.60% of the annual budget of \$1,137,527. Some of the major costs include association dues to RWA in the amount of \$27,344, insurance premiums of \$49,896 and software update expenditures of \$26,935. The actual expenses were \$2,835 or 1.327% below the same period of the prior fiscal year.

Estimated Purchased Water costs total \$950,201, which is 29.90% of the annual budget of \$3,178,328. The actual expenses were \$580 or 0.06% above the same period of the prior fiscal year. The increase is due to increased consumption of water purchased from Sacramento County Water Agency (SCWA) as water restriction requirements have been lifted.

Outside Services expenditures total \$176,699 through the first quarter of the fiscal year. This represents 18.12% of the annual budget of \$975,178. The actual expenses were \$69,829 or 28.32% below the same period of the prior fiscal year. The decrease is due mainly to less contracted services costs through the end of the first quarter FY 18-19.

Equipment Rent, Taxes and Utilities expenditures total \$88,597 through the first quarter and is at 20.19% of the annual budget of \$438,900. The actual expenses were \$6,182 or 6.52% below the same period of the prior fiscal year. The major expenditures in this category are Electricity costs of \$70,020.

AGENDA ITEM No. 7

**ELK GROVE WATER DISTRICT FISCAL YEAR 2018-19 QUARTERLY OPERATING
BUDGET STATUS REPORT**

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ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

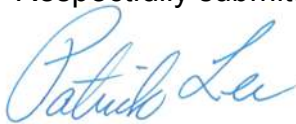
STRATEGIC PLAN CONFORMITY

This item conforms to the FRCD/EGWD's 2012-2017 Strategic Plan. Adoption and management of the annual EGWD budget is specifically identified as a goal in the financial stability challenge section of the Strategic Plan.

FINANCIAL SUMMARY

This report is provided to the Board for information only. There is no financial impact associated with this item at this time. Staff has provided a copy of the September 30, 2018 Quarterly Budget Review (Attached) for the first quarter. The Quarterly Budget Review includes the line item detail for the expenditure categories for the quarter-to-date for FY 2018-19, as well as the detail for last year's quarter-to-date.

Respectfully submitted,



PATRICK LEE
FINANCE MANAGER/TREASURER

Attachment

Attachment

**ELK GROVE WATER DISTRICT
QUARTERLY BUDGET REVIEW
THROUGH SEPTEMBER 30, 2018
FISCAL YEAR 2018-19**

Account Description	FY 2018-19 Budget	Y-T-D 9/30/2018	25.00% Percentage	Y-T-D 9/30/2017	Change from prior year
4100 Water Payment Revenues - Residential	\$ 12,681,621	3,478,456	27.43%	\$ 3,333,402	\$ 145,054
4110 Water Payment Revenues - Commercial	1,715,768	536,253	31.25%	493,123	43,131
4120 Water Payment Revenues - Fire Service	187,864	47,432	25.25%	31,412	16,020
4200 Meter Fees/Plan Check/Water Capacity	30,000	16,790	55.97%	83,208	(66,417)
4201 Backflow Installation	25,000	2,975	11.90%	5,783	(2,808)
4300 Fire Protection	-	-	0.00%	156	(156)
4520 Door Hanger Fees	115,000	44,875	39.02%	43,225	1,650
4540 New account Fees	25,000	6,630	26.52%	6,510	120
4550 NSF Fees	3,000	630	21.00%	875	(245)
4570 Shut-off Fees	50,000	20,000	40.00%	16,200	3,800
4575 24 Hour Turn On	-	100	0.00%	200	(100)
4580 Restoration Fees	-	-	0.00%	-	-
4585 Administration Citations	-	-	0.00%	-	-
4590 Credit Card Fees	8,000	2,870	35.88%	2,585	285
4591 Sac County Release of Lien Fee	-	72	0.00%	19	53
4900 Customer Refunds	(20,000)	(107)	0.54%	(4,070)	3,963
TOTAL GROSS REVENUES	\$ 14,821,253	\$ 4,156,976	28.05%	\$ 4,012,626	\$ 144,350

**ELK GROVE WATER DISTRICT
QUARTERLY BUDGET REVIEW
THROUGH SEPTEMBER 30, 2018
FISCAL YEAR 2018-19**

Account	Description	FY 2018-19 Budget	Y-T-D 9/30/2018	25.00% Percentage	Y-T-D 9/30/2017	Change from prior year
	Salaries & Benefits					
5100	Executive Salary	201,602	21,878	10.85%	27,675	(5,797)
5110	Exempt Salaries	533,379	149,397	28.01%	100,791	48,605
5120	Non-Exempt Salaries	1,437,510	321,183	22.34%	327,016	(5,833)
5130	Overtime Compensation	56,000	13,218	23.60%	23,055	(9,837)
5140	On Call Pay	18,250	4,200	23.01%	4,200	-
5150	Holiday Pay	117,871	20,610	17.48%	19,403	1,207
5160	Vacation Pay	147,716	(149,289)	-101.06%	42,044	(191,333)
5170	Personal Time Pay	104,797	24,603	23.48%	30,593	(5,990)
5180	Internship Program	15,000	-	0.00%	-	-
5200	Medical Benefits	726,388	215,709	29.70%	213,525	2,184
5195	EAP	834	273	32.69%	282	(9)
5201	EGWD Contribution H.S.A	15,000	-	0.00%	-	-
5210	Dental/Vision/Life Insurance	62,858	19,305	30.71%	19,802	(497)
5220	Retirement Benefits	375,521	198,038	52.74%	170,758	27,280
5225	Retirement Benefits - Post Employment	160,110	14,197	8.87%	8,130	6,068
5230	Medical Tax, Social Security and SUI	60,551	8,930	14.75%	8,294	635
5240	Worker's Compensation Insurance	100,595	-	0.00%	-	-
5250	Education Assistance	2,500	-	0.00%	2,521	(2,521)
5260	Employee Training	27,550	5,522	20.04%	2,179	3,343
5270	Employee Recognition	2,750	871	31.65%	587	283
5280	Meetings	1,030	-	0.00%	-	-
	Less Capitalized Expenditures	(453,517)	(53,404)	11.78%	(21,102)	(32,302)
	Less Remaining CalPERS prepayment	N/A	(113,054)	N/A	(98,742)	N/A
	Category Subtotal	3,714,295	702,185	18.90%	881,012	(178,827)
Account	Description					
	Seminars, Conventions and Travel					
5300	Airfare	6,100	-	0.00%	-	-
5310	Hotels	14,200	-	0.00%	-	-
5320	Meals	5,430	259	4.77%	513	(254)
5330	Auto Rental	1,900	-	0.00%	-	-
5340	Seminars & Conferences	10,800	6,780	62.78%	1,975	4,805
5345	Seminars & Conferences - Board	2,800	-	0.00%	-	-
5350	Mileage Reimbursement, Parking, Tolls	2,050	117	5.69%	27	90
5375	Auto Allowance	6,000	1,500	25.00%	1,500	-
	Category Subtotal	49,280	8,656	17.56%	4,014	4,642

**ELK GROVE WATER DISTRICT
 QUARTERLY BUDGET REVIEW
 THROUGH SEPTEMBER 30, 2018
 FISCAL YEAR 2018-19**

Account Description	FY 2018-19 Budget	Y-T-D 9/30/2018	25.00% Percentage	Y-T-D 9/30/2017	Change from prior year
Office & Operational					
5410 Advertising	6,000	825	13.75%	1,567	(742)
5415 Association Dues	124,544	43,242	34.72%	40,814	2,428
5420 Insurance	86,533	-	0.00%	-	-
5425 Licenses, Certifications, Fees	3,185	712	22.34%	6,643	(5,932)
5430 Repairs & Maintenance - Automotive	47,500	9,424	19.84%	6,275	3,149
5432 Repairs & Maintenance - Building	34,000	3,878	11.41%	2,696	1,182
5434 Repairs & Maintenance - Computers	30,000	4,930	16.43%	(242)	5,172
5435 Repairs & Maintenance - Equipment	114,000	10,491	9.20%	27,168	(16,678)
5438 Fuel	51,000	11,005	21.58%	6,875	4,130
5440 Materials	125,000	28,661	22.93%	21,564	7,096
5445 Chemicals	60,000	14,890	24.82%	16,572	(1,682)
5450 Meter Repairs	30,000	3,756	12.52%	-	3,756
5453 Permits	55,050	3,217	5.84%	37,651	(34,434)
5455 Postage	76,700	585	0.76%	5,137	(4,551)
5460 Printing	17,100	99	0.58%	-	99
5465 Safety Equipment	31,450	925	2.94%	2,906	(1,982)
5470 Software Programs & Updates	133,261	57,629	43.25%	20,235	37,394
5475 Supplies	33,000	4,600	13.94%	6,682	(2,082)
5480 Telephone	41,004	10,984	26.79%	7,849	3,134
5485 Tools	10,000	853	8.53%	1,934	(1,080)
5490 Clothing Allowance	9,200	228	2.48%	2,096	(1,869)
5491 EGWD-Other Clothing	9,000	593	6.59%	-	593
5493 Water Conservation Materials	10,000	63	0.63%	-	63
Category Subtotal	1,137,527	211,588	18.60%	214,424	(2,835)
Account Description					
5495 Purchased Water	3,178,328	950,201	29.90%	949,621	580

**ELK GROVE WATER DISTRICT
 QUARTERLY BUDGET REVIEW
 THROUGH SEPTEMBER 30, 2018
 FISCAL YEAR 2018-19**

Account Description	FY 2018-19 Budget	Y-T-D 9/30/2018	25.00% Percentage	Y-T-D 9/30/2017	Change from prior year
Outside Services					
5505 Administration Services	3,590	847	23.58%	220	627
5510 Bank Charges	138,808	39,421	28.40%	33,743	5,678
5515 Billing Services	28,800	11,580	40.21%	5,290	6,290
5520 Contracted Services	361,780	64,076	17.71%	136,853	(72,778)
5523 Water Conservation Services	-	-	0.00%	-	-
5525 Accounting Services	35,000	14,960	42.74%	11,880	3,080
5530 Engineering	100,000	12,484	12.48%	-	12,484
5535 Legal Services	175,000	10,008	5.72%	28,548	(18,541)
5540 Financial Consultants	25,000	7,606	30.42%	12,204	(4,598)
5545 Community Relations	16,200	100	0.62%	100	-
5550 Pre-employment	1,000	-	0.00%	-	-
5552 Misc. Medical	1,500	-	0.00%	115	(115)
5555 Janitorial	9,950	1,940	19.50%	1,500	440
5560 Bond Administration	7,050	1,500	21.28%	1,500	-
5570 Security	22,000	6,141	27.91%	4,654	1,487
5575 Sampling	49,500	6,038	12.20%	9,920	(3,883)
Category Subtotal	975,178	176,699	18.12%	246,528	(69,829)
Account Description	FY 2018-19 Budget	Y-T-D 9/30/2018	25.00% Percentage	Y-T-D 9/30/2017	Change from prior year
Equipment Rent, Taxes and Utilities					
5610 Occupancy	-	-	0.00%	-	-
5620 Equipment Rental	19,800	4,969	25.09%	7,838	(2,869)
5710 Property Taxes	1,500	122	8.16%	55	67
5720 Water	-	-	0.00%	-	-
5740 Electricity	384,000	77,020	20.06%	80,653	(3,632)
5750 Natural Gas	600	17	2.79%	17	-
5760 Sewer and Garbage	33,000	6,469	19.60%	6,216	253
Category Subtotal	438,900	88,597	20.19%	94,779	(6,182)
Total Operational Expenses	9,493,508	2,137,926	22.52%	2,390,377	(252,451)

October 17, 2018

TO: Chairperson and Directors of the Florin Resource Conservation District
FROM: Patrick Lee, Finance Manager/Treasurer
SUBJECT: **ELK GROVE WATER DISTRICT FISCAL YEAR 2018-19 QUARTERLY CAPITAL RESERVE STATUS REPORT**

RECOMMENDATION

This item is presented for information only. No action by the Florin Resource Conservation District Board of Directors is proposed at this time

SUMMARY

The total amount available for reserves at July 1, 2018 was \$14,139,332. Based on Board policy adopted August 22, 2012, the reserves are allocated first to the Operating Reserve (120 days of budgeted operating and maintenance expenses), then to the Fiscal Year 2018-19 capital budget, followed by elections/special studies, with the balance allocated to future capital improvements and future capital replacements in the ratio of 75:25, respectively.

Through the first quarter of Fiscal Year 2018-19, the District expended \$107,423 for capital projects leaving a remaining total reserve balance at September 30, 2018 of \$14,031,909. Total amount expended of \$107,423 includes \$80,632 of expenditures related to projects carrying over from prior year but not budgeted for in the FY 18-19 CIP program.

DISCUSSION

Background

On June 20, 2018, the Board approved the Fiscal Year (FY) 2018-19 Elk Grove Water District (EGWD) Operating Budget and the EGWD Capital Improvement Program (CIP) that included an appropriation of \$14.812 million in operating and \$1.314 million in unrestricted funds to the FY 2018-19 CIP reserve funds.

Present Situation

EGWD has appropriated Reserve Funds for FY 2018-19 as follows:

ELK GROVE WATER DISTRICT FISCAL YEAR 2018-19 QUARTERLY CAPITAL RESERVE STATUS REPORT

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• Operations Reserves (120 days)	\$ 4,869,967
• FY 2018/19 Capital Improvement Fund	\$ 440,000
• FY 2018/19 Capital Replacement Fund	\$ 874,000
• Elections and Special Studies	\$ 150,000
• Future Capital Improvements	\$ 5,854,024
• Future Capital Replacements	<u>\$ 1,951,341</u>
	\$ 14,139,332

EGWD has expended \$107,423 for capital expenditures through September 30, 2018 as follows:

• Capital Improvement Fund	
○ Service Line Replacements	\$ 73,559
○ Radio Antenna	\$ 4,206
○ I.T. Servers	\$ 26,791
○ Fiber Optic Cable	<u>\$ 95</u>
TOTAL	\$ 104,651
• Capital Replacement Fund	
○ Kent Street Water Main	\$ 224
○ Camden Water Main Relocation	<u>\$ 2,548</u>
TOTAL	\$ 2,772

The EGWD remaining reserve fund balances as of September 30, 2018 are as follows:

• Operations Reserves (120 days)	\$ 4,869,967
• FY 2018/19 Capital Improvement Fund	\$ 335,349
• FY 2018/19 Capital Replacement Fund	\$ 871,228
• Elections and Special Studies	\$ 150,000
• Future Capital Improvements	\$ 5,854,024
• Future Capital Replacements	<u>\$ 1,951,341</u>
	\$ 14,031,909

ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations associated with this report.

October 17, 2018

ELK GROVE WATER DISTRICT FISCAL YEAR 2018-19 QUARTERLY CAPITAL RESERVE STATUS REPORT

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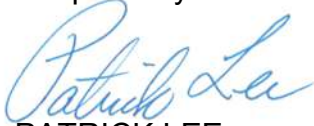
STRATEGIC PLAN CONFORMITY

This item conforms to the FRCD/EGWD's 2012-2017 Strategic Plan. Adoption and management of the annual EGWD budget is specifically identified as a goal in the financial stability challenge section of the Strategic Plan.

FINANCIAL SUMMARY

This report is provided to the Board for information only. There is no financial impact associated with this item at this time. Staff has provided a copy of the September 30, 2018 Quarterly Capital Reserve Review (Attached) for the first quarter.

Respectfully submitted,



PATRICK LEE
FINANCE MANAGER/TREASURER

Attachment

Attachment

**ELK GROVE WATER RESERVES
Fiscal Year 2018-19
As of September 30, 2018**

Total Available \$ 14,139,332 at 7/1/2018

Operating Reserves	Capital Improvements	Capital Replacements	Elections/ Special Studies	Future Capital Improvements	Future Capital Replacements
Needed	Funded	Funded	Funded	Funded	Funded
\$ 4,869,967	\$ 440,000	\$ 874,000	\$ 150,000	\$ 5,854,024	\$ 1,951,341
Available	Expended	Expended	Expended	Expended	Expended
-	\$ 104,651	\$ 2,772	\$ -	\$ -	\$ -
Remaining	Remaining	Remaining	Remaining	Remaining	Remaining
\$ 4,869,967	\$ 335,349	\$ 871,228	\$ 150,000	\$ 5,854,024	\$ 1,951,341

Capital Improvement Funds

Supply/Dist. Improvements	Treatment Plant Improvements	Building/Site/Veh. Improvements	Unforeseen Capital Projects
Funded	Funded	Funded	Funded
\$ -	\$ 240,000	\$ 150,000	\$ 50,000
Expended	Expended	Expended	Expended
\$ 73,559	\$ 4,206	\$ 26,886	\$ -
Remaining	Remaining	Remaining	Remaining
\$ (73,559)	\$ 235,794	\$ 123,114	\$ 50,000

Capital Replacement Funds

Supply/Dist. Improvements	Treatment Plant Improvements	Building/Site/Veh. Improvements	Unforeseen Capital Projects
Funded	Funded	Funded	Funded
\$ 734,000	\$ -	\$ 90,000	\$ 50,000
Expended	Expended	Expended	Expended
\$ 2,772	\$ -	\$ -	\$ -
Remaining	Remaining	Remaining	Remaining
\$ 731,228	\$ -	\$ 90,000	\$ 50,000

October 17, 2018

TO: Chairperson and Directors of the Florin Resource Conservation District
FROM: Patrick Lee, Finance Manager/Treasurer
SUBJECT: **ONLINE BILL PAYMENT PROCESSING**

RECOMMENDATION

This item is being presented to the Florin Resource Conservation District Board of Directors to consider and, if desired, direct staff to proceed with a request for proposal to solicit responses from interested service providers.

SUMMARY

At the April 19, 2018 Finance Committee meeting, the Board directed staff to complete an analysis of the costs and benefits of obtaining additional automated clearing house (ACH) processing services for online bill payments. Staff has completed the analysis and is reporting the results back to the Board.

DISCUSSION

Background

The Florin Resource Conservation District (District) currently contracts with Farmers & Merchants (F&M) Bank for banking services and provides ratepayers of the Elk Grove Water District (EGWD) with the following options for bill payment:

- walk-in;
- lockbox;
- electronic; and
- over the phone

The District also accepts the following payment methods:

- cash;
- check;
- draft;
- credit card;
- online bill payment; and
- money order

ONLINE BILL PAYMENT PROCESSING

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The District is currently utilizing iPAY Solutions (iPAY) as its ACH payment processing service provider. In order for online bill payments to be processed by ACH, as opposed to a check, the initiating bank must be contracted with iPAY. Although not as many banks are contracted with iPAY as other ACH service providers, the District uses iPAY because there is no cost to the District for this service.

All online bill payments initiated by customer's banks contracted with iPAY are deposited into F&M very quickly, which is usually the following day. The District is then provided with a data file, from iPAY, for uploading into Truepoint for payment recording.

All online bill payments initiated by banks not contracted with iPAY are processed using a paper check which is mailed, by the bank, to the F&M lockbox for processing by F&M bank personnel. Once all daily lockbox deposits are processed, the checks are deposited into the District's operating account and a data file is provided to the District for uploading into Truepoint for payment recording. This process takes approximately 2-4 days and requires the customer's bank to provide the customer an expected transaction date before their payment is submitted.

Present Situation

The District receives approximately 1,000 payments by ACH through iPAY and 7,600 payments through the F&M lockbox on a monthly basis. Of the 7,600 monthly payments received and processed using the F&M lockbox, approximately 50% represent checks mailed in by customers and the other 50% represent bill payment checks from banks not contracted with iPAY.

The Finance Committee directed staff to evaluate the merits of obtaining additional ACH processing services to enhance the number of payments processed electronically. In compliance with this direction is the analysis and comparison (Attached) of the cost associated with five sample options. Staff has reviewed and compared the costs associated with each option and the results are summarized below:

1. iPAY Solutions

iPAY Solutions is a free, secure service that allows companies to receive payments electronically from their customers who use iPAY Solutions online bill pay service to pay their invoices. With direct deposit through ACH processing, payments made are automatically credited to the company's bank account, accelerating payments by eliminating delays in receiving checks and avoiding trips to the bank to make deposits.

ONLINE BILL PAYMENT PROCESSING

Page 3

Option 1 – No changes, remain with iPAY for ACH processing services and F&M for lockbox

Estimated Annual Cost to District: \$25,032

2. Fiserv

Fiserv serves over 12,000 clients with 24,000 associates worldwide. They offer services such as payment services, processing services and risk and compliance services. Fiserv is contracted with various banks and is able to convert online bill payments from check processing to ACH processing.

Option 2 –Fiserv provides a default lockbox file layout for payment recording for ACH payments and F&M will continue to process check payments through lockbox.

Estimated Annual Cost to District: \$21,144

Option 3 – Fiserv provides a customize lockbox file layout tailored to the District's utility billing software for payment recording for ACH payments and F&M will continue to process check payments through lockbox.

Estimated Annual Cost to District: \$23,544

3. Check Processors Inc. (CPI)

CPI processes over 250,000 payments per month and provides remittance processing services for various municipalities, including the State of California. CPI is contracted with various ACH providers (such as Fiserv) to process payments originating from various sources, converting them from check settlement to ACH settlement.

Option 4 – CPI provides only ACH processing services and F&M will continue to process check payments through lockbox.

Estimated Annual Cost to District: \$20,592

Option 5 – CPI provides both ACH and lockbox services.

Estimated Annual Cost to District: \$13,752

ONLINE BILL PAYMENT PROCESSING

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It should be noted that except for option 5, all other options analyzed will result in the District continuing to incur lockbox fees because a large number of customers are expected to continue to make payments using a manual check.

In addition to the cost analysis performed, staff also contacted F&M to inquire as to the possibility of lowering the current lockbox fees assessed by F&M, or if F&M would be willing to absorb the cost of lockbox and ACH processing services incurred by the District if the District were to obtain the services through a third party. The responses from F&M were:

1. F&M would not be able to decrease the lockbox fee or cover the cost of lockbox and ACH processing services for the District since it has already agreed to establish a money market account for the District which earns a guaranteed rate of return of 1.40% annually.
2. F&M is currently working on a contract with Profitstars, a third-party vendor who provides ACH processing services similar to that of Fiserv. Profitstars will aggregate online bill payments from iPAY, Fiserv and other service providers and remit them electronically to F&M as a single ACH deposit. The District will continue to incur a \$0.25 per transaction fee for image capturing but will save \$0.09 per each check deposit that is captured by Profitstars. The contract is expected to be finalized fall of 2018 and fully implemented by the beginning of 2019. Additional information will be shared with the District as the implementation develops.

Obtaining additional ACH processing services through another service provider would shorten the receipt of funds from approximately 2-4 days down to 1-2 days. Although there is no significant financial benefit associated with this decreased time, there are potential cost savings as it relates to the cost per transaction that F&M is currently charging for lockbox services, compared to the cost per transaction for ACH services through the other options.

In addition to the potential cost savings, the expedited processing of funds through ACH will provide customers with the ability to balance their accounts timelier and better monitor their cash flow and will also mitigate issues relating to past due balances when payments are made either on payment due dates or during grace periods.

ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations associated with this report.

October 17, 2018

ONLINE BILL PAYMENT PROCESSING

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STRATEGIC PLAN CONFORMITY

Review of the cost of services provided to our customers to ensure the financial benefit exceeds the financial cost complies with the Financial Stability goals of the 2012-2017 Strategic Plan.

FINANCIAL SUMMARY

Although there will be costs and potential cost savings associated with obtaining additional ACH processing services, actual costs and cost savings are unknown at this time.

Respectfully Submitted,



PATRICK LEE
FINANCE MANAGER/TREASURER

Attachment

ACH and Check Processing	Option 1		Option 2		Option 3		Option 4		Option 5	
	IPAY	F&M	Fiserv 1	F&M	Fiserv 2	F&M	CPI	F&M	CPI	CPI
Average count of lockbox item per month	-	7,600	-	3,800	-	3,800	-	3,800	-	3,800
ACH Transactions	1,000	-	4,800	-	4,800	-	4,800	-	4,800	-
Cost per transaction	\$ -	\$ 0.25	\$ 0.12	\$ 0.25	\$ 0.12	\$ 0.25	\$ 0.10	\$ 0.25	\$ 0.10	\$ 0.10
Monthly Fee	\$ -	\$ 150.00	\$ 50.00	\$ 150.00	\$ 250.00	\$ 150.00	\$ 100.00	\$ 150.00	\$ 100.00	\$ 150.00
Monthly USPS PO Box Fee (11" x 11")	\$ -	\$ 36.00	\$ -	\$ 36.00	\$ -	\$ 36.00	\$ -	\$ 36.00	\$ -	\$ 36.00
Estimated recurring fees per month	\$ -	\$ 2,086.00	\$ 626.00	\$ 1,136.00	\$ 826.00	\$ 1,136.00	\$ 580.00	\$ 1,136.00	\$ 580.00	\$ 566.00
Estimated annual cost for services	\$ -	\$ 25,032.00	\$ 7,512.00	\$ 13,632.00	\$ 9,912.00	\$ 13,632.00	\$ 6,960.00	\$ 13,632.00	\$ 6,960.00	\$ 6,792.00
Estimated Annual Cost to District	\$ 25,032.00	\$ 21,144.00	\$ 23,544.00	\$ 20,592.00	\$ 13,752.00	\$ 13,752.00	\$ 13,752.00	\$ 13,752.00	\$ 13,752.00	\$ 13,752.00
One Time Set Up Fee ²	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ 250.00

Notes:

- 1) One time set up fees are only applicable for establishing service with Fiserv
- 2) Approximately half of the payments processed through the F&M lockbox represent check payments mailed in by customers, as such, cost to establishing ACH settlement processing service with options 2 through 4 will be in addition to cost already incurred by F&M lockbox.
- 3) CPI can process all lockbox and ACH payments at a cost of \$.10 per item.

October 17, 2018

TO: Chairperson and Directors of the Florin Resource Conservation District
FROM: Stefani Phillips, Human Resources Administrator
SUBJECT: **RECORDS RETENTION POLICY AND SCHEDULE**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution 10.17.18.01, repealing and replacing Resolution No. 04.28.10.01, the Records Retention Policy and Schedule.

Summary

The California Government Code 60200 *et seq.* set forth the authority and process for establishing a records retention policy and schedule to follow for the disposal of records that have served their purpose and are no longer required. Legal Counsel has established a policy and schedule specific to the District for staff to implement and maintain.

By this action, if adopted, the Board will repeal and replace Resolution No. 04.28.10.01, the Records Retention Policy and Schedule.

DISCUSSION

Background

On January 23, 2008, the Florin Resource Conservation District (FRCD) Board of Directors adopted Resolution No. 01.23.08.01, the District's first Records Retention Policy and Schedule, which was established by Best, Best, & Krieger. The policy and schedule would assist the District by documenting, which records require office or temporary storage, which records have historic or research value, and which records should be disposed of because they no longer have any administrative, fiscal or legal value. The FRCD Board later amended Resolution No. 01.23.08.01 on April 28, 2010, by adopting Resolution No. 04.28.10.01.

Present Situation

The proposed Records Retention Policy and Schedule (Attached) was developed in 2017 by legal counsel and has been thoroughly reviewed and vetted by staff and two members

RECORDS RETENTION POLICY AND SCHEDULE

Page 2

of the Board. The proposed policy has also been updated to ensure compliance with regulatory and legal retention requirements as prescribed by the applicable governing codes.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

The Records Retention Policy and Schedule meets the Regulatory Compliance section of the 2012-2017 Strategic Plan.

FINANCIAL SUMMARY

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

Respectfully submitted,



STEFANI PHILLIPS
HUMAN RESOURCES ADMINISTRATOR

Attachment

RESOLUTION NO. 10.17.18.01

A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS REPEALING AND REPLACING RESOLUTION NO. 04.28.10.01, THE RECORDS RETENTION POLICY AND SCHEDULE

WHEREAS, the Florin Resource Conservation District (“District”) is required by California law to retain certain District records for enumerated periods of time; and

WHEREAS, California Government Code sections 60200 *et seq.* set forth the authority and process for establishing a records retention policy and schedule whereby records of the District that have served their purpose and are no longer required may be disposed of; and

WHEREAS, an appropriate records retention policy and schedule assists the District by documenting which records require office or temporary storage, which records have historic or research value, and which records should be disposed of because they no longer have any administrative, fiscal or legal value; and

WHEREAS, the District Board of Directors adopted the “Florin Resource Conservation District Records Retention and Destruction Policy” with the “Records Retention Schedule” (“Retention Policy and Schedule”) by Resolution No. 04.28.10.01; and

WHEREAS, the District wishes to repeal and replace Resolution No. 04.28.10.01 and adopt a new Retention Policy and Schedule to ensure compliance with California and federal law.

NOW THEREFORE, THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS DOES HEREBY RESOLVE:

SECTION 1. The Board of Directors hereby adopts the “Florin Resource Conservation District Records Retention Policy,” as incorporated herein, and attached hereto as Exhibit “A,” and the “Florin Resource Conservation District Records Retention Schedule,” as incorporated herein, and attached hereto as Exhibit “B.”

SECTION 2. The Board of Directors hereby grants the General Manager the authority to dispose of any obsolete District records in accordance with Exhibits “A” and “B.”

SECTION 3. The General Manager shall have ongoing authority, without further approval by the Board of Directors, to authorize the disposal of District records in accordance Exhibits “A” and “B.”

SECTION 4. The Secretary to the Board of Directors shall certify to the adoption of this Resolution.

SECTION 5. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2018.

Tom Nelson, Chairperson of the Board of Directors

Attest:

Stefani Phillips, Secretary of the Board of Directors

APPROVED AS TO FORM:

Richard E. Nosky, District Legal Counsel

EXHIBIT “A”

**“FLORIN RESOURCE CONSERVATION DISTRICT
RECORDS RETENTION POLICY”**

[Attached behind this cover page]

FLORIN RESOURCE CONSERVATION DISTRICT RECORDS RETENTION POLICY

I. PURPOSE

The purpose of this policy is to establish guidelines to staff regarding the retention and disposition of records of the Florin Resource Conservation District (the "District"); provide for the identification, maintenance, safeguarding and disposal of records in the normal course of District operations; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

II. AUTHORIZATION

District staff must receive written authorization from the General Manager, or her/his designee, and consent from the District Legal Counsel, before the disposal of any District record. (Gov. Code § 60200 *et seq.*)

III. GENERAL GUIDELINES

A. The following general guidelines apply to all District records.

1. The District Board of Directors hereby authorizes the disposal of any duplicate record, paper or document where the original or permanent photographic record is retained in accordance with this policy. (Gov. Code § 60200 *et seq.*)
2. Except where a record is expressly required to be preserved according to federal or California law, the District Board of Directors may approve the disposal of any original document without the District retaining a copy of the document as long as the retention and disposal of the document complies with the retention schedule as set forth in this policy. (Gov. Code § 60201.)
3. In addition to the retention period required under this policy, the District shall retain original administrative, legal, fiscal and/or historical records with continued value (i.e., records for long-term transactions and/or special projects) until all matters pertaining to such records are completely resolved or the time for appeals has expired. (Gov. Code § 34090.)
4. Pursuant to Government Code § 60201, the District shall not dispose of any of the following records:
 - (a) Records relating to the formation, change of organization, or reorganization of the District;
 - (b) Ordinances and resolutions, unless they have been repealed or have become invalid or otherwise unenforceable for five (5) years;

- (c) Written, Board-approved minutes of any meeting of the District;
- (d) Records relating to any pending claim, litigation, any settlement or other disposition of litigation within the past two (2) years, including litigation holds;
- (e) Records that are the subject of any pending request for records under the California Public Records Act, whether or not the record is exempt from disclosure, until the request has been granted or two (2) years after the request has been denied by the District;
- (f) Records relating to any pending construction that the District has not accepted or for which a stop notice claim may be legally presented;
- (g) Records relating to any nondischarged debt of the District;
- (h) Records relating to the title to real property in which the District has an interest;
- (i) Records relating to any nondischarged contract to which the District is a party;
- (j) Records that have not fulfilled the administrative, fiscal, or legal purpose for which they were created or received;
- (k) Unaccepted bids or proposals, which are less than two (2) years old, for the construction or installation of any building, structure or other public work;
- (l) Records less than seven (7) years old from the date of payment, that specify the amount of compensation paid to District employees, officers, or independent contractors providing professional services to the District; records relating to the expense reimbursement to District officers or employees; or records relating to the use of District paid credit cards or any other travel compensation mechanism.

B. The recording, storing, and reproducing of permanent and nonpermanent documents or records in electronic media, shall conform with the minimum standards set forth in the California Secretary of State's "Trustworthy Electronic Document or Record Preservation" regulations. (2 CCR §§ 22620.1 *et seq.*)

C. In addition to any required legal retention period, the District shall retain original records with a lasting historical, administrative, legal, fiscal, or research value.

IV. SPECIFIC GUIDELINES

The following information should be used in conjunction with the Florin Resource Conservation District Records Retention Schedule that is attached hereto and incorporated herein as Exhibit “B” (“Retention Schedule”).

A. Accounting records

1. Accounting records include, but are not limited to, the following:
 - (a) Source documents
 - Invoices
 - Warrants
 - Vouchers
 - Requisitions/purchase orders (attached to invoices)
 - Cash receipts
 - Claims (attached to warrants in place of invoices)
 - Bank statements
 - Bank deposits
 - eChecks
 - eBills
 - Various accounting authorizations taken from District minutes, resolutions or contracts
 - (b) Journals
 - Cash receipts
 - Accounts receivable or payable register
 - Check or warrant register
 - General journal
 - Payroll journal
 - (c) Ledgers
 - Expenditure
 - Revenue
 - Accounts payable or receivable ledger
 - Assets/depreciation
 - Warrants payable
 - Construction
 - General ledger
 - (d) Trial balance
 - (e) Adjusting entries

- (f) Statements (interim or certified - individual or all fund)
 - Balance sheet
 - Analysis of changes in available fund balance
 - Cash receipts and disbursements
 - Inventory of fixed assets (purchasing)

 - (g) Payroll and personnel records including, but not limited to, the following:
 - Accident reports, injury claims and settlements
 - Applications, changes or terminations of employees
 - Earnings records and summaries
 - Fidelity bonds garnishments
 - Insurance records of employees
 - Job descriptions
 - Medical histories retirements time cards

 - (h) Other
 - Inventory records (purchasing)
 - Capital asset records (purchasing)
 - Depreciation schedule
 - Cost accounting records
2. The District shall retain original accounting records for four (4) years for state funds or seven (7) years for federal funds, unless otherwise required by Exhibit "B." After that, the District may dispose of original accounting records, except journals, ledgers, and statements, if:
- (a) There is no continuing need for the record (i.e., long-term transactions, special projects, pending litigation, etc.).
 - (b) There exists in a permanent file an audit report(s) covering the inclusive period of the record.
 - (c) The audit report(s) meet(s) the requirements of California Government Code section 26909, and other federal and California laws; and
 - (d) The audit(s) contain(s) the expression of an unqualified opinion.
3. The District may dispose of the original journals, ledgers, and statements after five (5) years if it retains imaged copies (i.e., microfilm, microfiche, digital copies, etc.).

4. The District may dispose of rough drafts, notes, working papers (except those pertaining to audits), cards, listings, nonpermanent indices, and papers used for controlling work or transitory files at any time.
5. In addition to any required legal retention period, the District shall not authorize the disposal of any record subject to audit until the audit has been performed. (Gov. Code § 34090.)

B. Long-term debt records

1. The District may dispose of the original records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution, if it retains imaged copies (i.e., microfilm, microfiche, digital copies, etc.). (Gov. Code § 60203.)
2. The District may dispose of the original records of the terms and conditions of bonds, warrants and other long-term agreements after final payment, if it retains imaged copies (i.e., microfilm, microfiche, digital copies, etc.).
3. The District may dispose of paid bonds, warrant certificates and interest coupons after two (2) years, if detailed payment records are retained for ten (10) years.
4. The District may not dispose of documents relating to any nondischarged debt. (Gov. Code § 60201(d)(7).)

C. Original records

1. The District shall retain original board-approved records of the minutes of any meeting of the District indefinitely. Audio recordings of any meeting of the District shall be retained for 90 days. Audio recordings may be retained in any format at the District's sole discretion. (Gov. Code §§ 34090; 60201.)
2. The District shall retain original resolutions adopted by the District indefinitely. (Gov. Code § 60201.)

D. Statements and reports filed pursuant to the Political Reform Act.

1. Filing officers shall retain original campaign statements and reports for seven (7) years. (Gov. Code § 81009(c), (e).)
2. Filing officers shall retain copies of statements or reports for four (4) years. The officer does not have to keep more than one copy of a statement or report. (Gov. Code § 81009(f).)

E. Contracts

1. The District shall retain original contracts for five (5) years after the termination of the contracts. (Code of Civ. Proc. § 337.2.)
2. The District shall not dispose of contracts with any person or entity that develops real property or furnishes the design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement. (Gov. Code § 34090.)

F. Property records.

The District shall retain original property records, such as title documents, indefinitely, or until the property is transferred or otherwise no longer owned by the District. (Gov. Code § 34090(a).)

G. Payroll and personnel records.

1. Payroll and personnel records include, but are not limited to, the following:
 - (a) Accident reports, injury claims and settlements
 - (b) Medical histories
 - (c) Injury frequency charts
 - (d) Applications, changes and terminations of employees
 - (e) Insurance records of employees
 - (f) Time cards
 - (g) Job descriptions
 - (h) Performance or rating documents
 - (i) Earning records and summaries
2. The District shall retain personnel files for three (3) years after an individual's employment terminates. (29 C.F.R. § 1627.3.)
3. The District shall retain medical records of employees for thirty (30) years from the date of termination of employment. Medical records shall include health insurance claims, records of exposure to hazardous substances, first aid records for one-time treatment, observation of minor injuries, records relating to medical leave taken by employees, etc. However, for employees who are employed by the District for less than one (1) year, the District need not retain the employee's medical records if

the District provides the employee with such records upon termination of employment. (29 C.F.R. § 1910.1020; 8 CCR § 3204.)

4. The District may dispose of fidelity bonds and garnishments two (2) years from the employee's date of termination.
5. The District shall retain payroll records containing the name, address, date of birth, sex, job classification, hours worked, and regular and overtime wages for each employee for three (3) years after termination of employment. (29 C.F.R. § 516.2; Gov. Code § 34090.)
6. The District shall retain basic time and earning cards or sheets on which are entered daily starting and stopping time of individual employees until six (6) years after an audit. (29 C.F.R. § 516.2; Gov. Code § 34090.)
7. The District shall retain employment applications and employment referral records and files for two (2) years after such records or files are created. (Gov. Code § 12946.)
8. The District shall retain records regarding the race, sex, and national origin of each applicant and for the job for which such applicant applied for two (2) years from the date of the mailing of the record or the date of the personnel action involved, whichever occurs later. The District may either retain the original documents used to identify applicants, or keep statistical summaries of the collected information. (2 CCR § 11013.)
9. The District shall retain any records pertaining to any payments, loans, promises or agreements by the District to any labor organization or representative of a labor organization for five (5) years. (29 U.S.C. § 436.)

H. Construction and engineering records.

1. The District may not dispose of original construction records for capital improvements, including bids, correspondence, and change orders. The District shall retain as-built plans for any public facility or works, as long as the facility exists.
2. The District may dispose of unaccepted bids or proposals for public works projects after two (2) years. (Gov. Code § 34090.)

I. Exposure/safety records and material safety data sheets (MSDS).

1. The District shall retain employee exposure records and exposure assessment records for thirty (30) years after termination of employment. Such records should reveal the identity of the toxic substance or harmful physical agent and where and when such substance or agent was used. (29 C.F.R. 1910.1020; 8 CCR § 3204; Gov. Code § 6254(c).)

2. The District may dispose of the material safety data sheet (MSDS) for a hazardous substance after the District stops using the hazardous substance provided it keeps a record of the substance (chemical name if known) and when and where it was used for thirty (30) years after termination of employment. (Cal. Code Regs., tit 8, § 3204(d)(1)(B)(2).)

J. Video monitoring, telephone and radio communications; other video and audio recordings

1. The District shall retain recordings of routine video monitoring (e.g., building security taping systems) for at least one (1) year. After the one (1) year retention period, the District may dispose of the video recording upon approval by the District. (Gov. Code § 34090.6.)
2. Recordings of telephone and radio communications maintained by the District may be disposed of after one hundred (100) days. (Gov. Code § 34090.6.)
3. If the District keeps another record, such as written minutes, of an event that is recorded on video tape (e.g., District meetings), the District must keep the video tape recording of the event for at least thirty (30) days after the occurrence of the event. After ninety (90) days, the video tape may be disposed of or erased. (Gov. Code § 34090.7.)
4. Notwithstanding Section III(A)(4)(c) and Section IV(C)(1) above, when an audio tape recording of a meeting is made solely to facilitate the preparation of minutes for that meeting, the tape recording may be disposed of or erased after it is no longer required and after the minutes for that meeting have been approved. (Gov. Code § 34090.)
5. Other audio or video tape recordings which are not related to the conduct of the public's business (e.g., educational or promotional videos) are not considered official District records and may be disposed of after they are no longer required. (Gov. Code § 6252(e).)

V. RECORDS RETENTION SCHEDULE

The "Florin Resource Conservation District Records Retention Schedule" is attached hereto and incorporated herein as Exhibit "B" ("Retention Schedule"). The Retention Schedule is intended to be a guideline and is not intended to provide an all-inclusive listing of potential documents.

VI. CHANGES IN STATE AND FEDERAL LAW

As a result of changes to federal and California laws that regulate municipal records retention, the Records Retention Policy and Retention Schedule shall be updated to ensure compliance with legal and regulatory requirements. The Records Retention Policy and Retention Schedule shall be retained, and remain in force until they are replaced by an adopted revision.

EXHIBIT “B”

**“FLORIN RESOURCE CONSERVATION DISTRICT
RECORDS RETENTION SCHEDULE”**

[Attached behind this cover page]

**FLORIN RESOURCE CONSERVATION DISTRICT
RECORDS RETENTION SCHEDULE**

Disposal of any record must be authorized in writing by the General Manager, with written consent from District Legal Counsel. (Gov. Code § 60200 *et seq.*)

Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Accident/Illness Reports/Medical Records	Administration	Not a public record Employee Medical Records & Employee Exposure Records – includes Material Safety Data Sheets (MSDS)	8 CCR 14307 8 CCR 3204 GC 6254(c)	Termination of employment + 30 years
Accidents/Damage to District Property	Administration	Risk management administration	GC 34090 CCP 337.15	10 years
Accounts Payable	Finance	Journals, statements, asset inventories, account postings with supporting documents, vouchers, invoices, reports, investments, purchase orders	GC 34090 CCP 337	Until audited + 4 years
Accounts Receivable	Finance	Checks received, reports, investments, receipt books	GC 34090 CCP 337	Until audited + 4 years
Affidavits of Publication/Posting	Administration	Public notices for public hearings, publication of ordinances, etc.	GC 34090 CCP 343	4 years
Agenda/Agenda Packets	Administration	Agendas and packets should be imaged immediately. A paper copy should be maintained for one year only.	GC 34090 GC34090.5	2 years
Agenda reports (staff reports)	Administration	Paper copies of agenda reports should be maintained for 1 year as complete packets. Originals should be imaged immediately. The filmed record may serve as the permanent record.	GC 34090(d) GC 34090.5	2 years

Legal Authority Abbreviations

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RECORDS RETENTION SCHEDULE**

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Agreements & Contracts – Non-Capital Improvement	Administration	Original contracts and agreements and back-up materials, including leases, excluding capital improvement projects	CCP 337 CCP 337.2	Terminated/ Completed +5 years
Agreements & Contracts – Capital Improvements	Administration	Construction contracts and agreements (in paper format or is imaged acceptable for the permanent retention period? I have this same question for all types of records listed where it does not specify paper or scanned images. Managing all of these records becomes easier if we can go paperless where possible)	GC 4004 H&S 19850	Permanent
Annexations/Reorganizations	Development	Notices, Resolutions, Certificates of Completion	GC 34090 GC 60201(d)(1)	Permanent
Appraisals	Development	For real property owned by District – Not a public record until real estate transaction is complete	GC 34090 GC 6254(h)	Closed/Completed + 2 years
Articles of Incorporation	Administration		GC 34090 GC 60201	Permanent
Audit Hearing or Review	Finance	Documentation created and/or received in connection with an audit hearing or review	GC 34090	Until audited + 2 years
Backflow Test Reports	Public Works	Reports of testing and maintenance – water supply	17 CCR 7605	3 years

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**FLORIN RESOURCE CONSERVATION DISTRICT
RECORDS RETENTION SCHEDULE**

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Bank Account Reconciliations	Finance	Bank statements, canceled checks, certificates of deposit	GC 34090 CCP 337 26 CFR 31.6001-1(e)(2)	Until audited + 5 years
Benchmark Data	Development	Horizontal, vertical & control	GC 34090(d)	2 years
Bids: Accepted	Development	Includes plan and specifications; notices/affidavits	GC 34090 CCP 337, 337.1	4 years
Bids: Unaccepted	Development	Unaccepted bid packages only	GC 34090 GC 60201	Closed/Completed + 2 years
Billing Records	Finance	Utility bill stubs – submitted with payment	GC 34090	2 years
Bonds	Finance	Authorization/public hearing records/prospectus/proposals/certificates/notices transcripts) /registers/ statements	GC 34090	Permanent
Bonds – Employee	Finance	Personnel fidelity bonds	GC 34090	Termination of employment + 2 years
Bonds – Paid/Cancelled	Finance	Paid or cancelled bonds; warrant certificates; interest coupons	GC 34090 GC 53921	2 years
Bonds – Unsold	Finance	Unsold Bonds	GC 34090 GC 43900 et seq.	2 years
Bonds – Final	Finance	Final bond of documentation; monthly statement of transactions; supporting documents	GC 34090 CCP 337.5	Closed/Completed + 10 years

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RECORDS RETENTION SCHEDULE**

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Bonds – Development	Finance	Housing; Industrial Development	CCP 337.5	Closed/Completed + 10 years
Bonds – Surety	Finance	Documentation created and/or received in connection with the performance of work/services for the District	CCP 337	Closed/Completed + 2 years
Brochures/Publications	Administration	Retain selected documents only for historic value	GC 34090	Until superseded + 2 years
Budget, Annual	Finance	Adjustments, journal entries, account transfers	GC 34090	Until audited + 2 years
Cal-OSHA	Administration	Personnel-Logs, Supplementary Record, Annual Summary (Federal & State-Cal OSHA)	LC 6410	5 years
CA Ground Water Corrective Actions	Public Health & Safety	Documentation of corrective actions	22 CCR 64430	10 years
California State Tax Records	Finance	Forms filed annually; quarterly and year-end reports	GC 34090 29 USC 436	Until audited + 4 years
Capital Improvements, Construction	Public Works	Records on planning, design, construction, conversion or modification of local government-owned facilities, structures and systems	GC 34090(a) GC 4004 H&S 19850	Permanent
Certified Payroll	Public Works	Copy of Certified Payroll Report as required by the Dept. of Industrial Relations	GC 34090 CCP 337	Until audited + 5 years

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RECORDS RETENTION SCHEDULE**

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Checks	Finance	Includes payroll, canceled and voided checks	GC 34090 CCP 337	Until audited + 5 years
Citizen Feedback	Administration	General correspondence	GC 34090	2 years
Claims Against the District	Administration	Paid/Denied	GC 34090 GC 25105.5	Until settled + 5 years (can image after 3 years)
Collective Bargaining Agreements	Administration		29 CFR 516.5	3 years
Complaints/Requests	Administration	Various files, not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule	GC 34090	2 years
Comprehensive Annual Financial Report (CAFR)	Finance	Financial services; internal and/or external reports; independent auditor report	GC 34090	Permanent
Correspondence/Emails	Administration	General correspondence, including letters and e-mail; Various files, not otherwise specifically covered by the retention schedule	GC 34090(d)	2 years
Deeds, Real Property	Development	File with recorded documents; originals may not be destroyed	GC 34090	Permanent
Deferred Compensation Reports	Finance	Finance – pension/retirement funds	GC 34090 26 CFR 1627.3 (2)	3 years
Demographic/Statistical Data	Administration		GC 34090	2 years

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**FLORIN RESOURCE CONSERVATION DISTRICT
RECORDS RETENTION SCHEDULE**

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Deposits, Receipts	Finance	Checks, coins, currency	GC 34090 CCP 337	Until audited + 4 years
DMV Driver Information Reports	Administration	Personnel – Not a public record	GC 12946 GC 6254(c)	Closed/ Completed + 7 years
Easement, Real Property	Development	File with recorded documents; original may not be destroyed	GC 34090	Permanent
Economic Interest Statements – Form 700 (copies)	Administration	Copies of statements forwarded to Fair Political Practices Commission	GC 81009(f), (g)	4 years (can image after 2 years)
Economic Interest Statements – Form 700 (originals): Not Elected	Administration	Originals of statements of designated employees	GC 81009(e), (g)	Termination of employment + 7 years (can image after 2 years)
Economic Interest Statements – Form 700 (originals): Elected	Administration	FPPC filings	GC 81009(b)	Election date + 5 years
Election – Administrative Documents	Administration	History of elections, sample ballots, certificates of destruction, other resolutions. Not ballot cards or absentee voter lists/applications	GC 34090	Permanent
Election – Affidavit Index	Administration	Voter registration index	EC 17001	5 years

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RECORDS RETENTION SCHEDULE**

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Election – Ballots and Related Documents	Administration	STATE & LOCAL ELECTIONS: All ballot cards (voted, spoiled, canceled) arranged by precinct, unused absentee ballots, ballot receipts, absentee voter applications. May be destroyed subject to any pending contest.	EC 17302 EC 17306 EC 17505	Election date + 6 months
Election – Ballots and identification envelope: Federal offices	Administration	For election to Federal office (President, Vice President, US Senator, US Representative)	EC 17301	Election date + 22 months
Election – Ballots: Prop. 218 (Assessment Districts)	Administration	Property related fees (Assessment Ballot proceeding)	CA. Const. art. XIII	Permanent
Election – Canvass	Administration	Notifications and Publication of Election Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results special election results	EC 17304	Election date + 6 months
Election – Certificates of Election	Administration	Certificates of election; original reports and statements	GC 81009(a), (d)	Termination of employment + 4 years
Election – Election Official’s Package of Documents	Administration	Package of 2 tally sheets, copy of index, challenge lists, assisted voters list. Public record – all voters may inspect after commencement of official canvass of voters	EC 17304	Election date + 6 months
Election – Nomination Documents: Successful	Administration	All nomination documents and signatures in lieu of filing petitions	EC 17100	Election date + 4 years

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RECORDS RETENTION SCHEDULE**

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Election – Nomination Documents: Unsuccessful	Administration		GC 81009(b)	Election date + 2 years
Election – Petitions: Initiative/Recall/ Ref. Charter Amendments	Administration	Not a public record – documents resulting in an election – retention is from election certification	EC 17200, 17400 GC 6253.5 EC 17400 GC 34458-60	Election or filing date + 8 months
Election – Petitions: No election	Administration	Not a public record. Not resulting in an election. Retention is from final examination.	EC 17200, 17400 GC 6253.5	Final examination by elections official + 8 months
Election – Precinct Records	Administration	From date of election: Precinct official material; declaration of intention; precinct board member applications; orders appointing members of precinct boards and designating polling places includes notice of appointment of office and record of service	EC 17503	Election date + 6 months
Election – Roster of Voters	Administration	From date of election; initiative; referendum recall; general municipal election; Charter Amendments	EC 17300	Election date + 5 years
Election – Voter Affidavits	Administration	Affidavits of registration (including cancelled affidavits); voter registration index	EC 17000	Closed/Completed + 5 years
Election – Voter Registration Signature Copy	Administration	Fire, special or school district	EC 17000	5 years

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**FLORIN RESOURCE CONSERVATION DISTRICT
RECORDS RETENTION SCHEDULE**

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Employee – Bonds	Administration	Personnel fidelity bonds	GC 34090	Termination of employment + 2 years
Employee – Files	Administration	Personnel Records – not a public record	GC 12946 GC 6254(c)	Termination of employment + 2 years
Employee Information – Salary Records	Administration	Rate of pay, weekly compensation earned, deduction authorization, beneficiary designations	GC 34090 29 CFR 516.2	Termination of employment+ 3 years
Employee Information – CEIR	Administration	Personnel – California Employer Information Report (for employers of 100 or more employees)	2 CCR 11013(c)	Date created or date of personnel action involved, whichever is later + 2 years
Employee Information – Applicant Identification Records	Administration	Personnel – Data regarding race, sex, national origin of applicants	2 CCR 11013	2 years
Employee – Medical Files	Administration	Part of Personnel file – not a public record. Includes medical records; exposure records, etc. (Employees of less than 1 year, only retain medical records if they are not returned to employee upon termination)	29 CFR 1910.1020 8 CCR 3204 GC 6254(c)	Termination of employment + 30 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Employee – Non-safety	Administration	Non-safety employee records may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations, disciplinary actions; terminations; Oaths of Office; evaluations, pre-employee medicals; fingerprints; identifications cards (ID's)	29 CFR 1627.3 29 CFR 1602.30.32 GC 6250 GC 12946 GC 34090	Termination of employment + 3 years
Employee – Programs	Administration	Includes EAP and Recognition	GC 34090 GC 12946	2 years
Employee – Recruitment	Administration	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins	GC 12946 GC 6250 <i>et seq.</i> 29 CFR 1602 <i>et seq.</i> 29 CFR 1607 29 CFR 1627.3	2 years
Employee – Reports	Administration	Employee statistics, benefit activity, liability loss	GC 34090	2 years
Employee – Safety	Administration	Police, fire, emergency employees may include: Release authorizations; outside certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; Oaths of Office; evaluations, pre-employee medicals	29 CFR 1627.3 29 CFR 1607.4 GC 34090 GC 12946	Termination of employment+ 5 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Employee Rights – General	Administration	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions	GC 12946 29 CFR 1602 29 USC 203(m) 29 USC 207(g) 29 USC 211(e)	Termination of employment + 2 years
Employee Rights – Safety	Administration	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions	GC 12946 29 CFR 1602 29 USC 203(m) 29 USC 207(g) 29 USC 211(e)	Termination of employment + 5 years
Employment – Applications	Administration	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant	GC 6250 <i>et seq.</i> GC 12946 29 CFR 1602 <i>et seq.</i> 29 CFR 1607 29 CFR 1627.3	3 years
Employment – Eligibility Verification (I-9 Forms)	Administration	Federal Immigration and Nationality Act; Immigration Reform/Control Act 1986	8 USC 1324a (b)(3) Pub. Law 99-603	Termination of employment + 3 years after date of hire, or 1 year after date of termination, whichever is later

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Employment – Surveys and Studies	Administration	Includes classification, wage rates	GC 12946 GC 34090 29 CFR 516.6(2) 29 CFR 1602.14	2 years
Employment – Training Records, Non-Safety	Administration	Volunteer program training, class training materials, internships	GC 6250 <i>et seq.</i>	7 years
Employment – Personnel (by name)	Administration	Paperwork documenting internal and external training	GC 34090 GC 12946	Termination of employment + 7 years
Employment – Public Safety	Administration	Certifications/designations	GC 34090 GC 12946	2 years
Employment – Vehicle Mileage Reimbursement Rates	Administration	Annual mileage reimbursement rates	GC 34090	Until superseded + 2 years
Environmental Quality – Air Quality Management District (AQMD)	Development	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative	CCP 338(k) GC 34090	7 years
Environmental Quality – Asbestos	Development	Documents, abatement projects, public buildings	GC 34090(a)	Permanent
Environmental Quality – California Environmental Quality Act (CEQA)	Development	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statement of overriding considerations	GC 34090(a) CEQA Guidelines	Permanent

Legal Authority Abbreviations

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**FLORIN RESOURCE CONSERVATION DISTRICT
RECORDS RETENTION SCHEDULE**

Disposal of any record must be authorized in writing by the General Manager, with written consent from District Legal Counsel. (Gov. Code § 60200 *et seq.*)

Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Environmental Quality – Congestion Management	Development	Ridesharing, trip management	GC 34090(d)	2 years
Environmental Quality – Environmental Review	Development	Correspondence, consultants, issues, conservation	GC 34090(d)	Completed + 2 years
Environmental Quality – Pest Control	Development	Pesticide applications, inspections and sampling documents	GC 34090(d)	2 years
Environmental Quality – Soil	Development	Analysis, construction recommendations	GC 34090(d)	Completed + 2 years
Environmental Quality – Soil Reports	Development	Final Reports	GC 34090(d)	Permanent
ERISA Reports	Administration	Employee Retirement Income Security Act of 1974 – plan reports, certified information filed	29 USC 1027	6 years after file date
ERISA Records	Administration	Employee Retirement Income Security Act of 1974 – records of benefits due	29 USC 1059	Permanent
Ethics Training Records (AB 1234; effective 1/1/06)	Administration	Records required to be kept under Gov. Code section 53232.2 (effective 1/1/06). Records must show dates that local officials satisfied the training requirements and the entity that provided the training	GC 53235.2	Completed + 5 years
Family and Medical Leave Act (Federal)	Administration	Records of leave taken, District policies relating to leave, notices, communications relating to taking leave	29 CFR 825.500 GC 12946	Termination of employment + 3 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Federal Tax Records	Finance	May include Forms 1096, 1099, W-4 and W-2	29 USC 436	Until audited + 4 years
Financial Audit Records	Finance	Internal/external and audit documentation and analysis	GC 34090	Until audited + 7 years
Fire Protection District Administration	Public Safety	Administrative documents	GC 34090	2 years
Fire Safety Administration	Public Safety	General orders, policies & procedures	GC 34090	Until superseded + 2 years
Fixed Assets Inventory	Finance	Reflects purchase date, cost, account number	GC 34090	Until audited + 4 years
Fixed Assets – Surplus Property: Auction	Finance	Listing of property	GC 34090	Until audited + 2 years
Fixed Assets – Surplus Property: Disposal	Finance	Sealed bid sales of equipment	GC 34090 CCP 337	Until audited + 4 years
Fixed Assets – Vehicle Ownership & Title	Finance	Title transfers when vehicle is sold	VC 9900 <i>et seq.</i>	Until sold
Forms	Administration	Administrative – blank		Until superseded
Fund Transfers	Finance	Internal; bank transfers & wires	GC 34090	Until audited + 2 years
General Ledgers	Finance	All annual financial summaries – all agencies	GC 34090 CCP 337	Permanent
Gifts/Bequests	Finance	Receipts or other documentation	GC 34090	Until completed + 2 years

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**FLORIN RESOURCE CONSERVATION DISTRICT
RECORDS RETENTION SCHEDULE**

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Grants – Community Development Block Grant (CDBG); Urban Development; other Federal and State Grants	Developments	Grants documents and all supporting documents; applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, grant documents, inventory, consolidated plan, etc.	GC 34090 24 CFR 570.502 24 CFR 85.42	Termination + 4 years
Hazardous Materials – Hazardous Waste Disposal	Public Safety	Documents regarding handling and disposal of hazardous waster [Permanent retention of environmentally sensitive materials is recommended]	CAL OSHA 40 CFR 122.21	10 years
Hazardous Material – Permits, Hazardous Materials Storage	Public Safety	[Permanent retention of environmentally sensitive materials is recommended]	GC 34090	2 years
Hazardous Materials – Exposure Records, etc.	Public Safety	Employee exposure records; name/identity of chemical substance used; when and where chemical substance was used	87 CCR 3204(d) et seq.	30 years
Hazardous Materials – Underground Storage Tank	Public Safety	Compliance; Documents regarding: storage, location, installation, removal, remediation	GC 34090	Permanent
Information Services, Internet/World Wide Web	Administration	Management policies and supporting documentation	GC 34090	Until superseded + 2 years
Information Systems – Inventory	Administration	Hardware/software inventory logs; systems manuals	GC 34090	Until superseded + 2 years

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**FLORIN RESOURCE CONSERVATION DISTRICT
RECORDS RETENTION SCHEDULE**

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Information Systems – Network Information Systems (LAN/WAN)	Administration	Configuration maps and plans	GC 34090 CCP 337.2 CCP 343	2 years
Information Systems – Program Files and Directories	Administration		GC 34090 GC 34090.7	2 months (daily backup) 6 months (weekly backup) 1 year (monthly backup) 2 years (annual backup)
Information Systems – Tapes	Administration	System generation	GC 34090	2 years
Insurance	Finance	Personnel related	GC 34090	Current + 2 years
Insurance – Joint Powers Agreement	Finance	Accreditation, MOU, agreements and agendas	GC 34090	Permanent
Insurance – Certificates	Finance	Liability, performance bonds, employee bonds, property: Insurance certificates filed separately from contracts, includes insurance filed by licensees	GC 34090	Permanent
Insurance – Liability/Property	Finance	May include liability, property, Certificates of Participation, deferred, use of facilities	GC 34090	Permanent

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RECORDS RETENTION SCHEDULE**

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Insurance – Risk Management Reports	Finance	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	29 CFR 1904.4 GC 34090	5 years
Investment Reports – Transactions	Finance	Summary of transactions, inventory and earnings report	GC 34090 GC 53607 CCP 337	Permanent
Invoices	Finance	Copies sent for fees owed, billing, related documents	GC 34090	Until audited + 2 years
Legal Notices/Affidavits of Publication	Administration		CCP 343 CCP 349 <i>et seq.</i> GC 911.2 GC 34090	4 years
Legal Opinions	Administration	Confidential – not for public disclosure (attorney-client privilege)	GC 34090	Until issue is resolved + 1 year
Litigation	Administration	Case files	GC 34090	Until settled or adjudicated + 2 years
Maintenance Manuals	Administration	Equipment service/maintenance	GC 34090	Until superseded
Maintenance/Repair Records	Administration	Equipment	GC 34090	2 years
Marketing, Promotional	Administration	Brochures, announcements, etc.	GC 34090	7 years – external 2 years – internal
Meter Operations	Public Works	Reader reports; orders; tests; maintenance reports	GC 34090	2 years
Meter Reading	Public Works	Reports and rebate reports	GC 34090	2 years

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RECORDS RETENTION SCHEDULE**

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Minutes	Administration	Minutes of District Board meeting. Documents are to be imaged immediately. Paper records are to be maintained permanently by the Board	GC 34090(d) GC 36814 GC 40801	Permanent
Newsletter, District	Administration	May wish to retain permanently for historic reference.	GC 34090	Until superseded + 2 years
Notices – Public Meetings	Administration	Special Meetings	GC 34090.7 GC 54960.1(c)(1)	2 years
Oaths of Office	Administration	Elected and public officials – Board Members	GC 34090 29 USC 1113	Termination of employment + 6 years
OSHA	Administration	OSHA Log 200, Supplementary Record, Annual Summary (Federal & State – Cal-OSHA)	LC 6410 8 CCR 14307 29 CFR 1904.2-1904.6	5 years
OSHA (Accident/Illness Reports)	Administration	Personnel – Employee Exposure Records & Employee Medical Records Not a public record	LC 6410 8 CCR 14307 8 CCR 3204 GC 6254(c)	Duration of employment + 30 years
Payroll – Federal/State Reports	Finance	Annual W-2s, W-4s, Form 1099s, etc.; quarterly and year-end report	GC 34090 26 CFR 16001-1	Until audited + 4 years
Payroll Deduction/Authorizations	Finance	Finance	GC 34090 29 CFR 516.2	Termination of employment + 3 years

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RECORDS RETENTION SCHEDULE**

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Payroll – Registers	Finance	Finance, payroll records, and time sheets	29 CFR 516.5(a) LC 1174(d) GC 60201	7 years
Payroll records – Terminated Employees	Finance	Finance files	29 CFR 516.2 GC 34090	Termination of employment + 3 years
Payroll – Time cards/sheets	Finance	Employee	GC 34090 29 CFR 516.2	Until audited + 6 years
Payroll – Wage Rates/Job Classifications	Finance	Employee records	GC 34090 GC 12946 29 CFR 516.6(2) 29 CFR 1602.4	Permanent
PERS – Employee Benefits	Administration	Retirement Plan	GC 34090	Termination of employment + 4 years
Personnel Records (copies)	Administration	Other records (not payroll) containing name, address, date of birth, occupation, etc., including records relating to promotion, demotion, transfer, lay-off, termination	GC 34090	2 years
Personnel Rules and Regulations	Administration	Including employee handbook	GC 34090	Until superseded + 2 years
Petitions	Administration	Submitted to legislative bodies	GC 50115 GC 6253	1 year

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Policies – Administrative	Administration	All policies and procedures, directives rendered by the District not assigned a resolution number	GC 34090 GC 40801	2 years
Policies – District Board	Administration	Original policies adopted by the District Board	GC 34090	2 years
Political Support/Opposition Requests & Responses	Administration	Related to legislation	GC 34090	2 years
Press Releases	Administration	Related to District actions/activities	GC 34090	2 years
Procedure Manuals	Administration	Administrative	GC 34090	2 years
Property – Abandonment	Development	Buildings, condemnation, demolition	GC 34090(a)	Permanent
Property – Acquisition/Disposition	Development	District owned. Supporting documents regarding sale, purchase, exchange, lease or rental of property by District	GC 34090(a) GC 6254	10 years
Public Records Request	Administration	Request from the public to inspect or copy public documents	GC 34090	2 years
Purchasing – RFQs, RFPs	Finance	Requests for Qualifications; Requests for Proposals regarding goods and services	GC 34090	Current + 2 years
Purchasing – Requisitions, Purchase Orders	Finance	Original Documents	GC 34090 CCP 337	Until audited + 5 years
Recordings – Audiotaped	Administration	Taped recordings of Board meeting – for preparation of Board meeting minutes	GC 34090.7	Date recorded + 90 days

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Recordings – Routine Audio, Telephone, and Radio Communications	Public Safety	Routine daily taping/recording of audio, telephone communications, & radio communications; building security systems	GC 34090.6	Date recorded+ 100 days; Recordings used as evidence in a criminal prosecution/claim filed/litigation or potential claims and litigation, shall be preserved for 100 days after conclusion of the court action
Recordings – Videotaped: meeting of legislative bodies	Administration	Tapes of public meeting made by or at the direction of the District (e.g., Board meetings)	GC 54953.5(b)	30 days
Recordings – Videotaped	Administration	Routine video monitoring, other than videotapes of public meetings	GC 34090.6	90 days
Records Management – Disposition Certification	Administration	Documentation of final disposition of records	GC 34090	Permanent
Records Retention Schedules	Administration		CCP 343	Until superseded + 4 years
Recruitments and Selection	Administration	Records relating to hiring, promotion, selection for training	29 CFR 1627.3	3 years
Resolutions	Administration	Vital records – originals may never be destroyed. Image immediately.	GC 34090(d) GC 40801	Permanent

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Returned Checks	Finance	Finance-NSF (not District checks)	GC 34090 CCP 337	Until audited + 5
Salary Surveys	Finance	Surveys of other agencies	GC 34090 GC 12946 29 CFR 516.6(2) 29 CFR 1602.14	2 years
State Controller	Finance	Annual reports	GC 34090	Permanent (State Controller may destroy after 5 years)
State Tax Records	Finance	Filed annually; quarterly	GC 34090	Until audited + 4 years
Stop Payments	Finance	Finance – bank statements	FC 30210 GC 43900 <i>et seq.</i>	Until audited + 2 years
Taxes, Special	Finance	Special tax levied by a local agency on a per parcel basis	GC 34090(d)	Permanent
Underground Utility – supporting documents	Public Works	Supporting documents for improvements, lighting – bonds, taxes construction	GC 34090	Permanent
Unemployment Insurance Records	Finance		IRC 3301-3311	4 years
Utility Services – Applications	Public Works	Applications for utility connections, disconnects, registers, services	GC 34090	Completion + 2 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Utility Services – Billing Records	Public Works	Customer name, service address, meter reading, usage, payments, applications/cancellations	GC 34090	Until audited + 2 years
Utility Services – Journals, Utility Billing	Public Works	Billing including monthly activity	GC 34090	2 years
Utility Services – Meter Reading; Reports	Public Works		GC 34090	2 years
Utility Services – Utility Rebates, Reports	Public Works		GC 34090	2 years
Vouchers – Payments	Finance	Account postings with supporting documents	GC 34090 CCP 337	Until audited + 4 years
Warrant Register/Check Register	Finance	Record of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information)	GC 34090	Until audited + 4 years
Water Quality – Chemical	Public Health & Safety	Records of chemical analyses	22 CCR 64470	10 years
Water Quality – Lead and Copper	Public Health & Safety	Records of sampling data and analyses, reports, surveys, letters, evaluations, schedules, District determinations regarding lead and copper in water systems	22 CCR 64690.80	12 years
Water Quality – Microbiological	Public Health & Safety	Records of microbiological and turbidity analyses	22 CCR 64470	5 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Current Legal Retention Period*
Workers Compensation Files	Finance	Work-injury claims (including denied claims); claim files, reports, etc.	8 CCR 15400.2 LC 110-139.6	Permanent

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October 17, 2018

TO: Chairperson and Directors of the Florin Resource Conservation District

FROM: Mark J. Madison, General Manager

SUBJECT: **OUTSIDE AGENCY MEETINGS REPORT**

RECOMMENDATION

This item is presented for information only. No action by the Florin Resource Conservation District Board of Directors is proposed at this time.

SUMMARY

The Outside Agency Meetings Report has been recently requested by the Board and will be included as a standing item on the regular board meeting agenda.

Staff and Board Members attended numerous outside agency meetings since the last regular Board meeting. This report is intended to inform the Board of any content included in those meetings that potentially affects the Elk Grove Water District.

DISCUSSION

Background

Per the Board's direction during the February 21, 2018 Board meeting, staff will report on the outside agency meetings that occurred since the previous Board meeting. This report has been designed to list the notable meetings attended, by either staff or Board Members, and the report will be given orally by the staff or Board Members in attendance.

Present Situation

The outside agency meetings attended since August 16, 2018 were as follows:

9/20	Water Education Foundation's Annual Water Summit	(Madison, Kamilos, Jones)
10/16	ACWA Regulatory Summit	(Jones)

Staff will orally present the major content items addressed in these meetings during the regular Board meeting.

OUTSIDE AGENCY MEETINGS REPORT

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ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

The District's Strategic Plan addresses responsible business practices and the importance of providing the community with safe drinking water. Specifically, the Plan recommends an ongoing goal of partnering with RWA and other regional organizations. Attendance at these meetings, and this monthly report, assists the District in maintaining sound business practices, delivering safe drinking water, and meeting all regulatory and legal requirements.

FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully Submitted,



MARK J. MADISON
GENERAL MANAGER

MJM/mm

October 17, 2018

TO: Chairperson and Directors of the Florin Resource Conservation District
FROM: Sarah Jones, Program Manager
SUBJECT: **LEGISLATIVE UPDATE**

RECOMMENDATION

This item is presented for information only. No action by the Florin Resource Conservation District Board of Directors is proposed at this time.

SUMMARY

At the finale of the 2017-2018 legislative session and Governor Brown's final term, several bills were signed into law including SB 998 (Dodd) The Water Shutoff Protection Act. Brown vetoed an AWCA supported bill, AB 2050 (Caballero) that would have provided additional authority to the State Water Resources Control Board (water board) to order the consolidation of water systems that consistently fail to provide safe and affordable drinking water. Governor Jerry Brown signed SB 1413 a bill that establishes to the California Public Employees' Retirement System (CalPERS) the authority to establish the Pension Prefunding Trust Program. Other bills are discussed.

DISCUSSION

Background

The Board is periodically updated on legislative and statewide water issues.

Present Situation

SB 998 (Dodd) **-PASSED-** Water service shut-offs. Despite a concerted effort by ACWA and other coalition stakeholders, SB 998 passed in both houses of the legislature and was signed by Governor Brown. The Water Shutoff Protection Act seeks to minimize the number of Californians who lose access to water service due to their inability to pay water charges by restricting how water agencies discontinue residential water service. The bill's restrictions apply to all public water systems supplying water to more than 200 service connections. The restrictions will go into effect on April 1, 2020 for all water systems with more than 200 service connections.

Among other requirements, under SB 998, water systems must:

LEGISLATIVE UPDATE

Page 2

- Create a written policy on discontinuation of residential service for nonpayment which includes a plan for deferred or reduced payments, alternative payment schedules, and formal appeal procedures;
- Translate the policy into English, Spanish, Chinese, Tagalog, Vietnamese, Korean, and any other language spoken by at least 10 percent of the people residing in the service area;
- Post the policy on the water system's website or provide the policy in writing to customers upon request;
- Not discontinue residential service for nonpayment until the water bill is delinquent for at least 60 days;
- Contact the residential water customer at least seven days before discontinuation of water service to offer options to avert discontinuation of residential water service;
- Not discontinue residential water service for nonpayment if: the customer or customer's tenant demonstrates that the discontinuation of water service is life threatening, or poses a threat to the health and safety of, a resident of the premises; the customer meets certain low-income qualifications; and the customer is willing to enter into an alternative payment schedule or other agreement pursuant to the written policy discussed above;
- Limit service reconnection fees for low-income customers to \$50 during business hours and \$150 during nonoperational hours, or the actual cost of reconnection if the actual cost is lower; and
- Waive interest charges on delinquent bills once every 12 months for low-income customers. Water systems may proceed with discontinuation of water service for nonpayment only after the customer: (1) fails to comply with an alternative payment arrangement for delinquent charges for 60 days or more; or (2) while undertaking the alternative payment arrangement for delinquent charges, the customer does not pay his or her current residential service charges for 60 days or more.

Elk Grove Water District should prepare to evaluate and update their current policies and practices in managing and discontinuing delinquent utility accounts by April 1, 2020.

ACWA's 2018 Fall Conference in San Diego will feature a program that will discuss exactly what the bill requires, and accompanying strategies for complying with the new law from a panel of subject matter experts.

LEGISLATIVE UPDATE

Page 3

AB 2050 (Caballero) **-VETOED-** AB 2050 would have provided additional authority to the State Water Resources Control Board to order the consolidation of water systems that consistently fail to provide safe and affordable drinking water. ACWA supported this bill.

SB 1422 (Portantino) **-PASSED-** Drinking water testing for microplastics. SB 1422 will require testing for microplastics in drinking water and reporting this information to the public. There is a lack of information on the health effects of microplastics. ACWA will be presenting information on this bill at the Regulatory Summit October 16, which staff will attend.

AB 2370 (Holden) **-PASSED-** Lead testing for daycare centers. AB 2370 will help protect infants and young children from lead exposure in drinking water at daycares. This bill does not dictate any action by water districts like the current requirements for lead testing in drinking water for public schools. Among other requirements daycares are responsible for hiring a lab and reporting directly to the water board.

AB 747 (Caballero) **-PASSED-** Administrative Hearings Office, water rights legislation. The bill crafted by Byron-Bethany Irrigation District (BBID) takes steps to restore Constitutional due process and fundamental fairness currently lacking for California's water right holders. Previously, the water board acted as both prosecutor and judge in enforcement actions the water board initiated against water users. AB 747 removes that built-in conflict of interest by creating an Administrative Hearings Office within the water board. The bill passed with strong bipartisan support.

SB 1413 (Nielsen) **-PASSED-** Prefunding trust for retirement. Governor Jerry Brown signed SB 1413 a bill that establishes to the California Public Employees' Retirement System (CalPERS) the authority to establish the Pension Prefunding Trust Program (PPTP). Supported by California Special District's Association, the League of California Cities, and the California State Association of Counties, the PPTP will allow CalPERS to establish, in accordance with Section 115 of the Internal Revenue Code (IRC), an irrevocable trust (115 Trust) through which eligible California public agency employers may prefund their future annual pension contributions. The PPTP will also provide an additional option for employers to pay down their unfunded liability as part of a defined benefit plan. A 115 Trust is exempt from taxation under Section 115 of the IRC and benefits from the same tax-exempt status of the governmental employer who establishes and adopts the trust. Under CalPERS, the PPTP will allow eligible public agencies to direct funds into the 115 Trust that can only be used to meet pension obligations once deposited in the trust.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

LEGISLATIVE UPDATE

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STRATEGIC PLAN CONFORMITY

Tracking active legislation complies with the District's Regulatory Compliance goals of the 2012-2017 Strategic Plan.

FINANCIAL SUMMARY

There is no direct financial impact associated with this report.

Respectfully submitted,



SARAH JONES
PROGRAM MANAGER