

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

## Agenda

Tuesday, January 21, 2020

6:30 PM

8820 Elk Grove Blvd.  
Elk Grove, CA 95624

### Compliance with Government Code Section 54957.5

Public records, including writings related to an agenda item for an open session of a regular meeting of the Florin Resources Conservation District that are distributed less than 72 hours before the meeting, are available for public inspection during normal business hours at the Administration building of Elk Grove Water District, located at 9257 Elk Grove Blvd. Elk Grove, California. In addition, such writings may be posted, whenever possible, on the Elk Grove Water District website at [www.egwd.org](http://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 December 17, 2019
  - b. Warrants Paid – December, 2019
  - c. Board and Employee Expense/Reimbursements – December, 2019
  - d. Active Accounts – December, 2019
  - e. Bond Covenant Status for FY 2019-20 – December, 2019
  - f. Revenues and Expenses – Actual vs Budget FY 2019-20 – December, 2019
  - g. Cash Accounts – December, 2019
  - h. Consultants Expenses – December, 2019
  - i. Major Capital Improvement Projects – December, 2019

Associate Director Comment

Public Comment

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

**3. Committee Meetings** (Stefani Phillips, Board Secretary)

Associate Director Comment

Public Comment

**4. Florin Resource Conservation District Election of Officers - 2020**

(Stefani Phillips, Board Secretary)

Associate Director Comment

Public Comment

**Recommended Action: Elect a Chair and Vice-Chair for the 2020 calendar year.**

**5. Florin Resource Conservation District 2020 Committee Appointments and Outside Agency Representation** (Stefani Phillips, Board Secretary)

Associate Director Comment

Public Comment

**Recommended Action: Appoint:**  
1) **Directors to sit on the Finance, Conservation and Infrastructure Committees of the Florin Resource Conservation District; and**  
2) **Representatives for outside agency participation.**

**6. Elk Grove Water District Operations Report – December 2019**

(Mark J. Madison, General Manager)

Associate Director Comment

Public Comment

**7. Elk Grove Water District Fiscal Year 2019-20 Quarterly Operating Budget Status Report** (Patrick Lee, Finance Manager/Treasurer)

Associate Director Comment

Public Comment

**8. Elk Grove Water District Fiscal Year 2019-20 Quarterly Capital Reserve Status Report** (Patrick Lee, Finance Manager/Treasurer)

Associate Director Comment

Public Comment



**9. Professional Services Agreement with Badawi & Associates for Professional Auditing Services** (Patrick Lee, Finance Manager/Treasurer)

Associate Director Comment

Public Comment

**Recommended Action:** Authorize the General Manager to execute a professional services agreement with Badawi & Associates, Certified Public Accountants, in an amount not-to-exceed \$62,065 for Professional Auditing Services for fiscal years ending June 30, 2020 and 2021, with an option to extend the agreement for three (3) additional one (1) year terms through fiscal year ending June 30, 2024 in an amount not to exceed \$157,945.

**10. Amended and Restated Bylaws of the Florin Resource Conservation District** (Mark J. Madison, General Manager)

Associate Director Comment

Public Comment

**Recommended Action:** Adopt Resolution No. 01.21.20.01, approving the Amended and Restated Bylaws of the Florin Resource Conservation District.

**11. Florin Resource Conservation District/Elk Grove Water District 2020-2025 Strategic Plan** (Patrick Lee, Finance Manager/Treasurer)

Associate Director Comment

Public Comment

**12. Selection of Sacramento Local Agency Formation Commission Special District Commissioner and Alternate Commissioner Run-off** (Stefani Phillips, Board Secretary)

Associate Director Comment

Public Comment

**Recommended Action:** Select one (1) candidate from the ballot to serve as Sacramento Local Agency Formation Commission Special District Alternate Commissioner.

**13. Water Theft Legislation** (Jeff Ramos, Interim Program Manager)

Associate Director Comment

Public Comment

**Recommended Action:** 1) Adopt Resolution No. 01.21.20.02, supporting new legislation to enable water providers and local agencies to increase fines and penalties for water theft; and

2) Direct staff to move forward with pursuing the new legislation.

**14. Status Update on Action Items Following the 2019 Grand Jury Report – The Florin Resource Conservation District – A Case of Mistaken Identity?**

(Mark J. Madison, General Manager)

Associate Director Comment

Public Comment

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

Associate Director Comment

Public Comment

**16. Directors Comments**

Adjourn to Regular Meeting – February 18, 2020

January 21, 2020

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Stefani Phillips, Board Secretary and Patrick Lee, Treasurer

SUBJECT: **CONSENT CALENDAR**

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### **RECOMMENDATION**

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

### **SUMMARY**

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

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

### **DISCUSSION**

#### **Background**

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

#### **Present Situation**

Consent Calendar items a – i 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.

**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**

**Tuesday, December 17, 2019**

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

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

Directors Present: Tom Nelson, Bob Gray, Lisa Medina, Sophia Scherman  
Directors Absent: Elliot Mulberg  
Staff Present: Mark Madison, General Manager; Bruce Kamilos, Assistant General Manager; Patrick Lee, Treasurer; Donella Murillo, Finance Supervisor; Stefani Phillips, Board Secretary; Jeff Ramos, Interim Program Manager; Sean Hinton, Water Distribution Supervisor; Alan Aragon, Water Distribution Supervisor; Marcell Wilson, Water Distribution Operator II; Chris Phillips, Water Distribution Operator III  
Staff Absent: None  
Associate Directors Present: Paul Lindsay, Shahid Chaudhry  
Associate Directors Absent: None  
General Counsel Present: Ren Nosky, JRG Attorneys at Law  
Consultant Present: Ryan Ojakian, Regional Water Authority

**Public Comment**

Nothing to report.

**1. Proclamations and Announcements**

General Manager Mark Madison recognized Water Distribution Operator III Chris Phillips for his 10 years of service to the Elk Grove Water District (EGWD). Mr. Madison also recognized Water Distribution Operator II Marcell Wilson for his 15 years of service to EGWD.

Mr. Madison read a press release from the Government Finance Officers Association (GFOA), which stated that EGWD has received the GFOA's Distinguished Budget Presentation Award for its 2019-2020 budget, to the Florin Resource Conservation District (FRCD) Board of Directors (Board). He mentioned this is the first time EGWD has received the award and congratulated Finance Manager Patrick Lee and Finance Supervisor Donella Murillo for their roles in obtaining the award.

**2. Consent Calendar**

- a. Minutes of Regular Board Meeting of November 19, 2019
- b. Warrants Paid – November, 2019
- c. Board and Employee Expense/Reimbursements – November, 2019
- d. Active Accounts – November, 2019
- e. Bond Covenant Status for FY 2019-20 – November, 2019
- f. Revenues and Expenses – Actual vs Budget FY 2019-20 – November, 2019
- g. Cash Accounts – November, 2019
- h. Consultants Expenses – November, 2019
- i. Major Capital Improvement Projects – November, 2019

MSC (Scherman/Medina) to approve Florin Resource Conservation District Consent Calendar items a-i. 4/0: Ayes: Gray, Medina, Nelson, and Scherman.

### 3. Legislative Update

Interim Program Manager Jeff Ramos introduced Ryan Ojakian from the Regional Water Authority (RWA) to present the legislative update to the Board.

Following Mr. Ojakian's legislative update, Mr. Ramos provided information on the Water Theft Bill, stating Assemblymember Jim Cooper's office seems to have accepted the FRCD's proposed legislation and will most likely support it. Mr. Ramos mentioned he spoke with East Bay Municipal Utility District (EBMUD) and Irvine Ranch Water District, both of which were interested in the District's proposed language for the Water Theft Bill. In summary, EBMUD does not have any language change requests, but Irvine Ranch Water District would like additional language added to the proposed legislation so that they may adopt it by Resolution, as they do not have Ordinance authority. There was a discussion on Ordinance and Resolution authorities.

The Board asked that staff provide them with cliff notes of the draft Water Theft Bill. Mr. Madison stated staff will come back with a full report on the draft bill in January.

### 4. Committee Meetings

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

### 5. Elk Grove Water District Operations Report – November 2019

Mr. Madison presented an overview of the EGWD Operations Report – November 2019. He provided the summary points to the Board.

Director Sophia Scherman asked how the discharge rate was calculated in the Compliance Report. Staff will get back to the Board on how it is calculated.

### 6. Status Update on Action Items Following the 2019 Grand Jury Report – The Florin Resource Conservation District – A Case of Mistaken Identity?

Mr. Madison provided an update on the Grand Jury Report action items. He informed the Board on the status of each recommendation.

In summary, Recommendation R2 - the Strategic Plan is expected to be discussed at the January Regular Board Meeting. Recommendation R4 – the Proposition 218 policy has been drafted by Regional Government Services (RGS) and will be reviewed by staff before it is brought to the full Board in the spring. Recommendations R5 and R6 have been completed. Recommendation R7 – the Flowmeter pilot project has been deployed and the District is receiving email alerts when the pressures on the hydrants are outside of the set parameters. Testing to simulate a main break has also been done on the hydrants.

There were many questions on the flowmeter devices, including concerns regarding the reliability of the devices. Director Lisa Medina mentioned she would like to see a demonstration on the flowmeters.

Recommendation R8 and R10 have been completed. Recommendation R11 is ongoing.

### 7. Outside Agency Meetings Report

Staff and Board members spoke regarding the meetings they attended since the last Regular Board Meeting.

Chair Tom Nelson spoke on the importance of cybersecurity, explaining what he learned at the Association of California Water Agencies (ACWA) 2019 Fall Conference.

Mr. Madison informed the Board that the Sacramento Central Groundwater Authority (SCGA) revealed there will be about a 50% increase in contribution costs for participating agencies in 2020. This increase was mentioned at the budget subcommittee meeting the day after the Regular SCGA Board Meeting.

**8. Directors Comments**

Nothing to report.

**9. Closed Session**

Nothing to report.

Adjourn to Regular Board Meeting on January 21, 2020.

Respectfully submitted,

*Stefani Phillips*

Stefani Phillips, Board Secretary  
AK/SP

**Check History Report**  
**12/1/2019 to 12/31/2019**  
**Elk Grove Water District**

Check Number	Check Date	Vendor Number	Name	Check	Explanation
050266	12/5/2019	A. TEIC	A. TEICHERT & SON, INC	810.59	(2) Invoices - Materials & Supplies - Backyard Water Mains
050267	12/5/2019	AFLAC	AFLAC	1,624.78	
050268	12/5/2019	AMAZON	AMAZON CAPITAL SERVICES	639.93	(3) Invoices - Materials & Supplies - Distribution
050269	12/5/2019	BATTER	BATTERIES PLUS	83.94	
050270	12/5/2019	BAY ALA	BAY ALARM COMPANY	1,738.04	Security - Wellsite's, ADMIN and MOC
050271	12/5/2019	BG SOLU	SOLUTIONS BY BG INC.	8,782.50	Daily Tasks/Help Tickets
050272	12/5/2019	BRENNTA	BRENNTAG PACIFIC, INC	2,200.73	Supplies for Treatment
050273	12/5/2019	BRI	BENDER ROSENTHAL, INC.	650.00	Appraisals Project
050274	12/5/2019	BSK4	BSK ASSOCIATES	355.00	Sampling - Treatment
050275	12/5/2019	CCPPM	CCPPM	799.21	Materials & Supplies - Tech Services & ADMIN
050276	12/5/2019	CINTAS	CINTAS	58.30	
050277	12/5/2019	CINTAS2	CINTAS	366.94	
050278	12/5/2019	CLAYBAR	CLAYBAR ENGINEERING	2,530.00	ALTA Survey Project
050279	12/5/2019	COEG	CITY OF ELK GROVE	2,000.00	2020 Annual Encroachment Permit
050280	12/5/2019	COEG	CITY OF ELK GROVE	4,010.89	Encroachment - Backyard Water Mains
050281	12/5/2019	COUNTY	COUNTY OF SACRAMENTO	107,215.10	Sacramento County Water Billings - Sep & Oct 2019
050282	12/5/2019	COUNTY4	SACRAMENTO COUNTY UTILITIES	1,450.16	
050283	12/5/2019	COUNTY5	COUNTY OF SACRAMENTO DEPT. OF TECHNOLOGY	2,615.61	Sacramento County WEBGIS - 2020
050284	12/5/2019	COVER A	COVERALL NORTH AMERICA, INC	859.00	Janitorial Services - ADMIN & MOC
050285	12/5/2019	CRFFTC	FIRST AMERICAN TITLE COMPANY	90.35	Account Closed - Customer Refund
050286	12/5/2019	DATAPRO	DATAPROSE LLC	11,613.38	November Billing & November and October Postage
050287	12/5/2019	DREY	DREYFUSS + BLACKFORD	2,917.50	Architectural Work Proposed Properties
050288	12/5/2019	EG FORD	ELK GROVE FORD	705.45	(3) Invoices - Repairs & Maintenance OPS Vehicle's
050289	12/5/2019	ELITE A	ELITE AUDIO & TINT INC	689.62	Backup camera with blue tooth head unit - TRK #413
050290	12/5/2019	FASTENA	FASTENAL COMPANY	90.75	
050291	12/5/2019	FIRECOD	FIRECODE SAFETY EQUIPMENT	75.96	
050292	12/5/2019	FREDER	DAVID FREDERICK	215.95	Boot Reimbursement
050293	12/5/2019	FRONT C	FRONTIER COMMUNICATIONS	249.16	
050294	12/5/2019	HEWITT	Aaron Hewitt	96.00	Reimbursement Clothing
050295	12/5/2019	HOLT	HOLT OF CALIFORNIA	328.99	
050296	12/5/2019	INT STA	INTERSTATE OIL COMPANY	2,188.27	Fuel
050297	12/5/2019	JAYS	JAY'S TRUCKING SERVICE	780.00	Materials - Backyard Water Mains
050298	12/5/2019	MAXWELL	DENISE MAXWELL	28.42	
050299	12/5/2019	NTS	NTS MIKEDON, LLC	1,608.40	(6) Invoices - Materials & Supplies - OPS
050300	12/5/2019	OREILLY	O'REILLY AUTO PARTS	491.10	
050301	12/5/2019	PACE	PACE SUPPLY CORP	31,376.99	(6) Invoices - Materials & Supplies - Backyard Water Mains
050302	12/5/2019	PAULA M	PAULA MAITA & COMPANY	152.44	
050303	12/5/2019	PRE ALL	PREFERRED ALLIANCE, INC	40.00	
050304	12/5/2019	RDO 1	RDO TRUST # 80-5800	965.14	Repairs & Maintenance - Bore Rig





050352	12/12/2019	CRFSHEH	SHEILA HOUCK	54.76	Account Closed - Customer Refund
050353	12/12/2019	CS AA	CARD SERVICES	364.90	Materials & Supplies - Utility Crew
050354	12/12/2019	CS DM	CARD SERVICES	352.96	Contracted Services, Training, Supplies
050355	12/12/2019	CS SH	CARD SERVICES	562.19	Materials & Supplies - Distribution Crew
050356	12/12/2019	CS SP	CARD SERVICES	492.57	Training, Materials, Shuttle (ACWA) Conference
050357	12/12/2019	CS SS	CARD SERVICES	418.13	Materials & Supplies - Treatment
050358	12/12/2019	CSPL	CARD SERVICES	670.00	GFOA Financial Reporting Fee, CSMFO Membership Renewal
050359	12/12/2019	FLEET	FLEETWASH	324.00	
050360	12/12/2019	GOLDEN	GOLDEN STATE FLOW	479.17	
050361	12/12/2019	INT STA	INTERSTATE OIL COMPANY	1,449.72	Fuel
050362	12/12/2019	JAYS	JAY'S TRUCKING SERVICE	154.08	Legal - November 2019
050363	12/12/2019	JRG	JRG ATTORNEYS, LLP	4,469.94	Disaster Recovery Backup
050364	12/12/2019	LANSSET	LANSSET AMERICA	1,307.13	Legal - November 2019
050365	12/12/2019	LCW	LIEBERT CASSIDY WHITMORE	396.00	(2) Invoices - Materials & Supplies - Backyard Water Mains
050366	12/12/2019	NTS	NTS MIKEDON, LLC	531.56	
050367	12/12/2019	OREILLY	O'REILLY AUTO PARTS	10.75	
050368	12/12/2019	PACE	PACE SUPPLY CORP	370.13	
050369	12/12/2019	PRF SAN	SANDRA BEDDAMI	1,364.93	Construction Meter- Deposit Refund
050370	12/12/2019	RADIAL	RADIAL TIRE OF ELK GROVE	1,001.71	Repairs & Maintenance - TRK #416
050371	12/12/2019	REPUBLI	REPUBLIC SERVICES #922	1,710.53	
050372	12/12/2019	RIVCITY	RIVER CITY WASTE RECYCLERS LLC	334.80	
050373	12/12/2019	ROOCO	ROOCO RENTS	1,639.44	Materials - Backyard Water Mains
050374	12/12/2019	S AND S	S AND S FENCE, INC	6,035.00	Webb Well Fence Replacement
050375	12/12/2019	SAWWA2	SAWWA	100.00	Membership Fees - Travis Franklin
050376	12/12/2019	SIERRA C	SIERRA CHEMICAL COMPANY	717.75	Materials & Supplies - Treatment
050377	12/12/2019	SIERRA	SIERRA OFFICE SUPPLIES	277.04	Certification Treatment Grade 2 - Brandon Kent
050378	12/12/2019	SWRCB2	SWRCB-DWOCP	60.00	Copier - ADMIN
050379	12/12/2019	TOSHIBA	TOSHIBA FINANCIAL SERVICES	593.01	
050380	12/12/2019	WAC	WAC SOLUTIONS PARTNERS	400.00	
050381	12/12/2019	ZUKES	ZUKE'S LANDSCAPE INC.	1,500.00	Daily Tasks/Help Tickets
050382	12/18/2019	BG SOLU	SOLUTIONS BY BG INC.	8,800.00	
050383	12/18/2019	BRINKS	BRINK'S INCORPORATED	378.44	
050384	12/18/2019	CINTAS2	CINTAS	178.23	Construction Meter- Deposit Refund
050385	12/18/2019	CR VAN	VANGUARD CONSTRUCTION	1,148.16	
050386	12/18/2019	CS BK	CARD SERVICES	170.99	Rates & Fees Insert
050387	12/18/2019	DATAPRO	DATAPROSE LLC	1,284.00	
050388	12/18/2019	ELITE A	ELITE AUDIO & TINT INC	280.00	Graphic Design - Strategic Plan 2020 - 2024
050389	12/18/2019	IN COMM	IN COMMUNICATIONS	3,820.00	
050390	12/18/2019	ISCC	ISCC, INC	149.00	
050391	12/18/2019	PEST	PEST CONTROL CENTER INC	160.00	
050392	12/18/2019	PG&E	PACIFIC GAS & ELECTRIC COMPANY	96.20	
050393	12/18/2019	PMI	PERRYMAN MECHANICAL, INC.	6,359.22	Replaced the heating and A/C unit at Hampton WTP
050394	12/18/2019	RGS	REGIONAL GOVERNMENT SERVICES	950.00	Board Polices

Total: 341,622.55



**Elk Grove Water District  
Active Account Information  
12/31/2019**

	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>
<b>Water Accounts:</b>												
<b>Metered</b>												
Residential	11,857	11,891	11,889	11,905	11,941	11,927						
Commercial	363	363	365	365	362	362						
Irrigation	170	170	170	173	175	175						
Fire Service	181	181	181	183	181	181						
<b>Total Accounts</b>	<b>12,571</b>	<b>12,605</b>	<b>12,605</b>	<b>12,626</b>	<b>12,659</b>	<b>12,645</b>	-	-	-	-	-	-

**Elk Grove Water District  
Active Account Information  
FY 2018/2019**

	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>
<b>Water Accounts:</b>												
<b>Metered</b>												
Residential	11,799	11,819	11,800	11,810	11,800	11,808	11,803	11,800	11,824	11,844	11,830	11,842
Commercial	532	363	366	363	364	363	363	362	362	363	362	362
Irrigation		166	166	169	169	169	169	167	168	169	170	170
Fire Service	178	177	178	179	179	179	179	178	179	179	181	181
<b>Total Accounts</b>	<b>12,509</b>	<b>12,525</b>	<b>12,510</b>	<b>12,521</b>	<b>12,512</b>	<b>12,519</b>	<b>12,514</b>	<b>12,507</b>	<b>12,533</b>	<b>12,555</b>	<b>12,543</b>	<b>12,555</b>

# Elk Grove Water District

## Bond Covenant Status

### For Fiscal Year 2019-20

As of 12/31/2019

Adjusted for Prepayments

**Operating Revenues:**

<b>Charges for Services</b>	\$	9,027,635
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**Operating Expenses:**

Salaries & Benefits (2)		1,806,148
Seminars, Conventions and Travel		15,986
Office & Operational		607,943
Purchased Water		1,652,883
Outside Services		357,318
Equipment Rent, Taxes, and Utilities		249,250
Total Operating Expenses		4,689,528

<b>Net Operating Income</b>	\$	4,338,107
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Annual Interest & Principal Payments		
\$3,826,739	\$	1,913,370 (1)

<b>Debt Service Coverage Ratio, YTD Only:</b>	<b>2.27</b>
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<b>Required</b>	<b>1.15</b>
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**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 **1.38**
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 12/31/2019**

	General Ledger Reference	YTD Activity	Annual Budget	6/12=50.00% Variance	% Realized
<b>Revenues</b>	<b>4100 - 4900</b>	<b>\$ 9,027,635</b>	<b>\$ 15,172,243</b>	<b>\$ (6,144,608)</b>	<b>59.50%</b>
<b>Salaries &amp; Benefits</b>	<b>5100 - 5280</b>	<b>2,005,765</b>	<b>4,332,850</b>	<b>(2,327,085)</b>	<b>46.29%</b>
less Capitalized Labor		(114,109)	(424,667)	310,558	26.87%
Less CalPERS Prepayment for Remainder of Year: (3)		(85,508)			
<b>Adjusted Salaries and Benefits:</b>		<b>\$ 1,806,148</b>	<b>\$ 3,908,183</b>	<b>(2,102,035)</b>	<b>46.21%</b>
<b>Seminars, Conventions and Travel</b>	<b>5300 - 5350</b>	<b>15,986</b>	<b>51,124</b>	<b>(35,138)</b>	<b>31.27%</b>
<b>Office &amp; Operational</b>	<b>5410 - 5494</b>	<b>607,943</b>	<b>1,208,164</b>	<b>(600,221)</b>	<b>50.32%</b>
<b>Purchased Water est. (4)</b>	<b>5495 - 5495</b>	<b>1,652,883</b>	<b>3,135,689</b>	<b>(1,482,806)</b>	<b>52.71%</b>
<b>Outside Services</b>	<b>5505 - 5580</b>	<b>357,318</b>	<b>1,160,573</b>	<b>(803,255)</b>	<b>30.79%</b>
<b>Equipment Rent, Taxes, Utilities</b>	<b>5620 - 5760</b>	<b>249,250</b>	<b>416,200</b>	<b>(166,950)</b>	<b>59.89%</b>
<b>Total Operational Expenses</b>		<b>\$ 4,689,528</b>	<b>\$ 9,879,933</b>	<b>\$ (5,190,405)</b>	<b>47.47%</b>
<b>Net Operating Income</b>		<b>\$ 4,338,107</b>	<b>\$ 5,292,310</b>	<b>\$ (954,203)</b>	<b>81.97%</b>
<b>Non-Operating Revenues</b>					
Interest Received	9910 - 9910	99,670	100,000	(330)	99.67%
Unrealized Gains/Losses	9911 - 9911	33,143	-	33,143	100.00%
Other Income/Expense	9920 - 9973	26,853	-	26,853	100.00%
<b>Total Non-Operating Revenues</b>		<b>\$ 159,666</b>	<b>\$ 100,000</b>	<b>\$ 59,666</b>	<b>159.67%</b>
<b>Non-Operating Expenses</b>					
Election Costs	9950 - 9950	-	-	-	0.00%
<b>All other Non-Operating Expenses</b>					
<b>Capital Expenses (2):</b>					
Capital Improvements	1705 - 1760	84,429	400,000	(315,571)	21.11%
Capital Replacements	1705 - 1760	280,876	1,338,000	(1,057,124)	20.99%
Unforeseen Capital Projects	1705 - 1760	18,282	100,000	(81,718)	18.28%
<b>Capital Expenses:</b>		<b>\$ 383,587</b>	<b>\$ 1,838,000</b>	<b>\$ (1,454,413)</b>	<b>20.87%</b>
<b>Bond Interest Accrued (1)</b>	<b>7300 - 7300</b>	<b>830,870</b>	<b>1,661,739</b>	<b>(830,870)</b>	<b>50.00%</b>
<b>Total Non Operating Expenses</b>		<b>\$ 1,214,456</b>	<b>\$ 3,499,739</b>	<b>\$ (2,285,283)</b>	<b>34.70%</b>
<b>Revenues in Excess of All Expenditures, including Capital</b>		<b>\$ 3,283,317</b>	<b>\$ 1,892,571</b>	<b>\$ 1,390,746</b>	<b>173.48%</b>
<b>Bond Retirement (1):</b>		<b>\$ 1,082,500</b>	<b>\$ 2,165,000</b>	<b>\$ (1,082,500)</b>	<b>50.00%</b>
<b>Net Position after Capital and Debt Retirement Expenditures</b>		<b>\$ 2,200,817</b>	<b>\$ (272,429)</b>	<b>\$ 2,473,246</b>	

**Notes:**

- Bond retirement payments are made two times a year in September and March
- YTD Activity includes \$114,109 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 3.56% 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 County Water Agency. Included above is an estimate of costs to date based on water used

**Florin Resource Conservation District  
CASH - Detail Schedule of Investments  
12/31/2019**

<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					
	Cash on Hand			<b>Subtotal</b>	<b>\$ -</b>				
1001-000-20 Water				Unrestricted	<b>\$ 300.00</b>				
<b>HELD BY F&amp;M BANK:</b>									
1011-000-10 FRCD	F&M 08-032009-01 CHECKING ACCOUNT			Unrestricted	109.26				
1011-000-20 Water	F&M 08-032017-01 OPERATING ACCOUNT			Unrestricted	632,239.94				
1084-000-20 Water	F&M 08-03201702-31 MONEY MARKET		1.41%	Unrestricted	4,412,141.71				
1031-000-20 Water	F&M 08-032912-01 CREDIT CARD ACCOUNT			Unrestricted	284,296.17				
1061-000-20 Water	F&M 08-032890-01 PAYROLL ACCOUNT			Unrestricted	154,778.80				
1071-000-20 Water	F&M 08-032920-01 DRAFTS ACCOUNT			Unrestricted	124,497.80				
				<b>Subtotal</b>	<b>\$ 5,608,063.68</b>				
<b>INVESTMENTS</b>									
1080-000-20 Water	Office of the Treasurer - Sacramento California	LAIF	Investment Pool	Unrestricted	<b>\$ 3,582,728.08</b>				
1081-000-20 Water	CALTrust Medium Term		Investment	Unrestricted	<b>\$ 1,344,375.59</b>				
1082-000-20 Water									
	<u>PURCHASE DATE</u>	<u>CUSIP</u>	<u>ISSUED BY</u>	<u>CALL DATE</u>	<u>MATURITY DATE</u>	<u>% of Portfolio</u>	<u>Current Yield</u>	<u>COST BASIS</u>	<u>MARKET VALUE</u>
	9/30/2016	N/A	Union Bank of California	N/A	N/A	1.64%	0.35%	\$ 1,153,877.46	\$ 1,153,877.46
	6/30/2016	3136G3SR7	<b>Federal National Mortgage Association (FNMA)</b>	12/30/16 - qrtly	Called 12/31/2019	15.160%	1.380%	\$ 1,000,000.00	\$ 999,160.00
	9/30/2016	3136G4DB6	Federal National Mortgage Association (FNMA)	3/30/17 - qrtly	3/30/2020	15.120%	1.250%	\$ 1,000,000.00	\$ 999,090.00
	6/9/2016	3133EGCP8	Federal Farm Credit Banks (FFCB)	9/1/16 - cont.	12/1/2020	15.090%	1.630%	\$ 1,000,000.00	\$ 998,570.00
	6/16/2016	3136G3PY5	Federal National Mortgage Association (FNMA)	12/16/16 - qrtly	12/16/2020	15.110%	1.550%	\$ 500,000.00	\$ 497,375.00
	9/30/2016	3136G4CY7	Federal National Mortgage Association (FNMA)	3/30/17 - qrtly	9/30/2021	7.53%	1.510%	\$ 1,000,000.00	\$ 999,900.00
	11/25/2019	3130AHK85	Federal Home Loan Bank (FHLB)	11/25/20 - qrtly	11/25/2022	15.10%	1.820%	\$ 1,000,000.00	\$ 1,000,070.00
	11/18/2019	3134GURG7	Federal National Mortgage Association (FNMA)	02/18/20 - qrtly	8/18/2023	15.12%	2.000%	\$ 6,653,877.46	\$ 6,648,042.46
				<b>Total</b>				<b>\$ 17,183,509.81</b>	
				<b>Total Restricted</b>				<b>\$ -</b>	
				<b>Total Unrestricted</b>				<b>\$ 17,183,509.81</b>	

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

**Consultant Expenses**  
12/31/2019

**Fiscal Retainer Contracts**

Consultant	Description	Total Contract	Current Month	Paid to date	2019-2020 FY Budget	Percent of year (50%)
JRG Attorneys, LLP	Task orders	TBD	\$ 4,470	\$ 42,398		
Murphy Austin Adams Schoenfeld LLP	Task orders	TBD				
Liebert Cassidy Whitmore	Task orders	TBD	\$ 396	\$ 2,614		
<b>Total</b>			<b>\$ 4,866</b>	<b>\$ 45,012</b>	<b>\$ 175,000</b>	<b>25.72%</b>
Solutions by BG, Inc.	Task orders	725,050	\$ 17,583	\$ 106,417	\$ 253,500	41.98%

**Major Contracts**

Consultant	Description	Total Contract	Current Month	Paid to date	2018-2019 FY Budget	Percent of Contract Amount
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**Elk Grove Water District  
Major Capital Improvement Project  
Budget vs Actuals  
12/31/2019**

Capital Project	Total Project Budget	Total Project Exp to Date	Percent Spent	Capitalized Labor	Fund Type	Project Type	2019-20 Budget	Dec Project Exp	Total YTD (1)	YTD % Spent
Backyard Water Mains/Service Replacement	\$ 1,684,000	\$ 743,158	44.13%	\$ 113,284	R&R	Supply/Distribution	\$ 1,240,000	\$ 62,034	\$ 279,731	22.56%
Well Rehabilitation Program	98,000	-	0.00%	-	R&R	Supply/Distribution	98,000	-	-	0.00%
Service Line Replacements	750,000	703,093	93.75%	825	R&R	Supply/Distribution	-	-	1,145	100.00% (2)
Well 3 Pump Replacement	125,000	-	0.00%	-	CIP	Treatment	125,000	-	-	0.00%
Well 4D Radio Antenna	30,000	-	0.00%	-	CIP	Treatment	30,000	-	-	0.00%
RRWTP Variable Frequency Drives	75,000	231	0.31%	-	CIP	Treatment	75,000	-	231	0.31%
Truck Replacements	120,000	-	0.00%	-	CIP	Building and Site	120,000	-	84,197	70.16%
HWTP Roof Replacement	20,000	-	0.00%	-	CIP	Building and Site	20,000	-	-	0.00%
I.T. Servers	30,000	-	0.00%	-	CIP	Building and Site	30,000	-	-	0.00%
Unforeseen Capital Projects	100,000	-	0.00%	-	-	-	100,000	6,359	18,282	18.28% (3)
<b>Sub-Total</b>	<b>\$ 3,032,000</b>	<b>\$ 1,446,482</b>	<b>47.71%</b>	<b>\$ 114,109</b>			<b>\$ 1,838,000</b>	<b>\$ 68,393</b>	<b>\$ 383,587</b>	<b>20.87%</b>

(1) Includes \$114,109 in capitalized labor through 12/31/19

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

(3) Includes unforeseen capital projects, including:  
 Mr. Security Camera \$ 11,923  
 Perryman Mechanical, Inc. \$ 6,359

January 21, 2020

TO: Chair 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 Florin Resource Conservation District (FRCD) Board of Directors (Board) has requested a monthly summary of committee meetings. No committee meetings were held in the month of December.

### **DISCUSSION**

#### **Background**

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

#### **Present Situation**

No committee meetings were held in the month of December.

### **ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

January 21, 2020

**COMMITTEE MEETINGS**

---

Page 2

**STRATEGIC PLAN CONFORMITY**

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

**FINANCIAL SUMMARY**

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

Respectfully Submitted,



STEFANI PHILLIPS,  
BOARD SECRETARY

January 21, 2020

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Stefani Phillips, Board Secretary

SUBJECT: **FLORIN RESOURCE CONSERVATION DISTRICT ELECTION OF OFFICERS - 2020**

### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors elect a Chair and Vice-Chair for the 2020 calendar year.

### **SUMMARY**

Each January, the Florin Resource Conservation District (FRCD) Board of Directors (Board) elect a Chair and Vice-Chair to serve as officers of the Board for a period of one (1) year or until successors are elected.

By this action, the Board shall elect a Chair and Vice-Chair for the 2020 calendar year.

### **DISCUSSION**

#### **Background**

The FRCD Board Bylaws state that the Board shall elect a Chair and Vice-Chair at the regular board meeting every January. The term of office in each case shall begin upon election and shall continue for a period of one (1) year or until successors are elected.

#### **Present Situation**

Currently, Director Tom Nelson is serving as Chair and Director Bob Gray is serving as Vice-Chair.

### **ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

January 21, 2020

**FLORIN RESOURCE CONSERVATION DISTRICT ELECTION OF OFFICERS - 2020**

Page 2

**STRATEGIC PLAN CONFORMITY**

This item conforms to the FRCD/EGWD's 2012-2017 Strategic Plan. The strategic Plan establishes goals for the FRCD/EGWD, and it is the responsibility of the Board to govern in a manner to achieve the goals. The Election of Officers is a required component of governance.

**FINANCIAL SUMMARY**

There is no financial impact associated with this agenda item.

Respectfully submitted,



STEFANI PHILLIPS  
BOARD SECRETARY

January 21, 2020

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Stefani Phillips, Board Secretary

SUBJECT: **FLORIN RESOURCE CONSERVATION DISTRICT 2020 COMMITTEE APPOINTMENTS AND OUTSIDE AGENCY REPRESENTATION**

### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors, appoint:

1. Directors to sit on the Finance, Conservation and Infrastructure Committees of the Florin Resource Conservation District; and
2. Representatives for outside agency participation.

### **SUMMARY**

In January, the Florin Resource Conservation District (FRCD) Board of Directors (Board) will appoint Directors to sit on previously established standing board committees. Appointments of representation for outside agency participation also take place at this time.

By this action, the Board, will appoint 1) Directors to sit on the Finance, Conservation and Infrastructure Committees of the FRCD; and 2) representatives for outside agency participation.

### **DISCUSSION**

#### **Background**

The FRCD Board Bylaws state that the Chair shall appoint members to Standing Committees of the FRCD and Ad-hoc Committees, as necessary. The committee appointments shall be ratified by a majority of the Board.

In January of 2014, the Board directed staff to add appointments for representation of outside agency participation to the January agenda each year moving forward.

In January of 2018, the Board eliminated the Planning Committee due to inactivity. The Board discussed that other committees can serve in place of the Planning Committee and

**FLORIN RESOURCE CONSERVATION DISTRICT 2020 COMMITTEE  
APPOINTMENTS AND OUTSIDE AGENCY REPRESENTATION**

---

Page 2

Ad-Hoc Committees, also referred to as Board Working Groups, can be appointed for short-term assignments.

Present Situation

Currently, the established Standing committees are Finance, Conservation and Infrastructure.

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

**Current Standing Committees:**

<b>Finance – FRCD/EGWD:</b>	<b>All Board Members</b>
<b>Conservation Committee – FRCD:</b>	<b>Tom Nelson Lisa Medina Sophia Scherman</b>
<b>Alternate:</b>	
<b>Infrastructure Committee – EGWD:</b>	<b>Bob Gray Lisa Medina</b>

Outside Agency Representation

Directors and Staff represent the District with the following outside agencies: Association of California Water Agencies/Joint Power Insurance Authority (ACWA/JPIA), California Special Districts Association (CSDA), Sacramento Local Agency Formation Commission (LAFCO), Regional Water Authority (RWA), and Sacramento Central Groundwater Authority (SCGA).

The outside agency assignments are as follows:

**Current Outside Agency Representation:**

<b>ACWA/JPIA – Representative of EGWD</b>	<b>Tom Nelson</b>
<b>CSDA</b>	<b>Elliot Mulberg</b>
<b>LAFCO</b>	<b>Elliot Mulberg</b>

January 21, 2020

**FLORIN RESOURCE CONSERVATION DISTRICT 2020 COMMITTEE  
APPOINTMENTS AND OUTSIDE AGENCY REPRESENTATION**

---

Page 3

**RWA Board of Directors**

**Tom Nelson** (Primary)  
**Mark Madison** (Primary)  
**Bruce Kamilos** (Alternate)

**SCGA**

**Mark Madison** (Primary)  
**Bruce Kamilos** (Alternate)

It is recommended that the Board review these agency assignments and make modifications as deemed appropriate.

**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. The 2020 Committee Appointments is important to the mission of the FRCD, which states "The FRCD assists, manages, and/or produces beneficial resource conservation programs within the FRCD service area by building alliances, generating community interest and input, and organizing activities and projects".

**FINANCIAL SUMMARY**

There is no financial impact associated with this agenda item.

Respectfully submitted,



STEFANI PHILLIPS  
BOARD SECRETARY



January 21, 2020

TO: Chair and Directors of the Florin Resource Conservation District  
FROM: Mark J. Madison, General Manager  
SUBJECT: **ELK GROVE WATER DISTRICT OPERATIONS REPORT – DECEMBER 2019**

## **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 December. Other notable events are described below.

## **DISCUSSION**

### **Background**

Every month, staff presents an update of the activities related to the operations of the EGWD. Included for the Board of Director's review is the EGWD's December 2019 Operations Report.

### **Present Situation**

The EGWD December 2019 Operations Report highlights are as follows:

- **Operations Activities Summary** – EGWD did not leave any door hangers for past due balances this month, which resulted in zero shutoffs. (EGWD has a practice of not shutting off customers in December and November during the holidays.) We received three (3) water pressure complaints and three (3) water quality complaints. Upon further inspection, none of the complaints were validated.
- **Production** – The Combined Total Service Area 1 production graph on page 14 shows that production during the month of December decreased 1.38 percent compared to December 2018 and is 22.04 percent less than what was produced in 2013. Year 2013 is the baseline year the State Water Quality Control Board adopted for water usage. The Total Demand/Production for both service areas on

**ELK GROVE WATER DISTRICT OPERATIONS REPORT – DECEMBER 2019**

Page 2

page 15 shows that customer use during the month of December, compared to December 2013, was down by 24.35 percent.

- **Static and Pumping Level Graphs** – The fourth quarter soundings are shown and indicate that the static water levels in deeper zones have risen markedly compared to the fourth quarter of 2017. 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 EGWD's customers met or exceeded safe drinking water standards.
- **Corrective 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 December:
  - Staff aided with repairs made to a malfunctioning HVAC system at Hampton Water Treatment Plant.
  - Staff aided with replacement of a radiator on the portable generator at Well #11D Dino.
  - Staff continued to troubleshoot the cause behind a start failure at Well #14D Railroad.
- **Backflow Prevention Program 2019** – EGWD issued 30 testing notices for the month. Pursuant to the notices, 18 devices passed. One (1) device failed the initial test, but passed on the second test. Testing notices for two (2) devices were sent to the wrong addresses so testing notices will be reissued to the correct addresses. Secondary notices were issued for nine (9) devices. The total number of delinquent devices is 11, which includes those that received secondary notices, and the two (2) devices that remain delinquent from August and November.
- **Safety Meetings/Training** – Three (3) safety training sessions were conducted for the month which is compliant with OSHA standards.
- **Service and Main Leaks Map** – There were zero service line leaks and zero main line leaks during December.

**ELK GROVE WATER DISTRICT OPERATIONS REPORT – DECEMBER 2019**

Page 3

- **System Pressures** – Pressures in Service Area 1 generally remained stable during the month of December. Pressures in Service Area 2, which are controlled by Sacramento County Water Agency, went up slightly from the previous month.

**ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

**STRATEGIC PLAN CONFORMITY**

The EGWD'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 EGWD's distribution and treatment system. The EGWD Operations Report assists EGWD 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

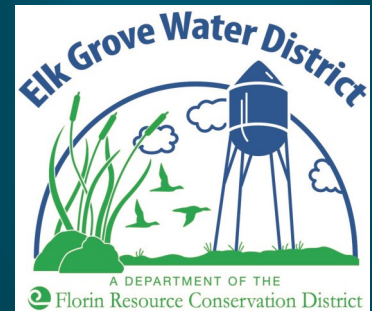
# EGWD

## OPERATIONS REPORT

December 2019



Elk  
Grove  
Water  
District



**Elk Grove Water District**  
**Operations Report**  
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# Operations Activities Summary

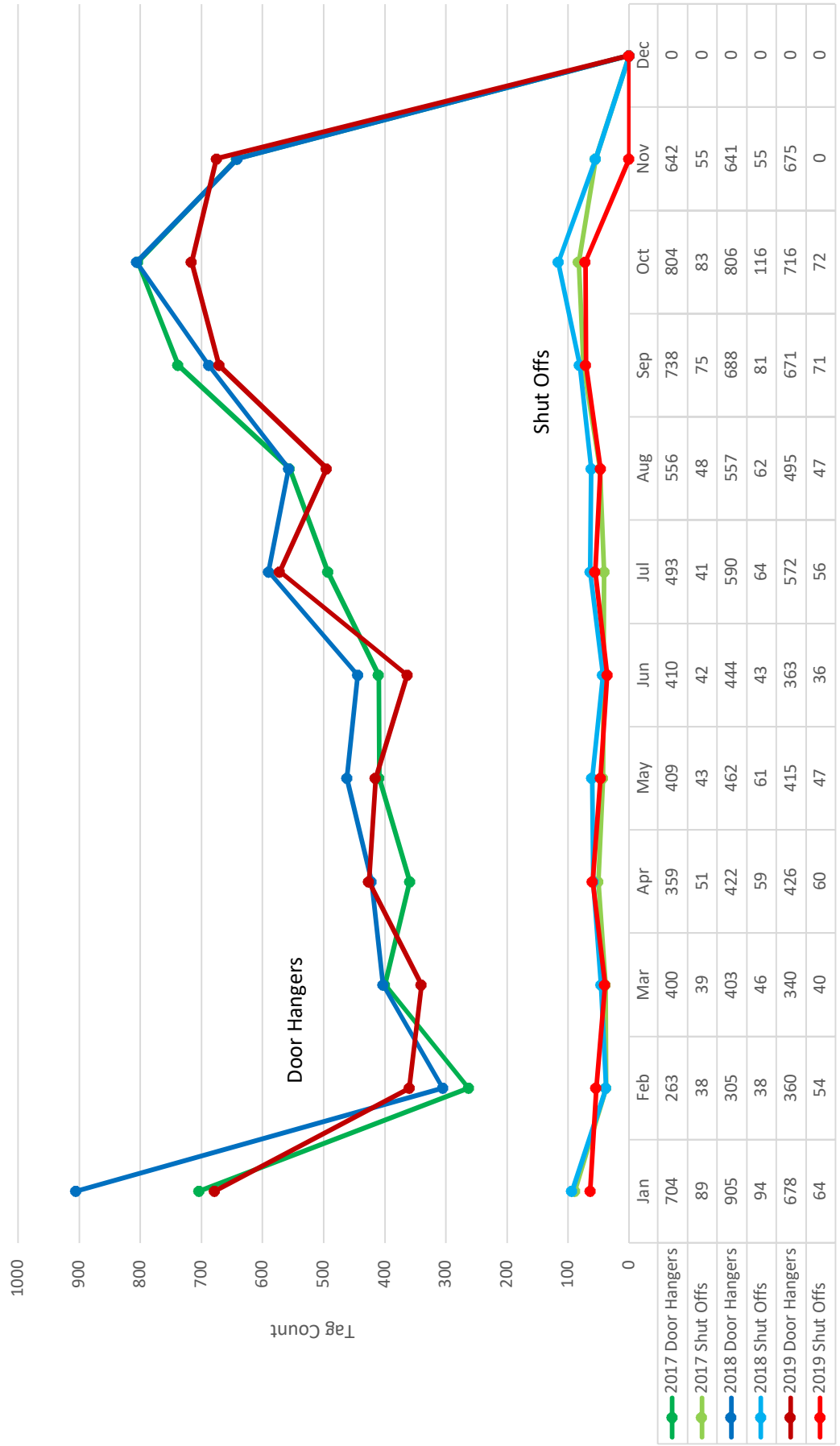
<b><u>Service Requests:</u></b>	December-19		YTD (Since Jan. 1, 2019)	
<b><u>Department</u></b>	<u>Service Request</u>	<u>Hours</u>	<u>Service Request</u>	<u>Hours</u>
<b>Distribution</b>				
Door Tags	0	0	5,753	305.25
Shut offs	0	0	566	163.05
Turn ons	0	0	618	247.15
Investigations	36	9	485	335.20
USA Locates	142	35.50	2,354	588
Customer Complaints				
-Pressure	3	1.50	27	12.50
-Water Quality	3	1.50	18	9.25
-Other	0	0	0	0

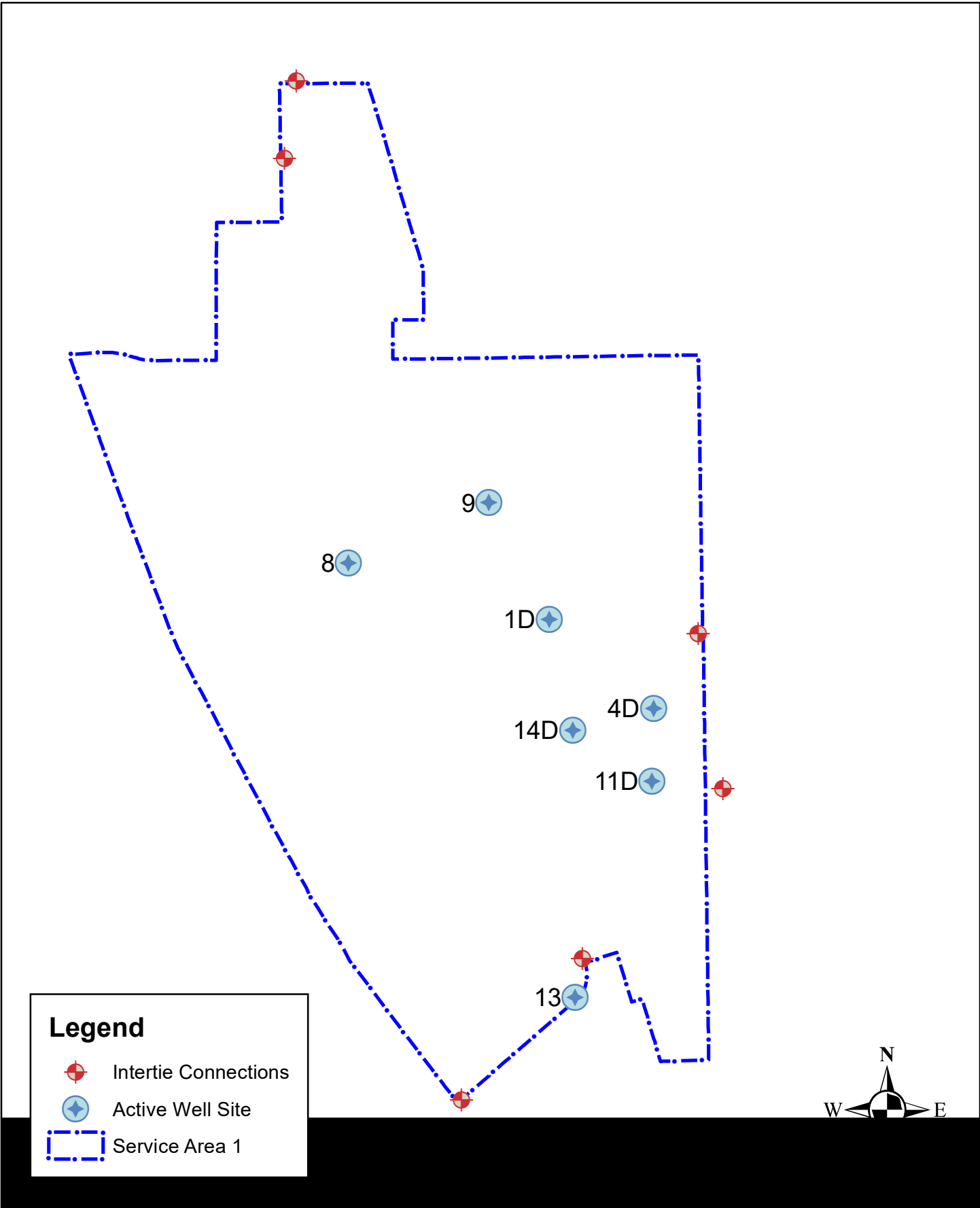
<b><u>Work Orders:</u></b>	December-19		YTD (Since Jan. 1, 2019)	
<b><u>Department</u></b>	<u>Work Orders</u>	<u>Hours</u>	<u>Work Orders</u>	<u>Hours</u>
<b>Treatment:</b>				
Preventative Maint.	35	113	292	804.50
Corrective Maint.	4	8	100	597.50
Water Samples	15	41	201	574
<b>Distribution:</b>				
Meters Installed	0	0	83	48
Meter Change Out	9	4.5	271	164.80
Preventative Maint.				
-Hydrant Maintenance (135)	136	28	1,618	365.25
-Valve Exercising (120)	120	28.50	1,565	272.50
-Other	0	0	0	0
Corrective Maint.				
-Leaks	0	0	32	433.75
-Other	9	38	179	224.25
Valve Locates	0	0	0	0
<b>Utility:</b>				
Corrective Maint.	0	0	0	0



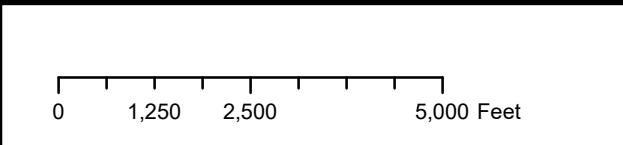
# Elk Grove Water District

## Door Hangers and Shut Off Tags





Active Well Sites & Intertie Connections



Elk Grove Water District





## Elk Grove Water District

### Monthly Production

Well 1D School -- Dec. 2019

**Selected Month Production**  
135,268 Gallons

Average GPM:  
1,878

**Motor:**

Volts: 469  
Volts (Rated): 460  
RPM: 1789  
RPM (Rated): 2115  
Amps A: 179  
Amps A (Rated): 222  
Amps B: 174  
Amps B (Rated): 222  
Amps C: 174  
Amps C (Rated): 222

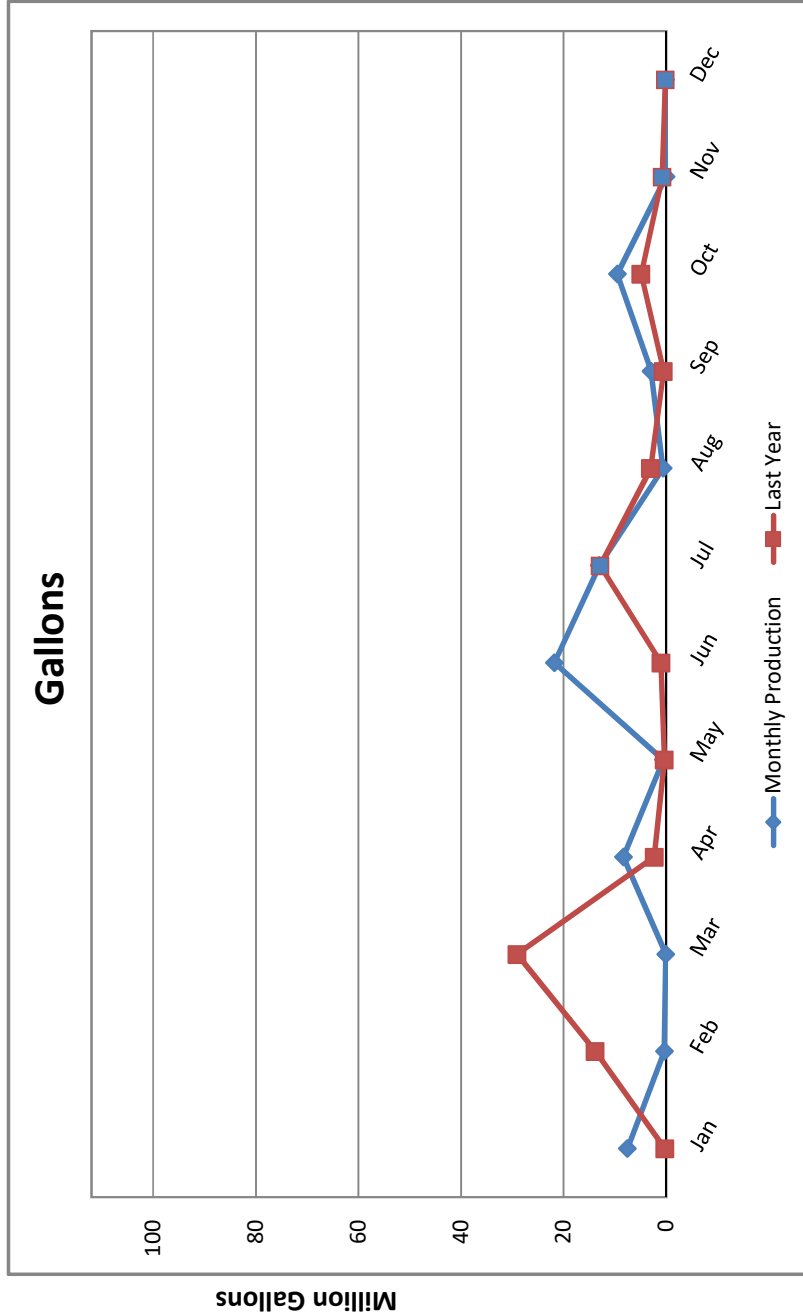
Motor Temp: 80.2 F  
Hour Meter: 1.20  
KW Hour Total: 320

**Chlorine:**

Dosing: 1.48 mg/L  
Demand: 0.55 mg/L  
Residual: 0.93 mg/L

**Vibration Reading:**

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





## Elk Grove Water District

### Monthly Production

Well 4D Webb -- Dec. 2019

**Selected Month Production**  
8,893,640 Gallons

Average GPM:  
1,703

**Motor:**

Volts: 482  
Volts (Rated): 460  
RPM: 1585  
RPM (Rated): 1775  
Amps A: 186  
Amps A (Rated): 225  
Amps B: 184  
Amps B (Rated): 225  
Amps C: 184  
Amps C (Rated): 225

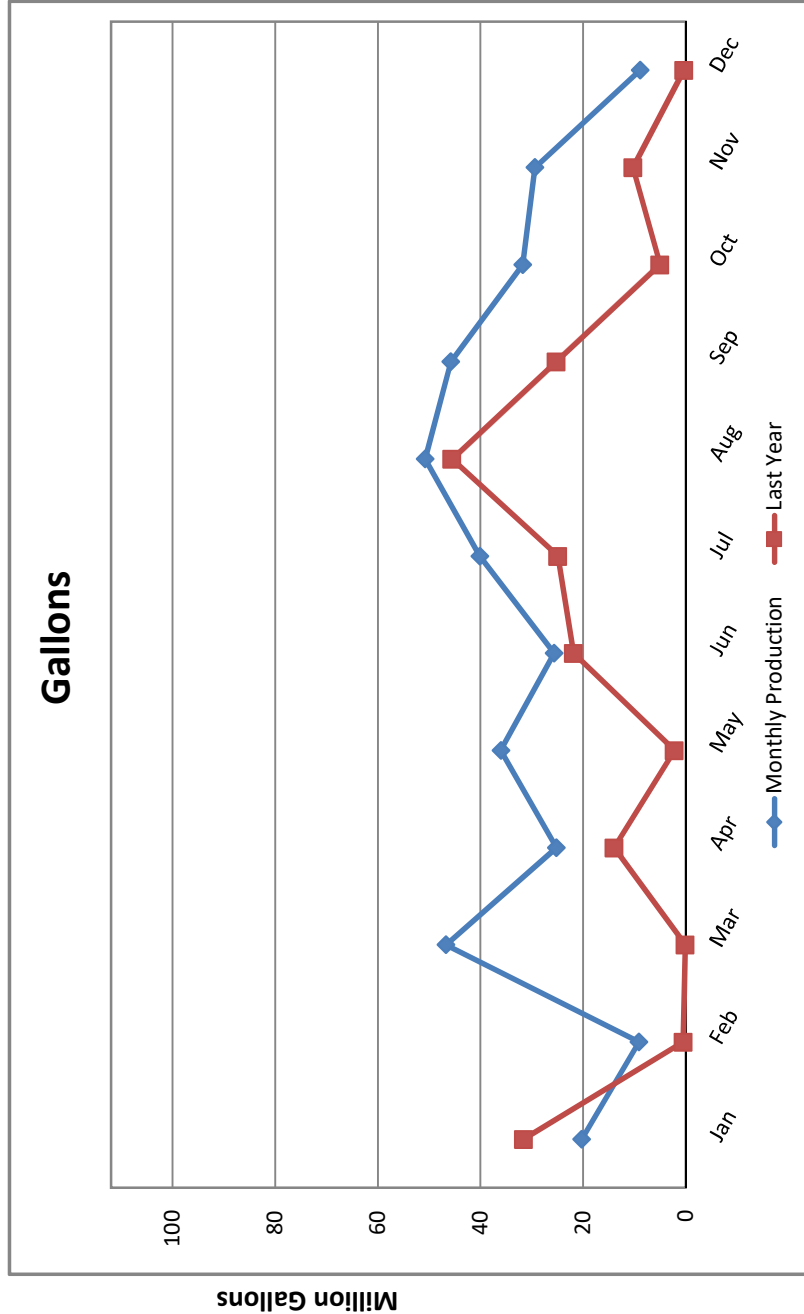
Motor Temp: 115.3 F  
Hour Meter: 87.00  
KW Hour Total: 11,760

**Chlorine:**

Dosing: 1.67 mg/L  
Demand: 0.61 mg/L  
Residual: 1.06 mg/L

**Vibration Reading:**

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





## Elk Grove Water District

### Monthly Production

Well 11D Dino -- Dec. 2019

**Selected Month Production**  
42,609,878 Gallons

Average GPM:  
1,700

**Motor:**

Volts: 482  
Volts (Rated): 460  
RPM: 1781  
RPM (Rated): 1775  
Amps A: 196  
Amps A (Rated): 225  
Amps B: 196  
Amps B (Rated): 225  
Amps C: 198  
Amps C (Rated): 225

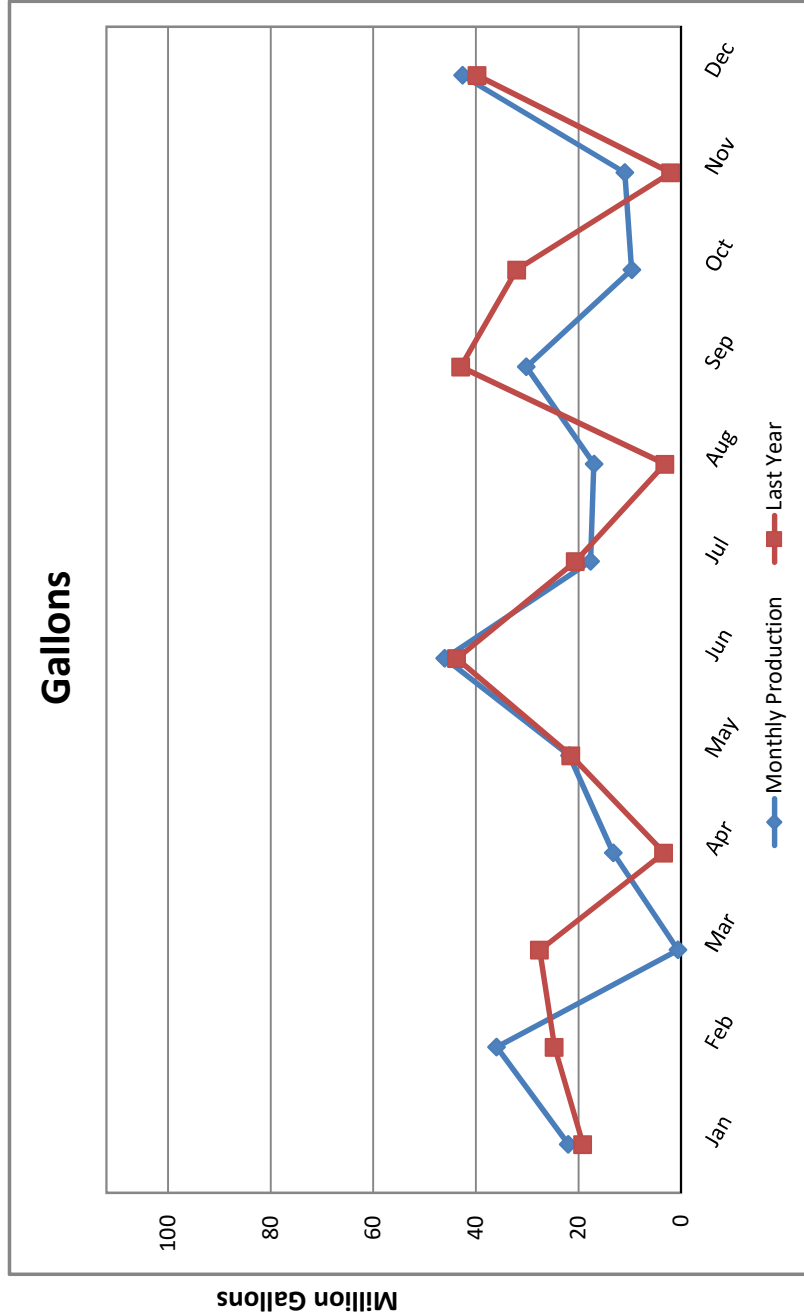
Motor Temp: 115 F  
Hour Meter: 417.50  
KW Hour Total: 58,920

**Chlorine:**

Dosing: 1.67 mg/L  
Demand: 0.73 mg/L  
Residual: 0.94 mg/L

**Vibration Reading:**

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





# Elk Grove Water District

## Monthly Production

Well 14D Railroad -- Dec. 2019

**Selected Month Production**  
51,345 Gallons

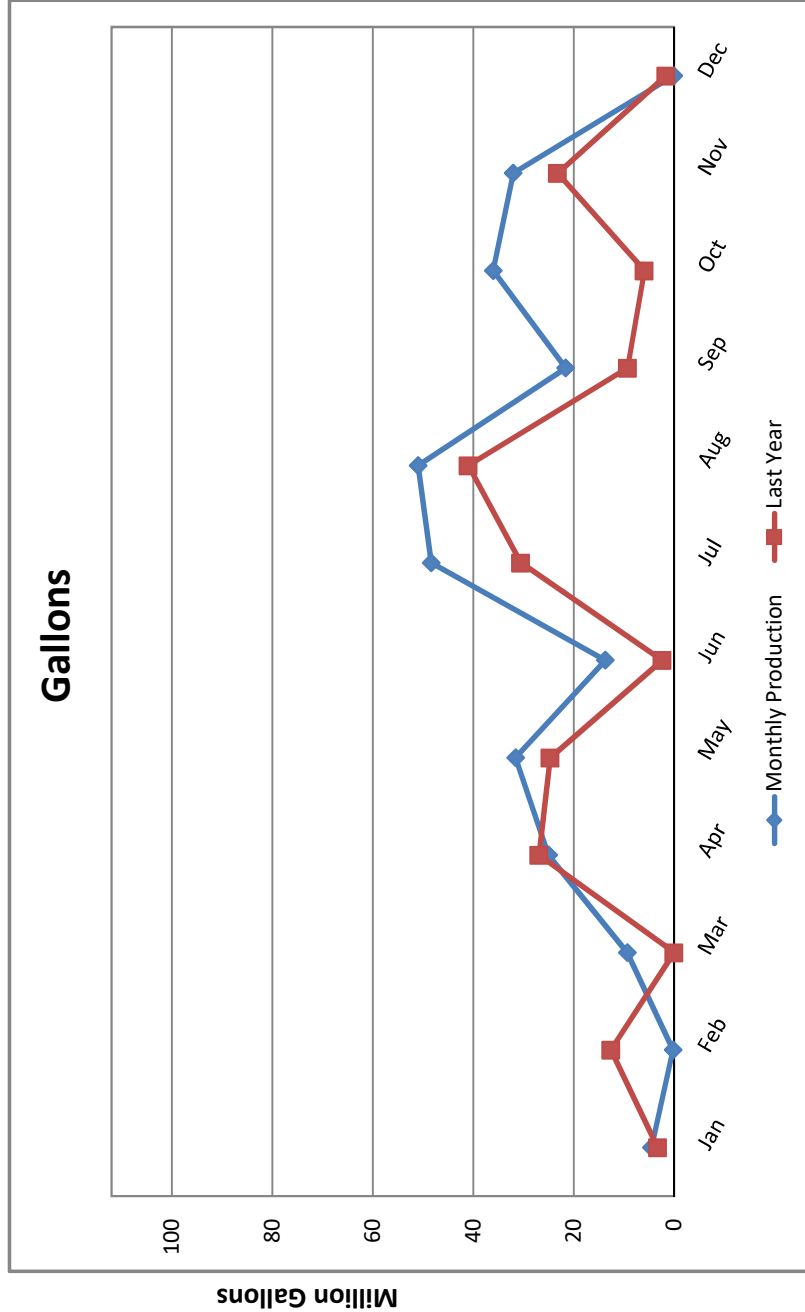
Average GPM:  
1,711

**Motor:**  
Volts: 476  
Volts (Rated): 460  
RPM: 1787  
RPM (Rated): 1785  
Amps A: 164  
Amps A (Rated): 171  
Amps B: 164  
Amps B (Rated): 171  
Amps C: 158  
Amps C (Rated): 171

Motor Temp.: 84.1 F  
Hour Meter: 0.50  
KW Hour Total: 49,600  
(KWH total is for the entire facility)

**Chlorine:**  
Dosing: 2.11 mg/L  
Demand: 1.05 mg/L  
Residual: 1.06 mg/L

**Vibration Reading:**  
Base Line: 0.02 in/sec  
Current: 0.03 in/sec





## Elk Grove Water District

### Monthly Production

Well 8 Williamson -- Dec. 2019  
(Submersible)

**Selected Month Production**  
2,710,285 Gallons

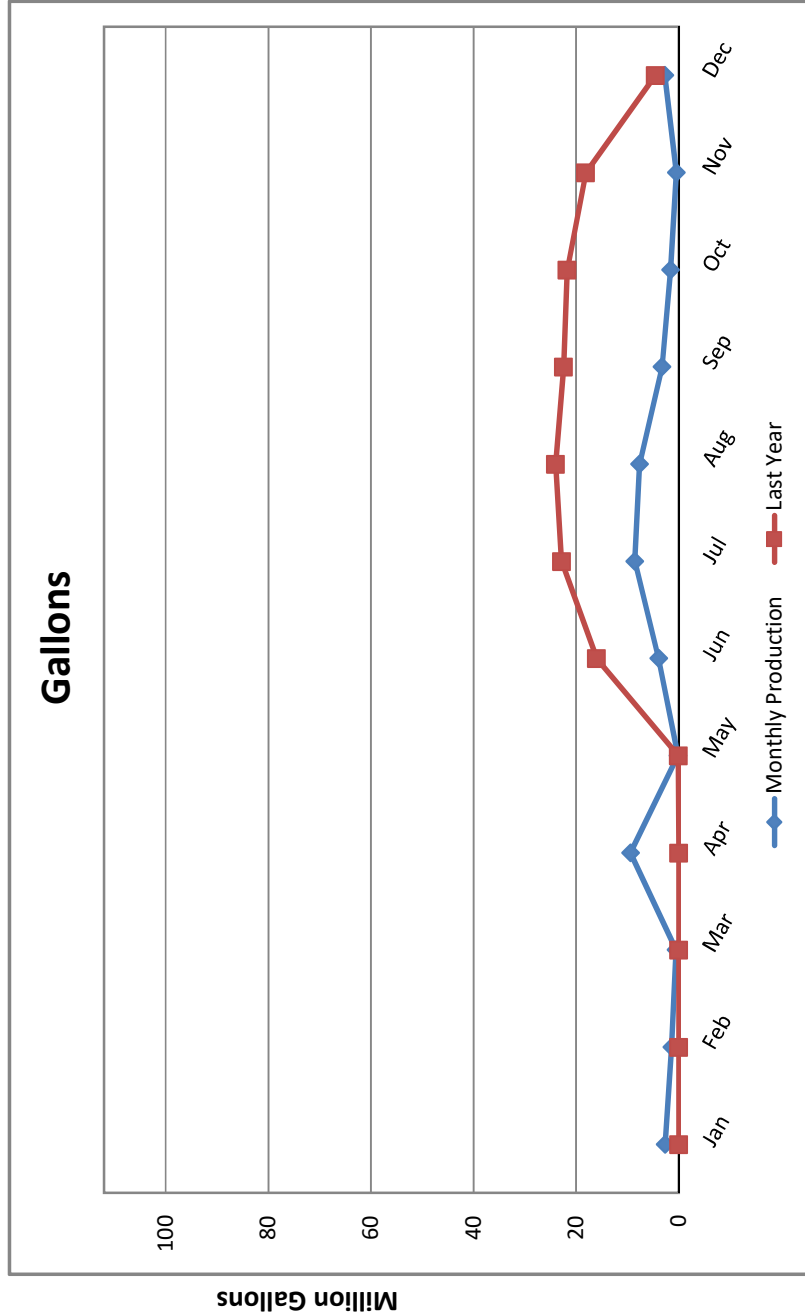
Average GPM: 543

**Motor:**  
Volts: 463  
Volts (Rated): 460

Amps A: 59  
Amps A (Rated): 65  
Amps B: 58  
Amps B (Rated): 65  
Amps C: 60  
Amps C (Rated): 65

Hour Meter: 83.10  
KW Hour Total: 3,433

**Chlorine:**  
Dosing: 1.25 mg/L  
Demand: 0.15 mg/L  
Residual: 1.1 mg/L





# Elk Grove Water District

## Monthly Production

Well 9 Polhemus -- Dec. 2019  
(Submersible)

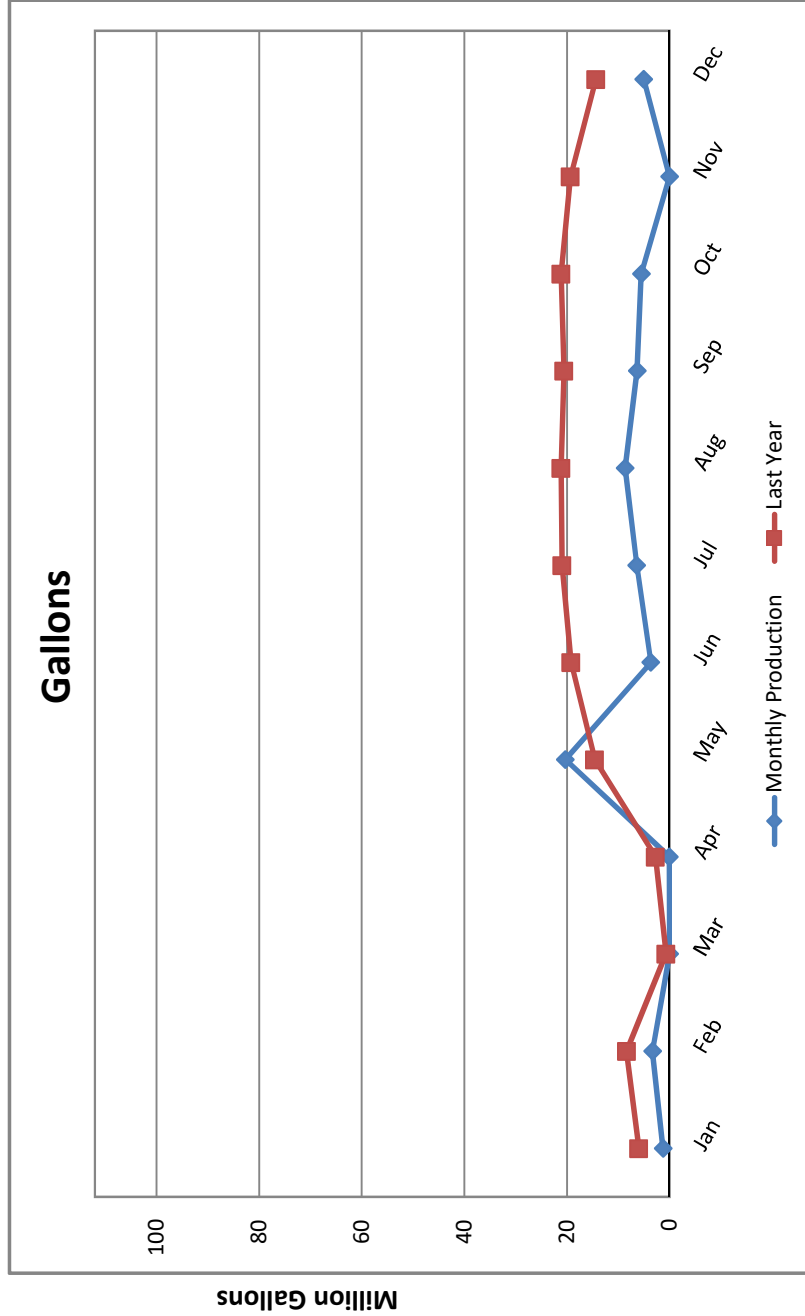
**Selected Month Production**  
5,013,000 Gallons

**Average GPM:** 478

**Motor:**  
Volts: 484  
Volts (Rated): 460  
  
Amps A: 59  
Amps A (Rated): 65  
Amps B: 58  
Amps B (Rated): 65  
Amps C: 61  
Amps C (Rated): 65

**Hour Meter:** 174.60  
**KW Hour Total:** 7,049

**Chlorine:** 1.24 mg/L  
**Dosing:** 0.09 mg/L  
**Demand:** 1.15 mg/L  
**Residual:**





## Elk Grove Water District

### Monthly Production

Well 13 Hampton -- Dec. 2019

**Selected Month Production**  
3,342,569 Gallons

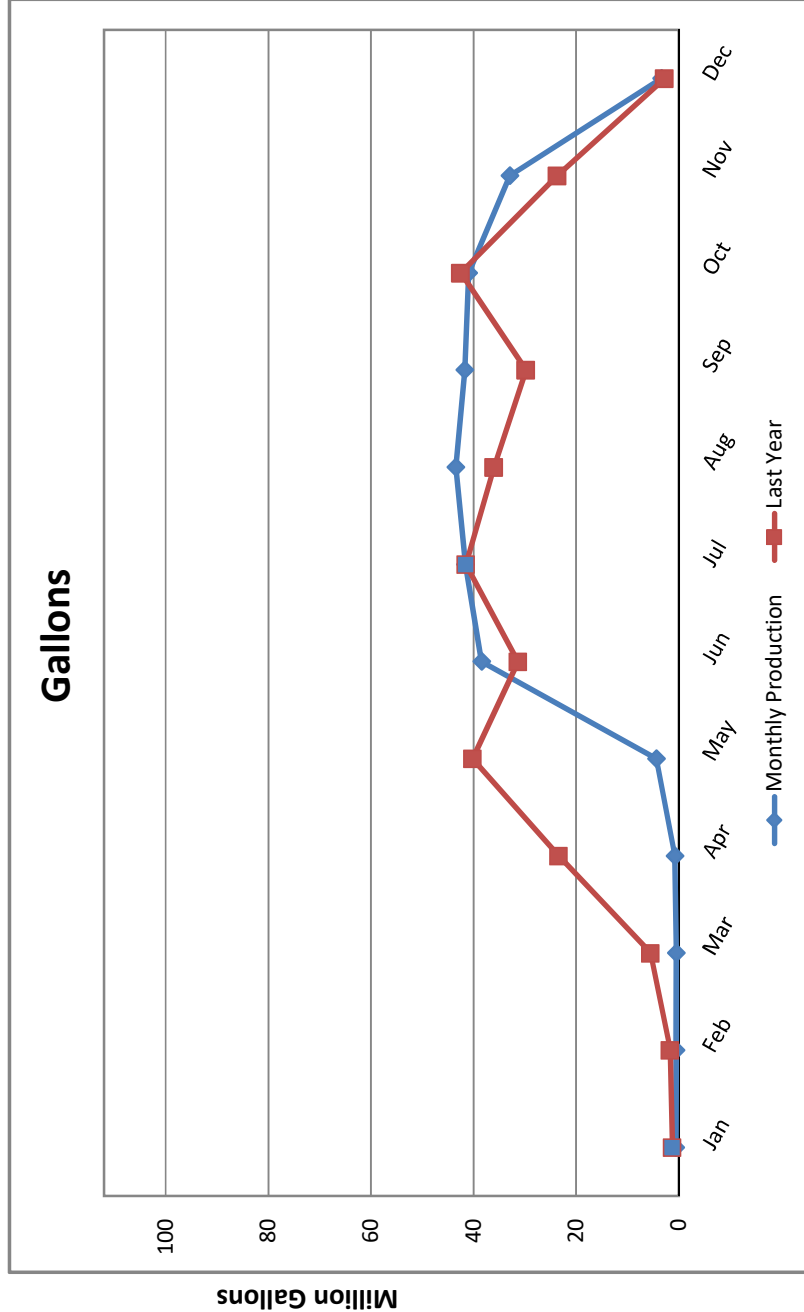
Average GPM: 953

**Motor:**  
Volts: 479  
Volts (Rated): 460  
RPM: 1788  
RPM (Rated): 1785  
Amps A: 102  
Amps A (Rated): 141  
Amps B: 105  
Amps B (Rated): 141  
Amps C: 105  
Amps C (Rated): 141

Motor Temp.: 105.4 F  
Hour Meter: 58.40  
KW Hour Total: 5,640

**Chlorine:**  
Dosing: 1.32 mg/L  
Demand: 0.57 mg/L  
Residual: 0.75 mg/L

**Vibration Reading:**  
Base Line: 0.02 in/sec  
Current: 0.05 in/sec





# Elk Grove Water District

## Combined Total Production

Service Area 1

Dec-2019

**Current Month Production:**

62,755,985 Gallons

**Highest Day Demand of the Month:**

2,553,643

**Date of Occurrence**

2-Dec-19

**Highest Day Demand of the Calendar Year:**

6,259,258

**Date of Occurrence**

27-Aug-19

**"Water Year" Rainfall: (Oct-19 to Sep-20)**

Current Month: 4.35 in

Year To Date: 5.00 in

**"Water Year" Rainfall: (Oct-18 to Sep-19)**

Dec. 2018 2.37 in

Year To Date: 5.88 in

Last Year Total: 24.37 in

**Temperature:**

This Month High 68 F

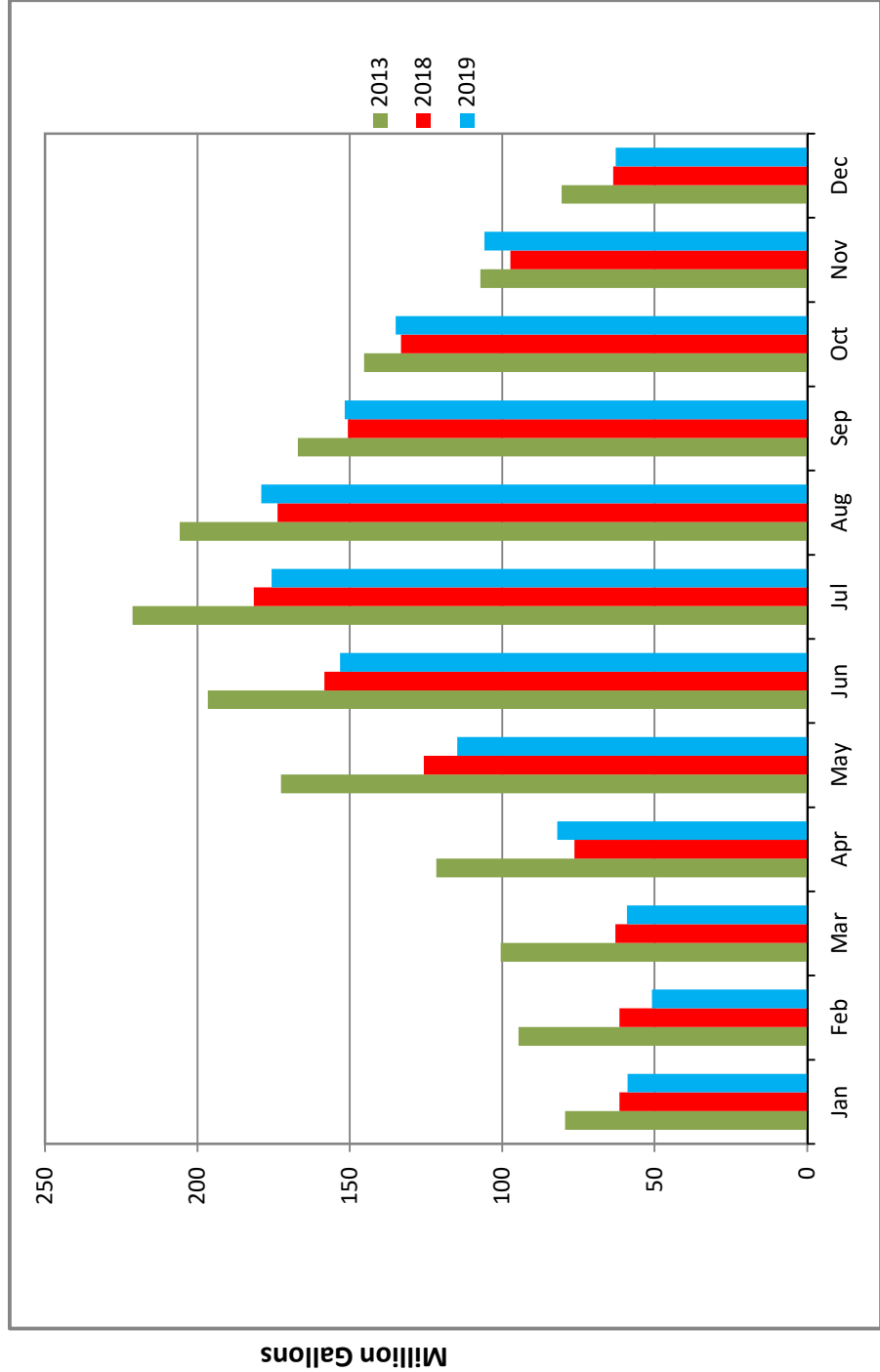
This Month Low 31 F

This Month Average 50.15 F

DEC-18 High 63 F

DEC-18 Low 33 F

DEC-18 Average 48.8 F



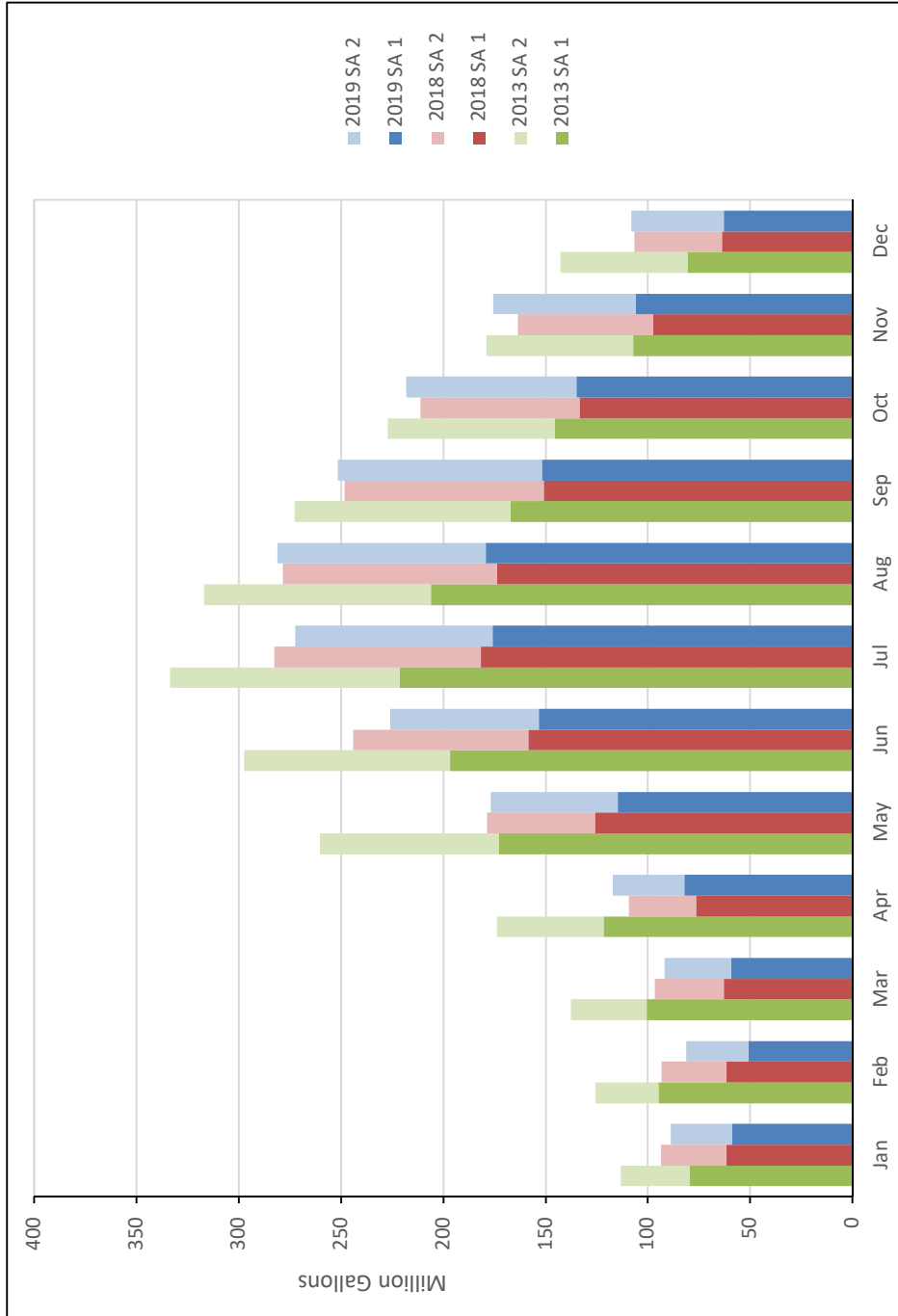




# Elk Grove Water District

## Total Demand/Production

Dec-2019



**Current Month Demand/Production:**  
107,731,729 Gallons

**Reduction From Dec 2013:** 24.48%

**GPCD:** 76.8 Gallons per Day

**R-GPCD:** 60.7 Gallons per Day

### Service Area 1

**Active Connections:** 7,928

**Current Month Demand/Production:**  
62,755,985 Gallons

**Reduction From Dec 2013:** 22.04%

**GPCD:** 71.0 Gallons per Day

**R-GPCD:** 54.7 Gallons per Day

### Service Area 2

**Active Connections:** 4,541

**Current Month Demand/Production:**  
45,161,996 Gallons

**Reduction From Dec 2013:** 27.35%

**GPCD:** 86.6 Gallons per Day

**R-GPCD:** 70.1 Gallons per Day

Elk Grove Water District Water Usage

2013	Monthly Production (gallons)											
	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	110,895,764	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												
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												
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												
GW (SA1)	59,975,881	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												
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	133,163,991	97,294,654	63,631,042
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	77,996,204	66,116,468	42,849,180
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	211,160,195	163,411,122	106,480,222
2019												
GW (SA1)	58,847,001	50,827,497	59,064,385	81,981,728	114,733,502	153,176,826	175,692,823	179,038,979	151,703,906	134,920,719	105,816,168	62,755,985
Purchased (SA2)	29,895,316	30,359,076	32,485,640	34,994,432	61,802,004	72,657,728	96,524,164	101,818,508	99,590,964	82,897,100	69,704,624	45,161,996
Total	88,742,317	81,186,573	91,550,025	116,976,160	176,535,506	225,834,554	272,216,987	280,857,487	251,294,870	217,817,819	175,520,792	107,917,981

% Reduction from 2013 13.02% 27.70% 33.41% 32.59% 32.13% 24.03% 18.37% 11.32% 7.75% 4.05% 1.77% 24.35%

\*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

Actual Recorded Prod. (Feb. 2013) - Service Area 1 94,608,406 gallons

To determine estimate of Feb. 2013 production delivered to Service Area 1, use multiplier from March data which is seasonally similar.) (Includes water delivered to SA2 due to open intertie. Intertie closed end of Feb. 2013)

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.)

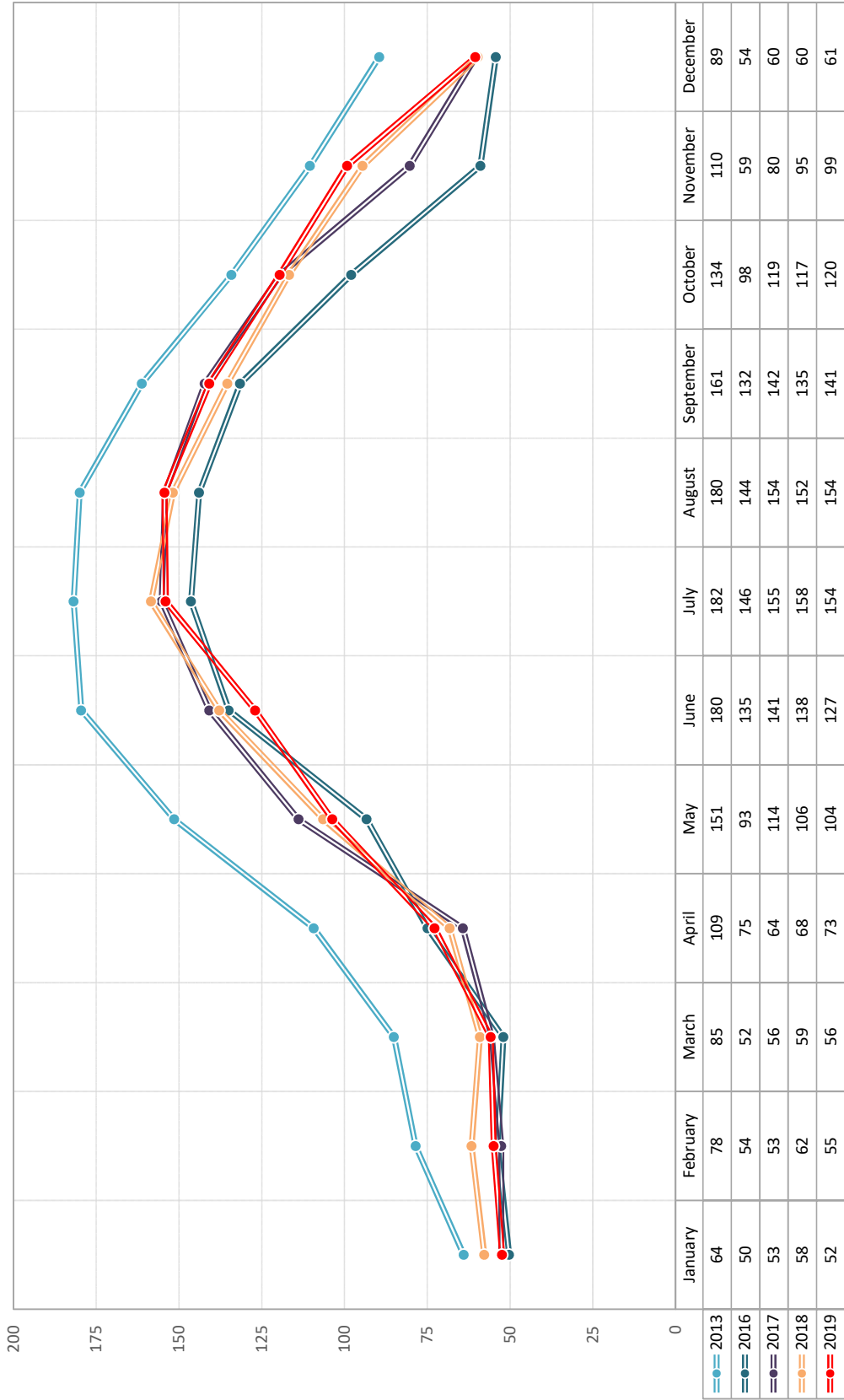
Calc'd Jan. 2013 Prod. = (Feb. 2013 Prod. Data Calc'd / Feb. 2013 Prod. Data Actual) x Jan. 2013 Prod. Data Actual = 68,254,916

Service Area 2	# Accts	CCF	Gallons
2019	4,412	39,967	29,895,316
Jan	4,416	40,587	30,359,076
Feb	4,416	43,430	32,485,640
Mar	4,422	46,784	34,994,432
Apr	4,427	82,623	61,802,004
May	4,434	97,136	72,657,728
Jun	4,434	129,043	96,524,164
Jul	4,477	136,121	101,818,508
Aug	4,478	133,143	99,590,964
Sep	4,497	110,825	82,897,100
Oct	4,538	93,188	69,704,624
Nov	4,541	60,377	45,161,996
Dec			



# EGWD COMBINED R-GPCD

● 2013   
 ● 2016   
 ● 2017   
 ● 2018   
 ● 2019

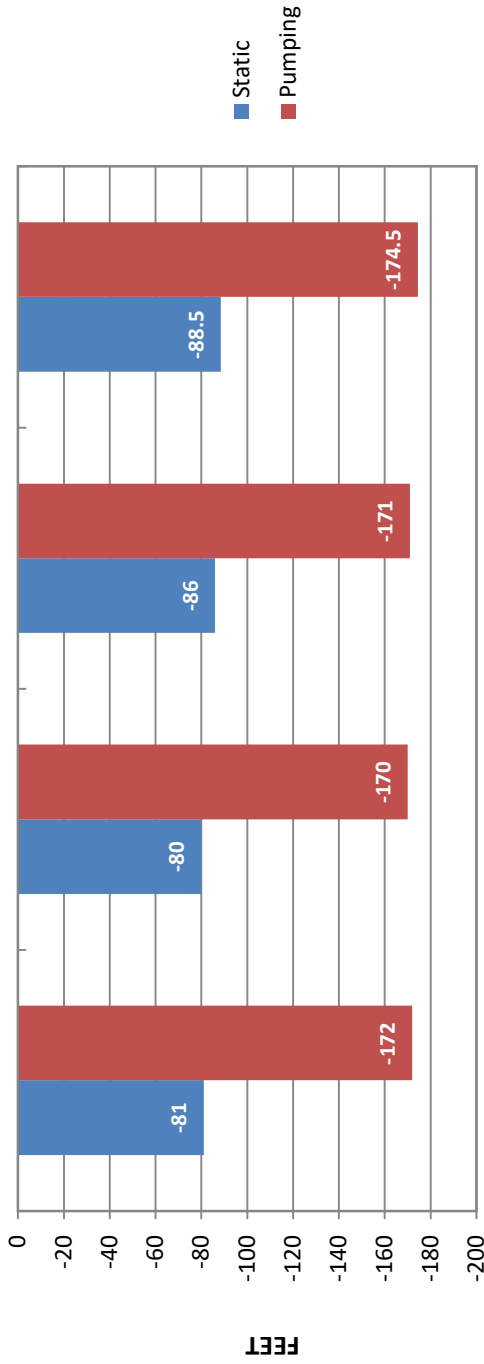




# Elk Grove Water District

## Static and Pumping Levels

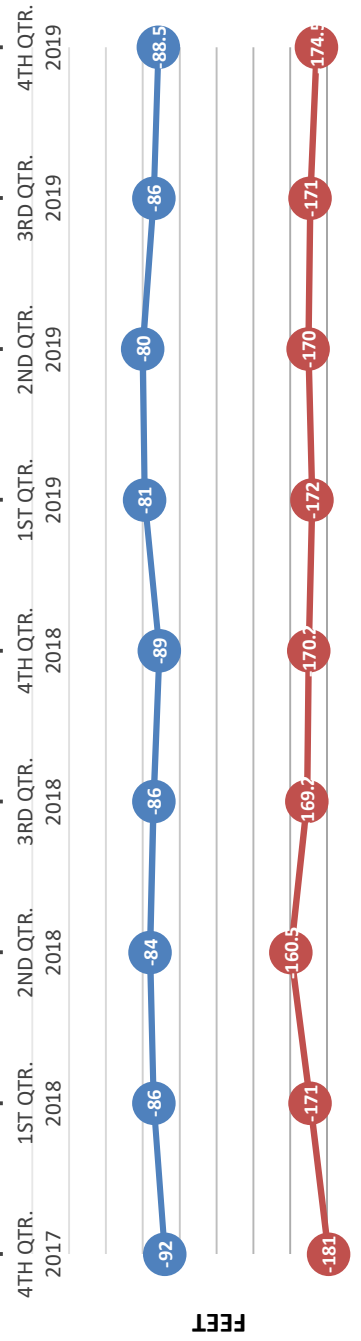
Well 1D School St



### Latest Well Sounding

Static: 88.5 Ft  
 Pumping: 174.5 Ft  
 Drawdown: 86 Ft  
 GPM: 1,783  
 Specific Capacity: 20.733

### Sounding Quarter/Year



### Latest Sand Tester Results:

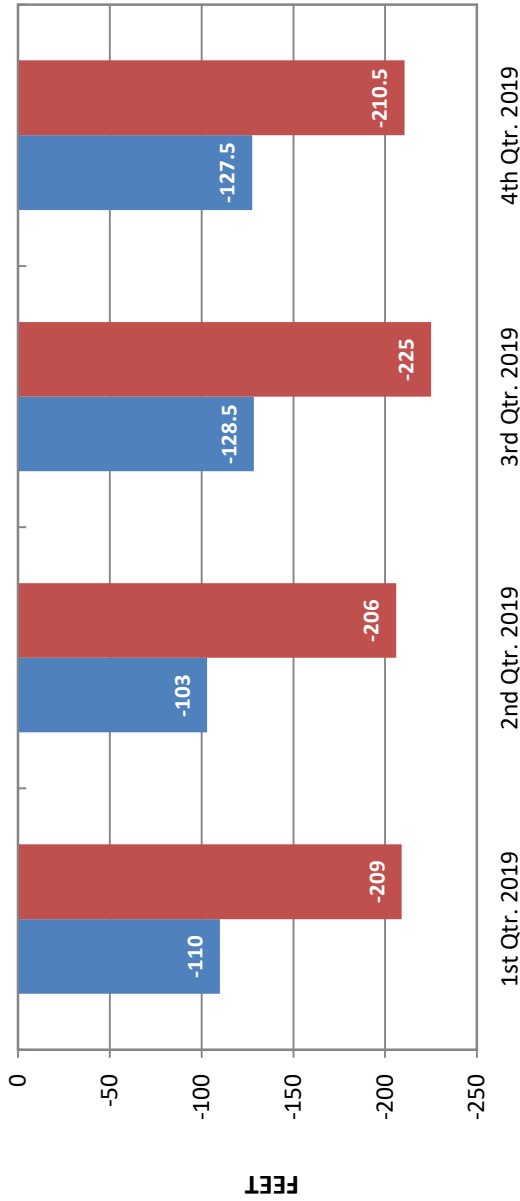
15 Min: < 5 ppm



# Elk Grove Water District

## Static and Pumping Levels

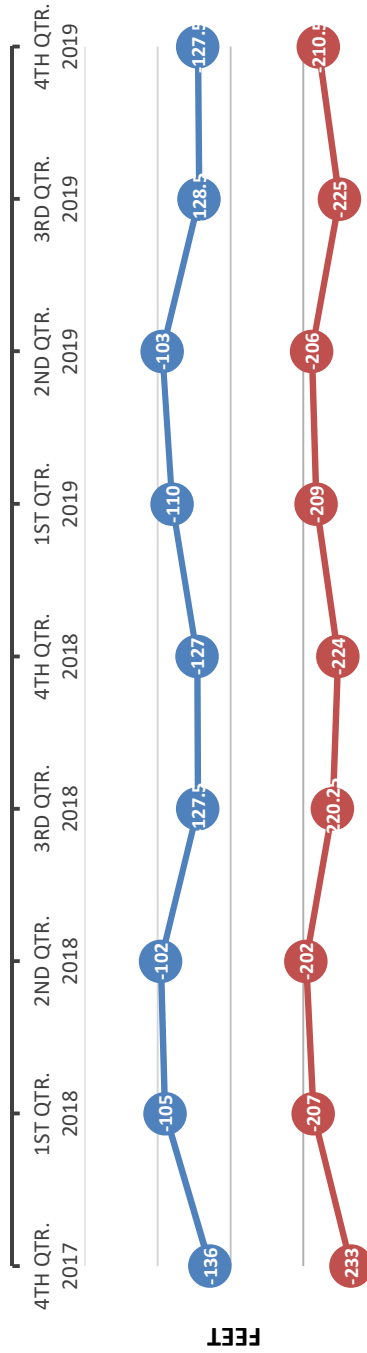
Well 4D Webb St



### Latest Well Sounding

Static: 127.5 Ft  
 Pumping: 210.5 Ft  
 Drawdown: 83 Ft  
 GPM: 1,422  
 Specific Capacity: 17.135

### Sounding Quarter/Year



### Latest Sand Tester Results:

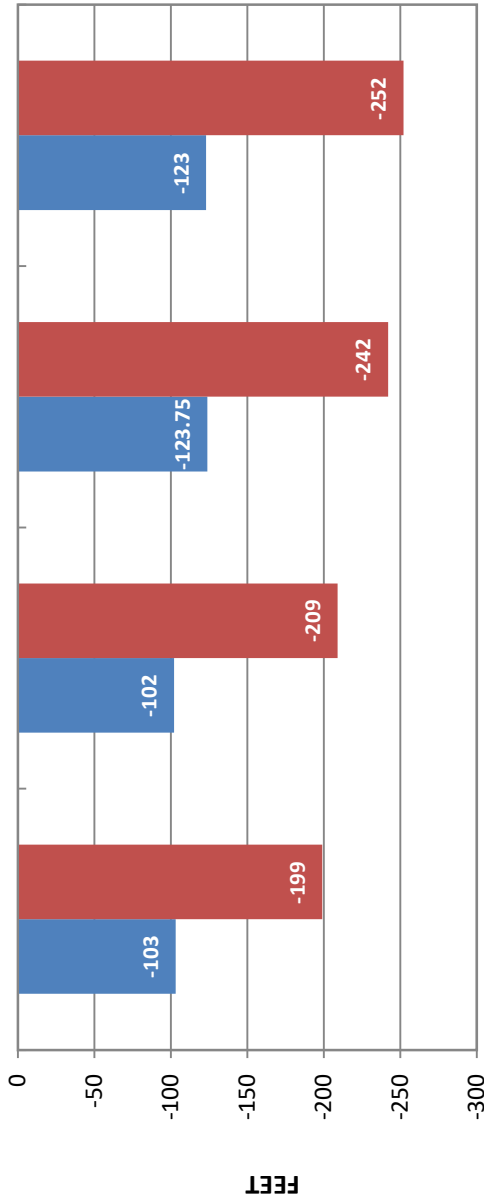
15 Min: < 5 ppm



# Elk Grove Water District

## Static and Pumping Levels

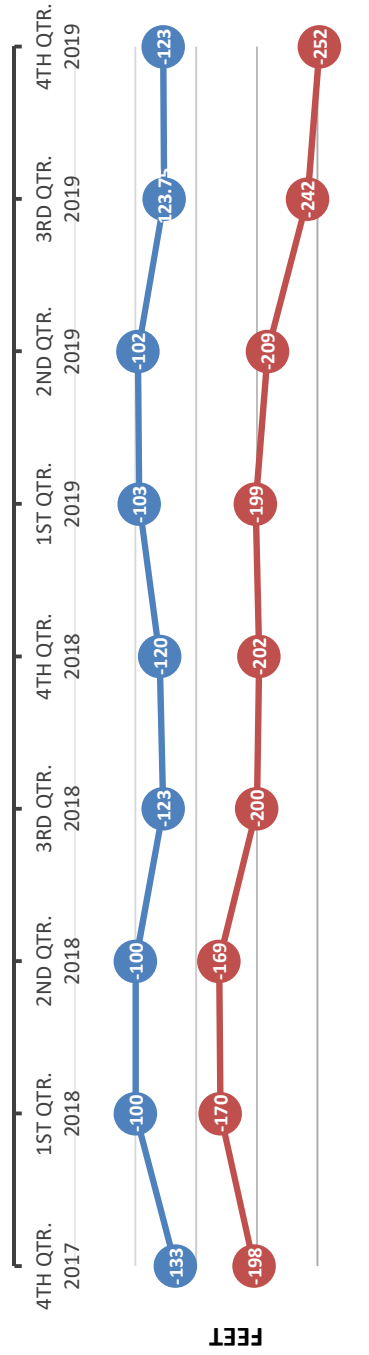
Well 11D Dino



### Latest Well Sounding

**Static:** 123 Ft  
**Pumping:** 252 Ft  
**Drawdown:** 129 Ft  
**GPM:** 1,719  
**Specific Capacity:** 13.326

### Sounding Quarter/Year



### Latest Sand Tester Results:

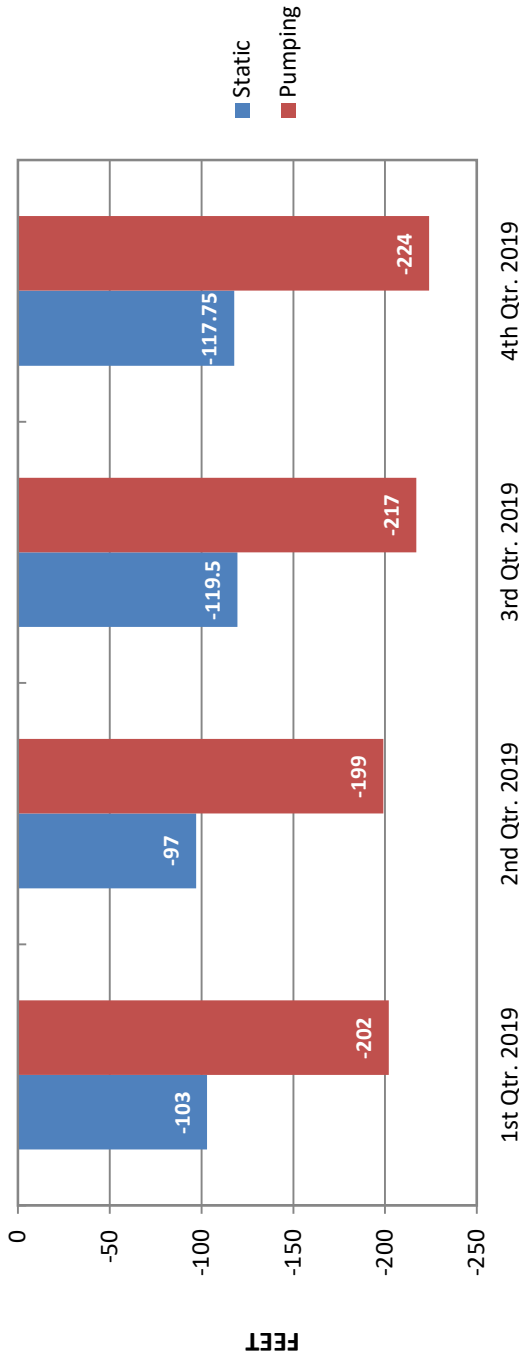
15 Min: < 5 ppm



# Elk Grove Water District

## Static and Pumping Levels

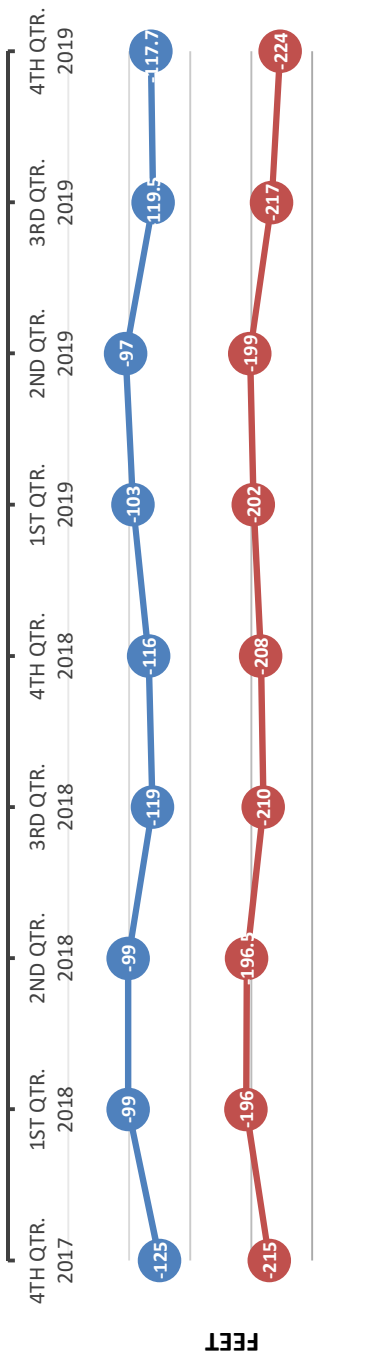
Well 14D Railroad



### Latest Well Sounding

**Static:** 117.75 Ft  
**Pumping:** 224 Ft  
**Drawdown:** 106.25 Ft  
**GPM:** 1,487  
**Specific Capacity:** 14.000

### Sounding Quarter/Year



### Latest Sand Tester Results:

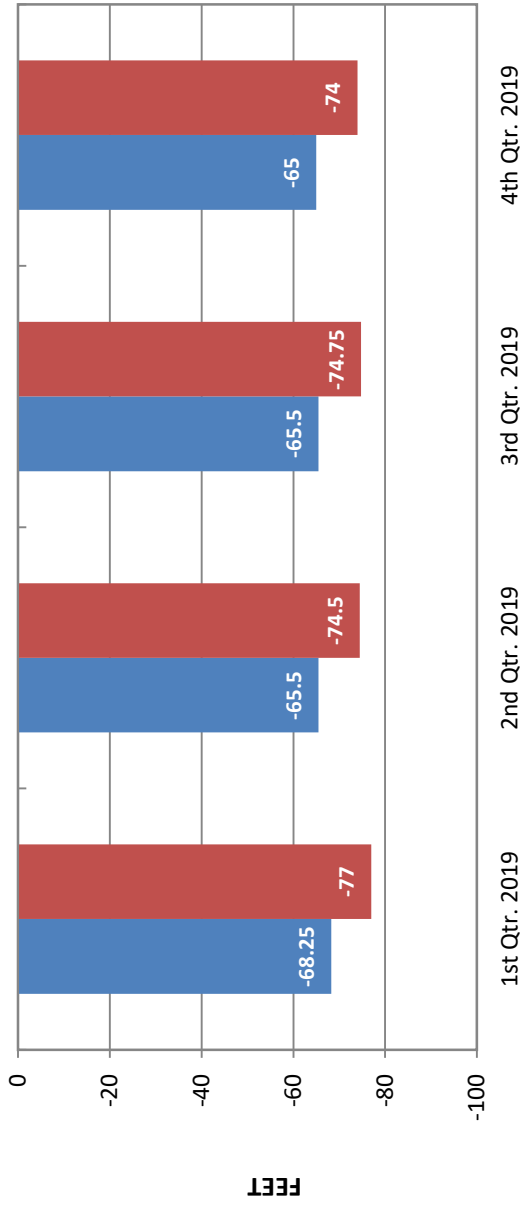
15 Min: < 5 ppm



# Elk Grove Water District

## Static and Pumping Levels

Well 8 Williamson

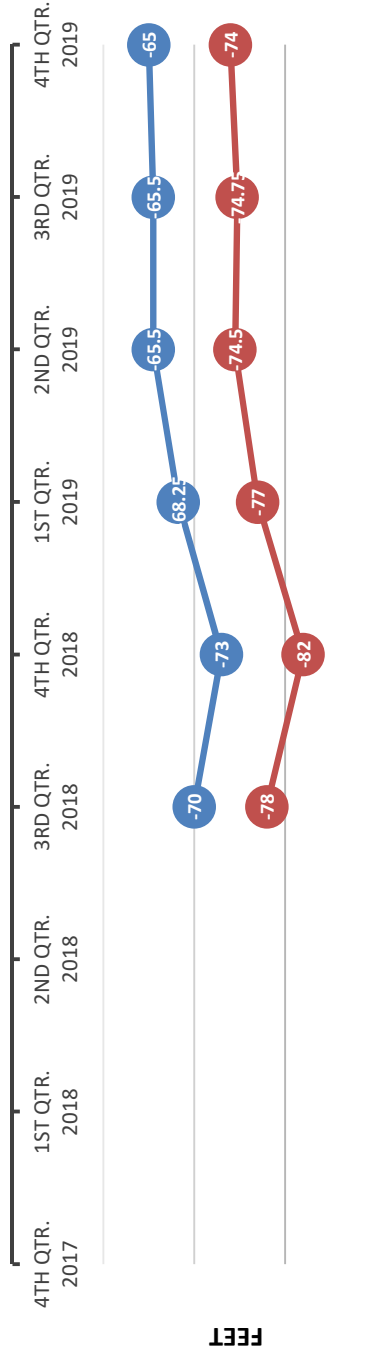


■ Static  
■ Pumping

### Latest Well Sounding

Static: 65 Ft  
 Pumping: 74 Ft  
 Drawdown: 9 Ft  
 GPM: 542  
 Specific Capacity: 60.227

### Sounding Quarter/Year



### Latest Sand Tester Results:

15 Min: < 5 ppm

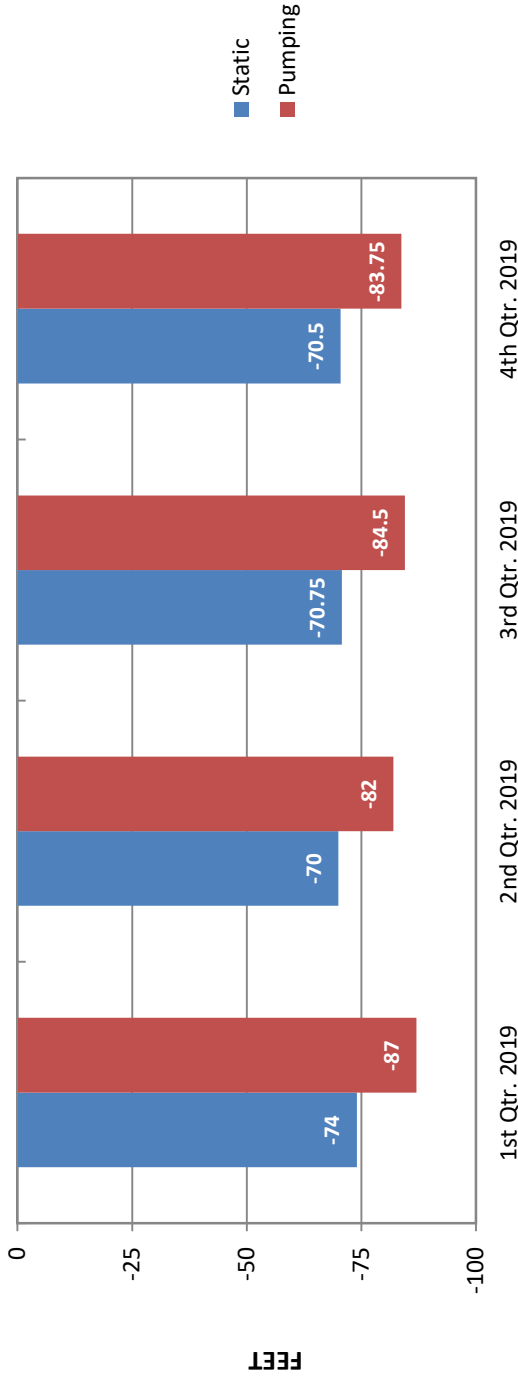




# Elk Grove Water District

## Static and Pumping Levels

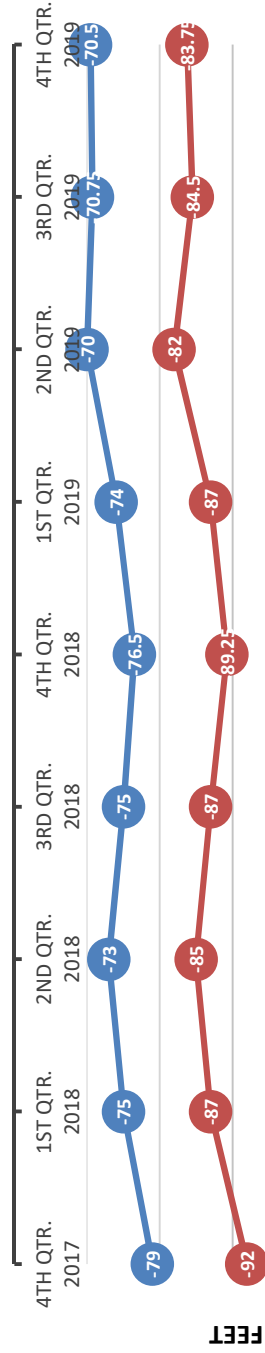
Well 9 Polhemus



### Latest Well Sounding

**Static:** 70.5 Ft  
**Pumping:** 83.75 Ft  
**Drawdown:** 13.25 Ft  
**GPM:** 490  
**Specific Capacity:** 36.981

### Sounding Quarter/Year



### Latest Sand Tester Results:

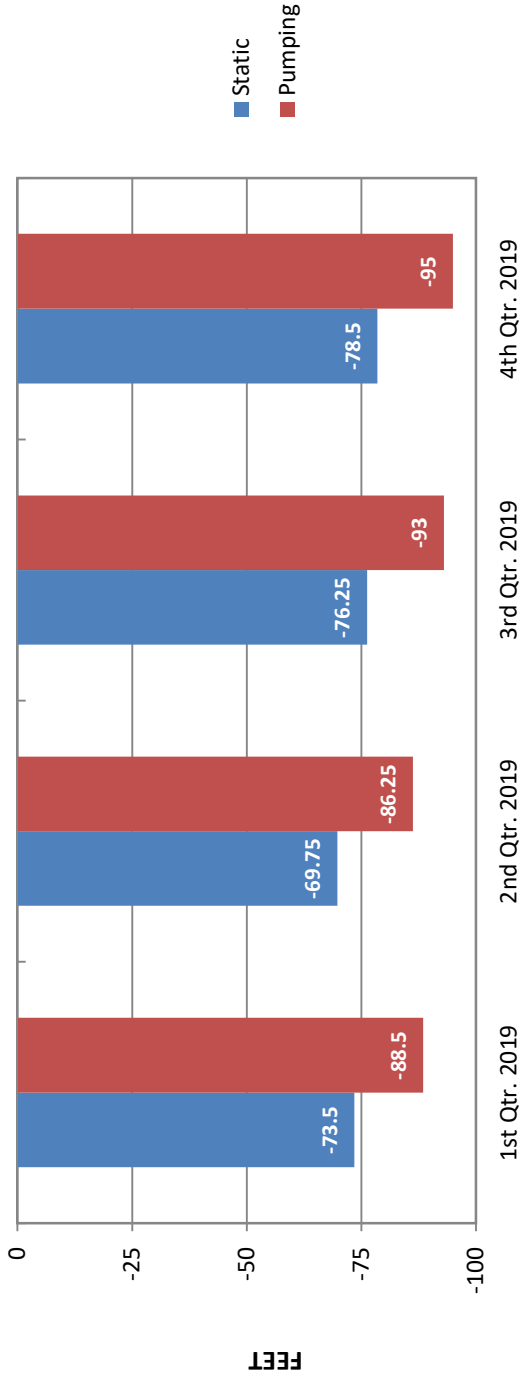
15 Min: < 5 ppm



# Elk Grove Water District

## Static and Pumping Levels

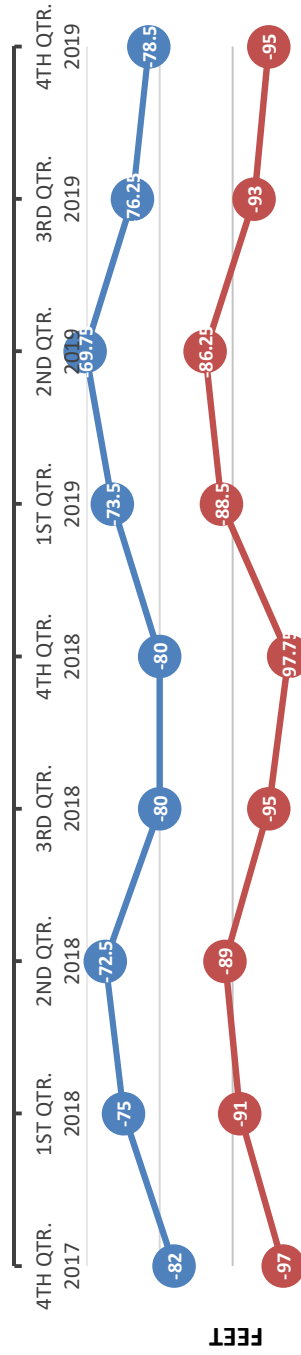
Well 13 Hampton



### Latest Well Sounding

**Static:** 78.5 Ft  
**Pumping:** 95 Ft  
**Drawdown:** 16.5 Ft  
**GPM:** 993  
**Specific Capacity:** 60.187

### Sounding Quarter/Year



### Latest Sand Tester Results:

15 Min: < 5 ppm

**Monthly Sample Report - December 2019**  
**Water System: Elk Grove Water System**

<b>Sampling Point: 01 - 8693 W. Camden</b>			
<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
12/3/2019	Distribution System	Bacteriological	Week
12/10/2019	Distribution System	Bacteriological	Week
12/17/2019	Distribution System	Bacteriological	Week
12/23/2019	Distribution System	Bacteriological	Week
12/30/2019	Distribution System	Bacteriological	Week

<b>Sampling Point: School Well 01D - Raw Water</b>			
<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
			Quarterly

<b>Sampling Point: 02 - 9425 Emerald Vista</b>			
<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
12/3/2019	Distribution System	Bacteriological	Week
12/10/2019	Distribution System	Bacteriological	Week
12/17/2019	Distribution System	Bacteriological	Week
12/23/2019	Distribution System	Bacteriological	Week
12/30/2019	Distribution System	Bacteriological	Week

<b>Sampling Point: - Mar-Val Well 3 Raw Water</b>			
<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
			Out of Service for Rehab

<b>Sampling Point: 03 - 8809 Valley Oak</b>			
<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
12/3/2019	Distribution System	Bacteriological	Week
12/10/2019	Distribution System	Bacteriological	Week
12/17/2019	Distribution System	Bacteriological	Week
12/23/2019	Distribution System	Bacteriological	Week
12/30/2019	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
12/3/2019	Distribution System	Bacteriological	Week
12/10/2019	Distribution System	Bacteriological	Week
12/17/2019	Distribution System	Bacteriological	Week
12/23/2019	Distribution System	Bacteriological	Week
12/30/2019	Distribution System	Bacteriological	Week

Sampling Point: 05 - 9230 Amsden Ct.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
12/3/2019	Distribution System	Bacteriological	Week
12/10/2019	Distribution System	Bacteriological	Week
12/17/2019	Distribution System	Bacteriological	Week
12/23/2019	Distribution System	Bacteriological	Week
12/30/2019	Distribution System	Bacteriological	Week

Sampling Point: 06 - 9227 Rancho Dr.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
12/3/2019	Distribution System	Bacteriological	Week
12/10/2019	Distribution System	Bacteriological	Week
12/17/2019	Distribution System	Bacteriological	Week
12/23/2019	Distribution System	Bacteriological	Week
12/30/2019	Distribution System	Bacteriological	Week

Sampling Point: 07 - AI Gates Park Mainline Dr.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
12/3/2019	Distribution System	Bacteriological	Week
12/10/2019	Distribution System	Bacteriological	Week
12/17/2019	Distribution System	Bacteriological	Week
12/23/2019	Distribution System	Bacteriological	Week
12/30/2019	Distribution System	Bacteriological	Week

Sampling Point: - Williamson Well 8 Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence
12/9/2019	Source Water	Williamson Well # 8 (UCMR 4)	Once

Sampling Point: 08 - 9436 Hollow Springs Wy.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
12/3/2019	Distribution System	Bacteriological	Week
12/10/2019	Distribution System	Bacteriological	Week
12/17/2019	Distribution System	Bacteriological	Week
12/23/2019	Distribution System	Bacteriological	Week
12/30/2019	Distribution System	Bacteriological	Week

Sampling Point: Polhemus Well 9 Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence
12/17/2019	Source Water	3 mo - PFAS	Quarterly

Sampling Point: 09 - 8417 Blackman Wy.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
12/3/2019	Distribution System	Bacteriological	Week
12/10/2019	Distribution System	Bacteriological	Week
12/17/2019	Distribution System	Bacteriological	Week
12/23/2019	Distribution System	Bacteriological	Week
12/30/2019	Distribution System	Bacteriological	Week

Sampling Point: 10 - 9373 Oreo Ranch Cir.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
12/3/2019	Distribution System	Bacteriological	Week
12/10/2019	Distribution System	Bacteriological	Week
12/17/2019	Distribution System	Bacteriological	Week
12/23/2019	Distribution System	Bacteriological	Week
12/30/2019	Distribution System	Bacteriological	Week
12/3/2019	Distribution System	Fluoride	Monthly

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
12/2/2019	Source Water	Fe, Mn, As, Total	Weekly
12/9/2019	Source Water	Fe, Mn, As, Total	Weekly
12/16/2019	Source Water	Fe, Mn, As, Total	Weekly
12/23/2019	Source Water	Fe, Mn, As, Total	Weekly
12/30/2019	Source Water	Fe, Mn, As, Total	Weekly

Sampling Point: Hampton WTP Effluent			
Sample Date	Sample Class	Sample Name	Collection Occurrence
12/2/2019	Treated Effluent	Fe, Mn, As, Total	Weekly
12/9/2019	Treated Effluent	Fe, Mn, As, Total	Weekly
12/16/2019	Treated Effluent	Fe, Mn, As, Total	Weekly
12/23/2019	Treated Effluent	Fe, Mn, As, Total	Weekly
12/30/2019	Treated Effluent	Fe, Mn, As, Total	Weekly

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

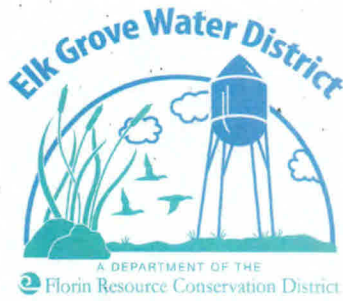
**Sampling Point: Railroad WTP Effluent**

Sample Date	Sample Class	Sample Name	Collection Occurrence
12/3/2019	Treated Plant Effluent	WTP Eff - Fe,Mn,As,Al Total	Month
12/3/2019	Treated Plant Effluent	WTP Eff - Fe,Mn,As,Al Dissolved	Month

**Sampling Point: Special Distribution/Construction Samples**

Sample Date	Sample Class	Sample Name	Collection Description
12/19/2019	Distribution System	Bacteriological	Oaks Mobile Home Park (Backflow Install)

<u>Colors</u>	<u>Monthly Total</u>	<u>Yearly Total</u>
Black = Scheduled	64	787
Green = Unscheduled	2	85
Red = Incomplete Sample	0	



January 6, 2020

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

**WASTEWATER SOURCE CONTROL MONTHLY COMPLIANCE REPORT**

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Enclosed is the Wastewater Source Control Monthly Compliance Report Form from Elk Grove Water District for December 2019.

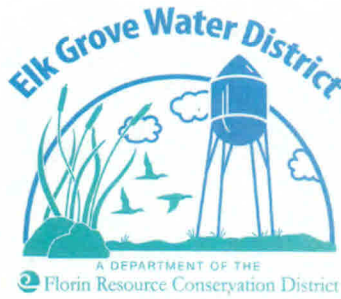
If you have any further questions, you may contact me at 916-585-9386

A handwritten signature in blue ink, appearing to read "STEVE SHAW".

STEVE SHAW  
WATER TREATMENT SUPERVISOR







January 2, 2020

State Water Resources Control Board  
Division of Drinking Water  
1001 I Street  
13<sup>th</sup> 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 December 2019.

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

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

System Name <p style="text-align: center; font-size: 1.2em;">Elk Grove Water District</p>	System Number <p style="text-align: center; font-size: 1.2em;">3410008</p>
Sampling Period <p style="text-align: center; font-size: 1.2em; color: blue;">December</p>	Year <p style="text-align: center; font-size: 1.2em;">2019</p>

	Number Required	Number Collected	Number Total Coliform Positives	Number E.coli Positives
1. Routine Samples (see note 1)	50	50	0	<span style="border: 1px solid black; padding: 2px;">0</span>
2. Repeat Samples following samples that are Total Coliform Positive and <i>E.coli</i> <b>Negative</b> (see notes 10 and 11)		0	0	<span style="border: 1px solid black; padding: 2px;">0</span>
3. Repeat Samples following Routine Samples that are <b>Total Coliform Positive</b> and <i>E. coli</i> <b>Positive</b> (see notes 10 and 11)		0	<span style="border: 1px solid black; padding: 2px;">0</span>	<span style="border: 1px solid black; padding: 2px;">0</span>
4. Treatment Technique (TT)/MCL Violation Computation for Total Coliform/ <i>E. coli</i> Positive Samples				
a. Totals (sum of columns)	50	50	0	<span style="border: 1px solid black; padding: 2px;">0</span>
b. If 40 or more samples collected in month, determine percent of samples that are total coliform positive [(total number positive/total number collected) x 100] =	0	%		
c. Did the system trigger... a <b>Level 2</b> Assessment TT? (see notes 2, 3, 4, 5 and 6 for trigger info) <i>If a Level 2 Assessment is triggered, see note 8 below.</i>			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
a <b>Level 1</b> Assessment TT? (see note 7 for trigger info) <i>If a Level 1 Assessment is triggered, see note 9 below.</i>			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5. Triggered Source Samples per Groundwater Rule (see notes 12 and 13)		0	0	<span style="border: 1px solid black; padding: 2px;">0</span>
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: <b>Steve Shaw</b>				
Signature 	Title <p style="text-align: center; font-size: 1.2em;">Water Treatment Supervisor</p>	Date <p style="text-align: right; font-size: 1.2em;">1/2/2020</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 *E.coli* positive repeat (boxed entry) **constitutes an MCL violation and requires immediate notification to the Division** (22, CCR, Section 64426.1).
3. Note: For repeat sample following a *E.coli* positive sample, any total coliform positive repeat (boxed entry) **constitutes an MCL violation and requires immediate notification to the Division** (22, CCR, Section 64426.1).
4. Note: Failure to take all required repeat samples following an *E. coli* positive routine sample (22, CCR, Section 64426.1) **constitutes an MCL violation and requires immediate notification to the Division** (22, CCR, Section 64426.1).
5. Note: Failure to test for *E. coli* when any repeat sample tests positive for total coliform (22, CCR, Section 64426.1) **constitutes an MCL violation and requires immediate notification to the Division** (22, CCR, Section 64426.1).
6. Note: Second Level 1 treatment technique trigger in a rolling 12-month period.
7. Total coliform Treatment Technique (TT) Violation (**Notify Department within 24 hours of TT violation**):
  - a. For systems collecting less than 40 samples, if two or more samples are total coliform positive, then the TT is violated and a Level 1 Assessment is required.
  - b. For systems collecting 40 or more samples, if more than 5.0 percent of samples collected are total coliform positive, then the TT is violated and a Level 1 Assessment is required.
8. Contact the Division as soon as practical to arrange for the division to conduct a Level 2 Assessment of the water system. The water system shall complete a Level 2 Assessment and submit it to the Division within 30 days of learning of the trigger exceedance.
9. Conduct a Level 1 Assessment in accordance with as soon as practical that covers the minimum elements (22, CCR, Section 64426.8 (a), (2)). Submit the report to the Division within 30 days of learning of the trigger exceedance.
10. Positive results and their associated repeat samples are to be tracked on the Coliform Monitoring Worksheet.
11. 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. At least three samples shall be taken the month following a total coliform positive.
12. For systems subject to the Groundwater Rule: Positive results and the associated triggered source samples are to be tracked on the Coliform Monitoring Worksheet.
13. For triggered sample(s) required as a result of a total coliform routine positive sample, an *E.coli*-positive triggered sample (boxed entry) **requires immediate notification to the Division, Tier 1 public notification, and corrective action.**





January 2, 2020

State Water Resources Control Board  
Division of Drinking Water  
1001 I Street  
13<sup>th</sup> 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 December 2019.

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

# Elk Grove Water District

## Hampton GWTP Monthly Report

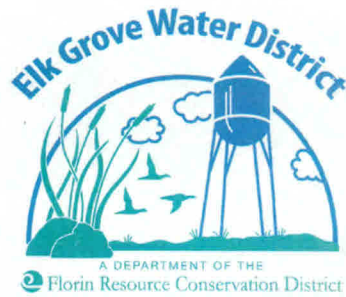
PWS Number 3410008-013

Hampton Water Treatment Plant

Month: December

Date	Hour Meter	Run Hours	Production Meter	Well Production	Backwash 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
1	13759	23.6	826867834	1347037	15937418	12/2/2019	0	0.049	0.085	0.001	4	2	6.9	7.6
2	13807	24.3	829607514	1392643	15969364	12/9/2019	0	0.013	0.017	0.011	4.5	<2		
3	13807	0	829607514	0	16001356	12/16/2019	0.033	0.028	0.033	0.009	2	2	7.0	7.6
4	13807	0	829607514	0	16001356	12/23/2019	0	0.048	0.016	0.014	2	2		
5	13807	0	829607514	0	16001356	12/30/2019	0	0.09	0.019	0.013	2	2		
6	13807	0	829607514	0	16001356	Total Gallons Sodium Hypochlorite: 29.6 Gal				Cl2		Week 3: 6.9 to 7.6		
7	13807	0	829607514	0	16001356	Pounds per day 1.194 Lbs/Day				Cl2		Week 4: 6.9 to 7.5		
8	13807	0	829607514	0	16001356	Dosage (Milligrams Per Liter @ 12.5% Cl) 1.8 mg/L				Cl2		Week 5: 7.0 to 7.5		
9	13807	0	829607514	0	16001356					Cl2				
10	13811	3.7	829817694	210180	16012016					Cl2				
11	13811	0	829817694	0	16012016	Total Gallons Ferric Chloride: 21.4 Gal				Cl2				
12	13811	0.2	829824707	7013	16012016	Dosage (Milligrams Per Liter @ 38% FeCl) .65mg/L				Cl2				
13	13811	0	829824707	0	16012016					Cl2				
14	13811	0	829824707	0	16012016	Total Gallons Sodium Hydroxide: 30.1 Gal				Cl2				
15	13811	0	829824707	0	16012016	Dosage (Gallons Per Hour @ 30% NaOH) 0.52 Gal/Hr				Cl2				
16	13812	1.1	829893284	68577	16012016					Cl2				
17	13812	0	829893284	0	16012016	Total Gallons Sulfuric Acid : 19.8 Gal				Cl2				
18	13812	0	829893284	0	16012016	Dose (Gallons Per Hour @ 93% H2SO4 ) 0.33 Gal/Hr				Cl2				
19	13812	0	829893284	0	16012016					Cl2				
20	13812	0	829893284	0	16012016	Total Backwashed 90,243 Gal				Cl2		0 Gal		
21	13812	0	829893284	0	16012016					Cl2				
22	13812	0	829893284	0	16012016	Total Water Pumped 3,342,569 Gal				Cl2		3,342,569 Gal		
23	13812	0	829893284	0	16012016					Cl2				
24	13816	4.1	830130305	237021	16027661	Reporting Limits/Units				Cl2				
25	13816	0	830130305	0	16027661	Maximum Contaminant Levels (MCLs)				Cl2				
26	13816	0	830130305	0	16027661	Iron (Fe) = 0.300 mg/L (Secondary)				Cl2				
27	13816	0	830130305	0	16027661	Manganese (Mn) = 0.050 mg/L (Secondary)				Cl2				
28	13816	0	830130305	0	16027661	Arsenic (As) = 1.0 µg/L (Primary)				Cl2				
29	13816	0	830130305	0	16027661					Cl2				
30	13816	0	830130305	0	16027661					Cl2				
31	13818	1.4	830210403	80098	16027661					Cl2				
<b>Total</b>		<b>58.4</b>		<b>3,342,569</b>	<b>90243</b>					Cl2				

Prepared By: Steve Shaw Date: 1/2/2020



January 2, 2020

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

### **MONTHLY FLUORIDATION MONITORING REPORT**

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Enclosed is the Monthly Summary of the Fluoridation Monitoring from Elk Grove Water District for December 2019.

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 top.

STEVE SHAW  
WATER TREATMENT SUPERVISOR

# ELK GROVE WATER DISTRICT AREA 2

## DISTRIBUTION SYSTEM MONTHLY FLUORIDATION MONITORING REPORT December-19

Week Location of Sample Monitoring Results (mg/L)

Week	Location of Sample	Date	Time	Results
1	Hollow Springs	12/3/2019	10:04 AM	0.54
1	Al Gates Park	12/3/2019	10:18 AM	0.57
1	Oreo Ranch	12/3/2019	10:30 AM	0.54
1	Blackman	12/3/2019	11:35 AM	0.68
2	Hollow Springs	12/10/2019	9:35 AM	0.41
2	Al Gates Park	12/10/2019	10:00 AM	0.68
2	Oreo Ranch	12/10/2019	10:20 AM	0.49
2	Blackman	12/10/2019	11:15 AM	0.6
3	Hollow Springs	12/17/2019	9:31 AM	0.73
3	Al Gates Park	12/17/2019	9:51 AM	0.56
3	Oreo Ranch	12/17/2019	10:20 AM	0.53
3	Blackman	12/17/2019	11:31 AM	0.48
4	Hollow Springs	12/23/2019	9:22 AM	0.71
4	Al Gates Park	12/23/2019	9:40 AM	0.9
4	Oreo Ranch	12/23/2019	12:26 PM	0.68
4	Blackman	12/23/2019	1:14 PM	0.61
5	Hollow Springs	12/30/2019	9:45 AM	0.49
5	Al Gates Park	12/30/2019	10:05 AM	0.52
5	Oreo Ranch	12/30/2019	10:22 AM	0.6
5	Blackman	12/30/2019	11:50 AM	0.45

Monthly fluoride split sample results:

Date: 12/3/2019

Water System Results: 0.54 mg/L

Approved Lab: 0.67 mg/L

Contact Name: Steve Shaw

Telephone : (916) 585-9386

System PWS Number: 3410008





January 2, 2020

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

**QUARTERLY REPORT FOR DISINFECTANT RESIDUALS COMPLIANCE  
MONITORING**

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Enclosed is the Quarterly Report for Disinfectant Residuals Compliance Monitoring from Elk Grove Water District for 4th Quarter 2019.

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 Report for Disinfectant Residuals Compliance For Systems Using Chlorine or Chloramines

System Name: Elk Grove Water District Area 1

System No.: 3410008

Calendar Year: 2019

Quarter: 4th

1st Quarter					
	Month	Number of Samples Taken	Monthly Avg. 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	30	0.94
			February	24	1.01
			March	24	1.03
Running Annual Average (RAA):			0.98		
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl <sub>2</sub> )		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

2nd Quarter				
	Month	Number of Samples Taken	Monthly Avg. 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		0.94	
	February		1.01	
	March		1.03	
	April		30	1.00
	May		24	1.02
	June		24	0.99
Running Annual Average (RAA):			0.98	
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl <sub>2</sub> )		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

3rd Quarter				
	Month	Number of Samples Taken	Monthly Avg. Chlorine Level (mg/L)	
Previous Yr	October		0.96	
	November		0.99	
	December		0.89	
Current Year	January		0.94	
	February		1.01	
	March		1.03	
	April		1.00	
	May		1.02	
	June		0.99	
	July		30	0.99
	August		24	0.95
	September		24	0.89
Running Annual Average (RAA):			0.97	
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl <sub>2</sub> )		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

4th Quarter				
	Month	Number of Samples Taken	Monthly Avg. Chlorine Level (mg/L)	
Current Year	January		0.94	
	February		1.01	
	March		1.03	
	April		1.00	
	May		1.02	
	June		0.99	
	July		0.99	
	August		0.95	
	September		0.89	
	October		30	0.85
	November		24	0.87
	December		30	0.91
Running Annual Average (RAA):			0.95	
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl <sub>2</sub> )		<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:

### 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: 2019

Quarter: 4th

1st Quarter			
	Month	Number of Samples Taken	Monthly Avg. 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
February		16	1.20
March		16	1.28
Running Annual Average (RAA):			1.11
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl <sub>2</sub> )		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

2nd Quarter					
	Month	Number of Samples Taken	Monthly Avg. 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		1.16
			February		1.20
			March		1.28
			April		20
May		16	1.34		
June		16	1.37		
Running Annual Average (RAA):			1.14		
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl <sub>2</sub> )		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

3rd Quarter				
	Month	Number of Samples Taken	Monthly Avg. Chlorine Level (mg/L)	
Previous Yr.	October		0.94	
	November		0.87	
	December		0.89	
Current Year	January		1.16	
	February		1.20	
	March		1.28	
	April		1.30	
	May		1.34	
	June		1.37	
	July		20	1.38
	August		16	1.40
	September		16	1.43
	Running Annual Average (RAA):			1.21
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl <sub>2</sub> )		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

4th Quarter				
	Month	Number of Samples Taken	Monthly Avg. Chlorine Level (mg/L)	
Current Year	January		1.16	
	February		1.20	
	March		1.28	
	April		1.30	
	May		1.34	
	June		1.37	
	July		1.38	
	August		1.40	
	September		1.43	
	October		20	1.28
	November		16	1.32
	December		20	1.00
Running Annual Average (RAA):			1.29	
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl <sub>2</sub> )		<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: \_\_\_\_\_



39

Date: January 2, 2020



January 2, 2020

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

**QUARTERLY SUMMARY OF RAW GROUNDWATER COLIFORM MONITORING**

Enclosed is the Quarterly Summary Of Raw Groundwater Coliform Monitoring from Elk Grove Water District for 4th Quarter 2019.

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 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 October - December / 4th Quarter

Year 2019

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	10/15/2019 10:16	A	A
Well # 4D Webb St.	ON	10/1/2019 10:25	A	A
Well # 11D Dino Dr.	ON	10/22/2019 8:40	A	A
Well 14D Railroad St.	ON	10/1/2019 10:10	A	A
Well # 3 Mar-Val	OFF			
Well # 8 Williamson	ON	10/8/2019 12:36	A	A
Well # 9 Polhemus	ON	10/22/2019 9:00	A	A
Well # 13 Hampton	ON	10/8/2019 7:55	A	A





January 2, 2020

State Water Resources Control Board  
Division of Drinking Water  
1001 I Street  
13<sup>th</sup> 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 4th quarter 2019.

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 positioned above the typed name.

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: 2019 Quarter: 4th

Year:	2015				2016				2017				2018				2019				
	Quarter:	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.
Sample Date (month/date):	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	10/9	1/15	4/9	7/16	10/22	
<b>Site Q1 TTHM Results</b>	23	0	0	1	1	5	0	0	1	37	0	0	0	1	3	0	0	45	38	0	0
Len. Running Annual Average	6.0	6.0	6.0	6.0	0.5	1.8	1.8	1.5	1.4	9.4	9.4	9.4	9.4	5.4	5.2	5.2	10.8	10.9	10.9	20.8	
Meets Standard (check box)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Projected LRAA Next Quarter	N/A	N/A	6	1	1	3	2	1	0	19	9	9	0	2	1	1	23	30	21	10	
Op Evaluation Req <sup>1</sup> (check box)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Site Q2 TTHM Results</b>	0.0	0.0	0.0	0.0	0.3	0.5	0.5	0.5	0.3	0.3	0.3	0.3	0.3	0.2	0.2	0.3	0.5	0.0	0.0	#DIV/0!	
Len. Running Annual Average	0.0	0.0	0.0	0.0	0.3	0.5	0.5	0.5	0.3	0.3	0.3	0.3	0.3	0.2	0.2	0.3	0.5	0.0	0.0	#DIV/0!	
Meets Standard (check box)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Projected LRAA Next Quarter	N/A	N/A	0	0	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Op Evaluation Req <sup>1</sup> (check box)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Site Q3 TTHM Results</b>	0.3	0.3	0.3	0.3	0.5	0.3	0.8	1.0	1.0	1.3	1.0	0.9	1.0	1.0	1.0	0.8	0.8	0.7	0.6	0.7	
Len. Running Annual Average	0.3	0.3	0.3	0.3	0.5	0.3	0.8	1.0	1.0	1.3	1.0	0.9	1.0	1.0	1.0	0.8	0.8	0.7	0.6	0.7	
Meets Standard (check box)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Projected LRAA Next Quarter	N/A	N/A	0	0	1	0	1	1	1	1	1	1	1	2	1	0	2	1	1	0	
Op Evaluation Req <sup>1</sup> (check box)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Site Q4 TTHM Results</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.1	1.1	0.9	0.6	1.0	1.0	0.9	1.0
Len. Running Annual Average	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.1	1.1	0.9	0.6	1.0	1.0	0.9	1.0
Meets Standard (check box)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Projected LRAA Next Quarter	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	0	2	1	1	0
Op Evaluation Req <sup>1</sup> (check box)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quarterly Average	8	0	0	0	1	2	1	0	1	13	0	1	1	2	0	0	17	13	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	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:

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

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

Signature:  Date: January 2, 2020

\*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: **2019** Quarter: **4th**

Year:	2015				2016				2017				2018				2019			
	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
Sample Date (month/date):	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	10/9	1/15	4/9	7/16	10/22
<b>Site Q1 HAA5 Results</b>	1	0	0	0	0	0	0	0	0	26	7	7	0	0	0	0	29	28	0	0
Lcn. Running Annual Average	0.3	0.3	0.3	0.3	0.0	0.0	0.0	0.0	0.0	6.5	6.5	6.5	3.3	3.3	3.3	0.0	6.9	7.1	7.1	14.3
Meets Standard <sup>1</sup> (check box)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Projected LRAA Next Quarter	N/A	N/A	0	0	0	0	0	0	0	13	7	7	0	0	0	0	15	21	14	7
Op Evaluation Re <sub>DP</sub> <sup>2</sup> (check box)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Site Q2 HAA5 Results</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lcn. Running Annual Average	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	#DIV/0!
Meets Standard <sup>1</sup> (check box)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Projected LRAA Next Quarter	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Op Evaluation Re <sub>DP</sub> <sup>2</sup> (check box)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Site Q3 HAA5 Results</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Lcn. Running Annual Average	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.3
Meets Standard <sup>1</sup> (check box)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Projected LRAA Next Quarter	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Op Evaluation Re <sub>DP</sub> <sup>2</sup> (check box)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Site Q4 HAA5 Results</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Lcn. Running Annual Average	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Meets Standard <sup>1</sup> (check box)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Projected LRAA Next Quarter	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Op Evaluation Re <sub>DP</sub> <sup>2</sup> (check box)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quarterly Average	0	0	0	0	0	0	0	0	0	9	0	0	0	0	0	0	10	11	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:

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

Signature 

Date: January 2, 2020

\*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.	2019	
Well 14D Railroad	Initials	WQ	WQ	WQ	WQ	WQ/MW	AH	AH/BW	AH	BW	AH	AH	Sect: 7.1	AH	AH/BW	Sect: 7.3	AH	
	Date	1/8/19	2/11/19	3/1/19	4/4/19	5/13/19	7/15/19	8/28/19	9/9/19	10/21/19	11/19/19	12/11/19		5/22/19	11/19/19		12/11/19	
	W.O.#	16871	16988	17101	17254	17313	17451	17606	17742	17802	17942	18095		18154	17387		18103	18173
Well 4D Webb	Initials	WQ	WQ	WQ	WQ	WQ	AH	AH/BW	AH	AH	AH	BW	Sect: 8.1	AH	AH/BW	Sect: 8.3	AH/BW	
	Date	1/15/19	2/1/19	3/6/19	4/2/19	5/7/19	7/11/19	8/28/19	9/9/19	10/22/19	11/13/19	12/6/19		5/22/19	11/19/19		12/12/19	
	W.O.#	16873	16989	17102	17255	17314	17452	17607	17743	17803	17943	18096		18155	17388		18104	18122
Well 11D Dino	Initials	WQ	WQ	WQ	WQ	WQ	AH	AH	AH	AH	AH	BW	Sect: 9.1	AH	AH/BW	Sect: 9.3	AH/BW	
	Date	1/8/19	2/7/19	3/11/19	4/3/19	5/10/19	7/15/19	8/27/19	9/11/19	10/9/19	11/13/19	12/5/19		5/22/19	11/19/19		12/11/19	
	W.O.#	16874	16990	17103	17256	17315	17453	17608	17744	17804	17944	18097		18156	17389		18104	18109
Well 1D School	Initials	WQ	WQ	WQ	WQ	WQ	AH	AH/BW	AH	AH	AH	AH/BW	Sect: 13.1	AH	AH/BW	Sect: 13.3	AH/BW	
	Date	1/15/19	2/15/19	3/6/19	4/1/19	5/13/19	6/10/19	7/3/19	8/28/19	9/11/19	10/7/19	11/13/19		12/6/19	5/22/19		11/19/19	12/19/19
	W.O.#	16875	16991	17104	17257	17316	17454	17609	17745	17805	17945	18098		18157	17390		18106	18174
Well 8 Williamson	Initials	AH	WQ	AH	AH	AH	AH/BW	AH	BW	AH	AH	BW	Sect: 11.1	AH	AH/BW	Sect: 11.4	AH	
	Date	1/7/19	2/15/19	3/18/19	4/3/19	5/16/19	6/24/19	7/29/19	8/27/19	9/12/19	10/8/19	11/12/19		12/4/19	5/22/19		11/19/19	12/11/19
	W.O.#	16877	16993	17106	17259	17318	17456	17611	17747	17807	17947	18100		18159	17390		18106	18125
Well 9 Polhemus	Initials	WQ	WQ	WQ	WQ	WQ	AH	AH/BW	BW	AH	AH	AH/BW	Sect: TBD	AH/BW	AH/BW	Sect: TBD	AH/BW	
	Date	1/10/19	2/13/19	3/5/19	4/2/19	5/14/19	6/24/19	7/29/19	8/28/19	9/12/19	10/9/19	11/12/19		12/9/19	5/22/19		11/20/19	12/11/19
	W.O.#	16878	16994	17107	17260	17319	17457	17612	17748	17808	17948	18101		18160	17392		18108	18124
Well 13 Hampton	Initials	AH	WQ	WQ	AH	AH	AH/BW	AH/BW	AH	AH	AH/BW	AH/BW	Sect: TBD	AH	AH/BW	Sect: TBD	AH	
	Date	1/9/19	2/19/19	3/5/19	4/4/19	5/20/19	6/25/19	7/29/19	8/27/19	9/9/19	10/8/19	11/8/19		12/6/19	5/22/19		11/20/19	12/11/19
	W.O.#	16879	16995	17108	17261	17320	17458	17613	17749	17809	17949	18102		18161	17392		18108	18123



Year: 2019

# Elk Grove Water District

Preventative Maintenance Program

Rairoad 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.	2019
Cor-Tec System	Initials	WQ	WQ	WQ	WQ	WQ/MW	AH/BW	AH	AH	AH	AH	AH	AH	AH/WQ	WQ/MW	AH	AH/BW	AH/WQ	WQ/MW	AH	AH/BW	Section: 4.4	AH
	Date	1/17/19	2/4/19	3/1/19	4/1/19	5/16/19	6/6/19	7/30/19	8/29/19	9/12/19	10/21/19	11/12/19	12/5/19	3/13/19	6/11/19	9/18/19	11/7/19	3/13/19	6/11/19	9/18/19	11/7/19	4.4	7/10/19
	W.O. #	16880	17000	17109	17241	17325	17447	17595	17738	17795	17931	18114	18166	17113	17394	17999	18118	17113	17394	17999	18118	Section:	16895
Filter System	Initials	WQ	WQ	WQ/AH	WQ	AH	AH/BW	AH/BW	AH/BW	AH	AH/BW	AH/BW	AH/BW	AH/WQ	AH/BW	AH/BW	AH/BW	AH/WQ	AH/BW	AH/BW	AH/BW	Section: 5.3	AH/BW
	Date	1/16/19	2/4/19	3/4/19	4/9/19	5/15/19	6/6/19	7/23/19	8/29/19	9/10/19	10/3/19	11/6/19	12/5/19	4/11/19	11/22/19	11/22/19	11/22/19	4/11/19	11/22/19	11/22/19	11/22/19	5.3	11/27/19
	W.O. #	16881	17001	17110	17242	17326	17448	17596	17739	17796	17932	18115	18167	17246	18119	18119	18119	17246	18119	18119	18119	Section:	17245
Backwash System	Initials	WQ	WQ	WQ	WQ	AH	AH/MW	AH/BW	AH/BW	AH/BW	AH	AH	AH	AH/WQ	AH/BW	AH/BW	AH/BW	AH	AH	AH	AH	Section: 2.3	AH/SS
	Date	1/18/19	2/11/19	3/4/19	4/8/19	5/10/19	6/18/19	7/30/19	8/29/19	9/13/19	10/21/19	11/12/19	12/5/19	4/11/19	11/22/18	11/22/18	11/22/18	4/11/19	11/22/18	11/22/18	11/22/18	2.3	12/10/19
	W.O. #	16882	17002	17111	17243	17327	17449	17597	17740	17797	17933	18116	18168	17247	18120	18120	18120	17247	18120	18120	18120	Section:	18178
Booster Pumps	Initials	WQ	WQ	WQ	WQ	AH	MW	AH	AH/BW	BW	AH	AH	AH	AH	AH/BW	AH/BW	AH/BW	AH	AH/BW	AH/BW	AH/BW	Section: 3.2	AH/SS
	Date	1/22/19	2/6/19	3/26/19	4/8/19	5/14/19	6/10/19	7/29/19	8/29/19	9/13/19	10/15/19	11/5/19	12/6/19	5/22/19	11/19/19	11/19/19	11/19/19	5/22/19	11/19/19	11/19/19	11/19/19	3.2	12/10/19
	W.O. #	16883	17003	17112	17244	17328	17450	17598	17741	17798	17934	18117	18204	17393	18121	18121	18121	17393	18121	18121	18121	Section:	18179
LAB	Initials	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH/BW	AH	AH	AH	AH/BW	Section: 1.1	AH
	Date	3/29/19	6/25/19	9/17/19	12/20/19	12/20/19	12/20/19	12/20/19	12/20/19	12/20/19	12/20/19	12/20/19	12/20/19	3/29/19	6/25/19	9/17/19	12/20/19	3/29/19	6/25/19	9/17/19	12/20/19	1.1	AH/BW
	W.O. #	17114	17398	17801	18204	18204	18204	18204	18204	18204	18204	18204	18204	17114	17398	17801	18204	17114	17398	17801	18204	Section:	18180
Clear Wells	Initials	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	Section: 2.4	AH
	Date	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	2.4	12/17/19
	W.O. #	18180	18180	18180	18180	18180	18180	18180	18180	18180	18180	18180	18180	18180	18180	18180	18180	18180	18180	18180	18180	Section:	18180
MCC	Initials	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	AH	Section: 1.2	AH
	Date	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	12/17/19	1.2	12/17/19
	W.O. #	18182	18182	18182	18182	18182	18182	18182	18182	18182	18182	18182	18182	18182	18182	18182	18182	18182	18182	18182	18182	Section:	18182

= Deferred maint.



# 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.	2019
<b>Railroad</b>	Initials	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	WQ	Section: TBD	AH
	Date	1/16/19	2/6/19	3/26/19	4/4/19	5/16/19	6/12/19	7/15/19	8/28/19	9/12/19	10/17/19	11/13/19	12/5/19		
	W.O. #	16887	16996	17094	17262	17321	17437	17599	17731	17810	17938	18110	18162		
<b>Webb</b>	Initials	WQ	WQ	WQ	WQ	WQ	MW	AH/BW	AH/BW	AH	AH	AH	BW	Section: TBD	AH
	Date	1/15/19	2/28/19	3/18/19	4/2/19	5/7/19	6/20/19	7/25/19	8/28/19	9/12/19	10/22/19	11/13/19	12/6/19		
	W.O. #	16888	16997	17098	17263	17322	17438	17600	17732	17811	17939	18111	18163		
<b>Dino</b>	Initials	WQ	WQ	WQ	WQ	WQ	MW	AH	AH	AH	AH	AH	BW	Section: TBD	AH
	Date	1/8/19	2/7/19	3/11/19	4/3/19	5/10/19	6/20/19	7/8/19	8/27/19	9/12/19	10/23/19	11/13/19	12/5/19		
	W.O. #	16889	16998	17099	17264	17323	17439	17601	17733	17812	17940	18112	18164		
<b>Admin.</b>	Initials	AH	WQ	AH	AH	AH	AH/MW	AH	AH	AH	AH	AH	AH	Section: TBD	AH
	Date	1/20/19	2/28/19	3/18/19	4/7/19	5/16/19	6/19/19	7/21/19	8/29/19	9/12/19	10/27/19	11/18/19	12/7/19		
	W.O. #	16890	16999	17100	17265	17324	17440	17602	17734	17813	17941	18113	18165		

= Load Test

= Deferred maint.

Elk Grove Water District  
Backflow Prevention Program 2019

Backflow Device Reports	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>CURRENT</b>												
Notices Issued	48	40	78	15	63	73	153	94	76	52	58	30
Assemblies Tested	41	15	38	14	57	16	110	79	54	25	17	19
Passed Initial Test	41	11	30	14	54	16	99	78	52	21	15	18
Failed Initial Test	0	4	8	0	3	0	11	1	2	4	2	1
Failed Devices Retested----Passed		4	8		3	0	9	1	2	3	1	1
Investigations or Address Change	0	0	13	0	0	1	0	0	1	0	0	2
Inactivated Devices	2	0	0	0	0	0	0	0	0	0	0	0
Schedule Code Changed	0	0	0	0	0	0	1	0	0	0	0	0
Devices Turned Off	0	0	0	0	0	0	0	0	0	0	0	0
2nd Notices Issued	5	25	26	1	6	57	43	15	21	27	41	9

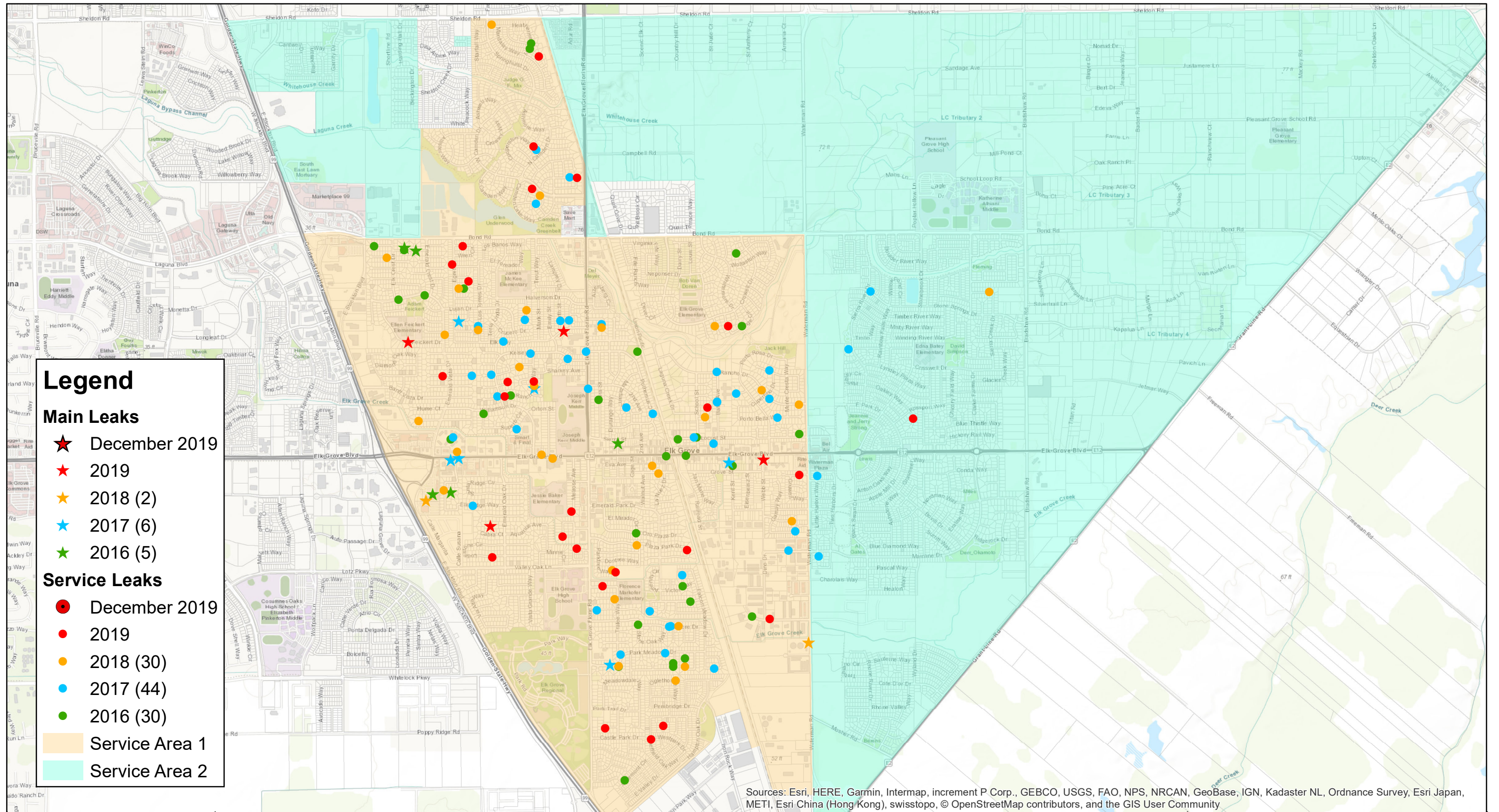
Monthly Outstanding Delinquents	0	0	0	0	0	0	0	0	1	0	0	1	9
---------------------------------	---	---	---	---	---	---	---	---	---	---	---	---	---

<b>Total Outstanding Delinquents</b>	<b>11</b>
--------------------------------------	-----------

Elk Grove Water District  
 Safety Meetings/Training  
 December 2019

Date	Topic	Attendees	Hosted By
12/2/2019	Wet Weather Safety/ Slips/ Trips/ Falls	Alan Aragon, Stefan Chanh, David Frederick, James Hinegardner, Sean Hinton, Brandon Kent, Justin Mello, Jose Mendoza, Sal Mendoza, Michael Montiel, Chris Phillips, Marcell Wilson, Vue Xiong	David Frederick
12/10/2019	Lockout/ Tagout: Water Under Pressure Poses Danger	Alan Aragon, Stefan Chanh, David Frederick, Aaron Hewitt, James Hinegardner, Sean Hinton, Brandon Kent, Justin Mello, Jose Mendoza, Sal Mendoza, Michael Montiel, Chris Phillips, Brandon Wagner, Marcell Wilson, Vue Xiong	Steve Shaw
12/23/2019	Safety Awareness at EGWD	Alan Aragon, Stefan Chanh, James Hinegardner, Bruce Kamilos, Brandon Kent, Justin Mello, Jose Mendoza, Michael Montiel, Chris Phillips, Steve Shaw, John Vance, Brandon Wagner, Marcell Wilson, Vue Xiong	Ron Lee





### Legend

#### Main Leaks

- ★ December 2019
- ★ 2019
- ★ 2018 (2)
- ★ 2017 (6)
- ★ 2016 (5)

#### Service Leaks

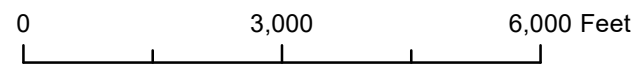
- December 2019
- 2019
- 2018 (30)
- 2017 (44)
- 2016 (30)
- Service Area 1
- Service Area 2

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

December 2019	
Main Line Leaks: 0	YTD: 5
Service Line Leaks: 0	YTD: 27
Total Leaks: 0	YTD: 32



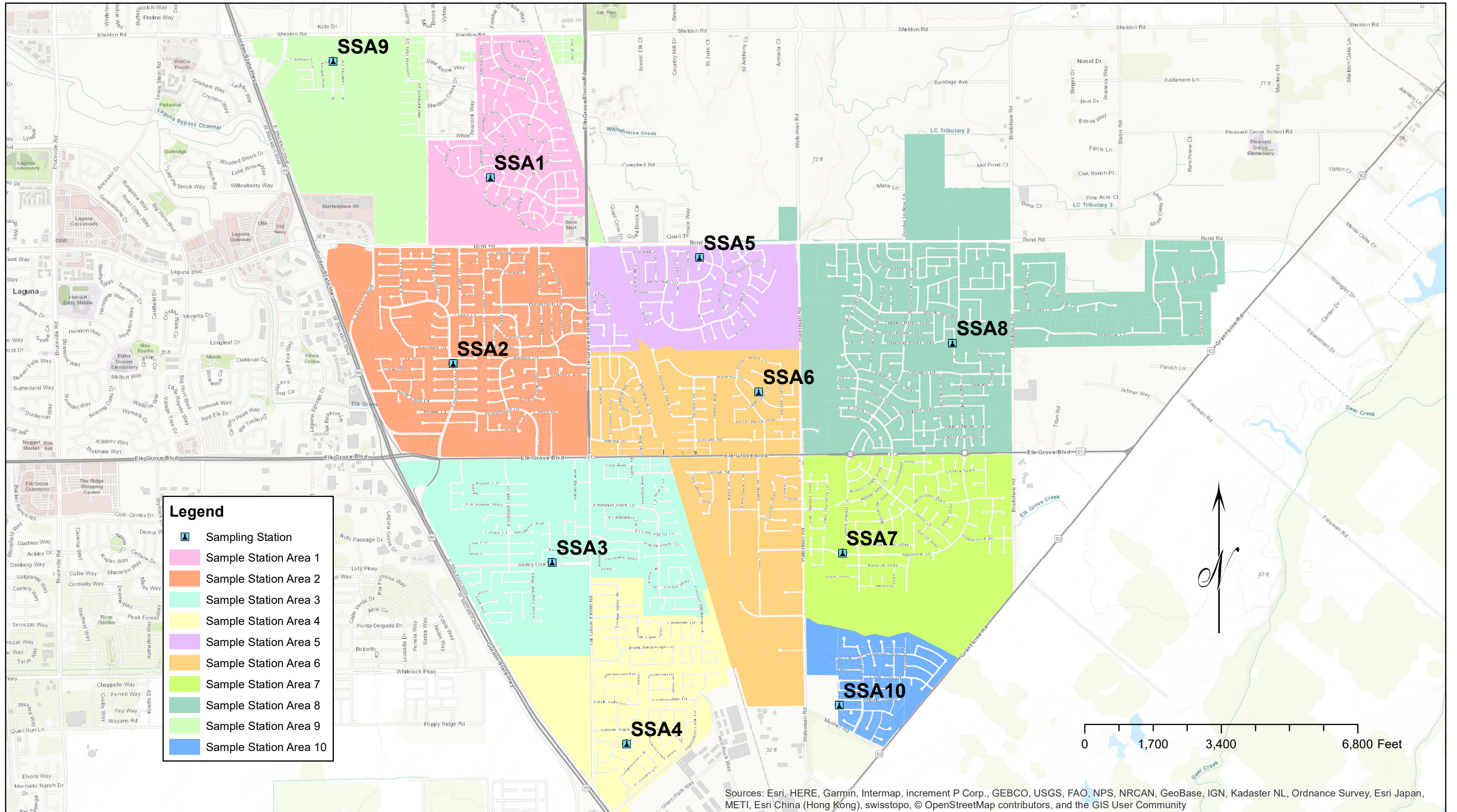
## Elk Grove Water District Main and Service Line Leaks Map



Elk Grove Water District  
Main & Service Line Leaks

Created by: Travis Franklin  
Date: January 3, 2020





**Sample Stations: 10**



# Elk Grove Water District

## Sample Station Areas

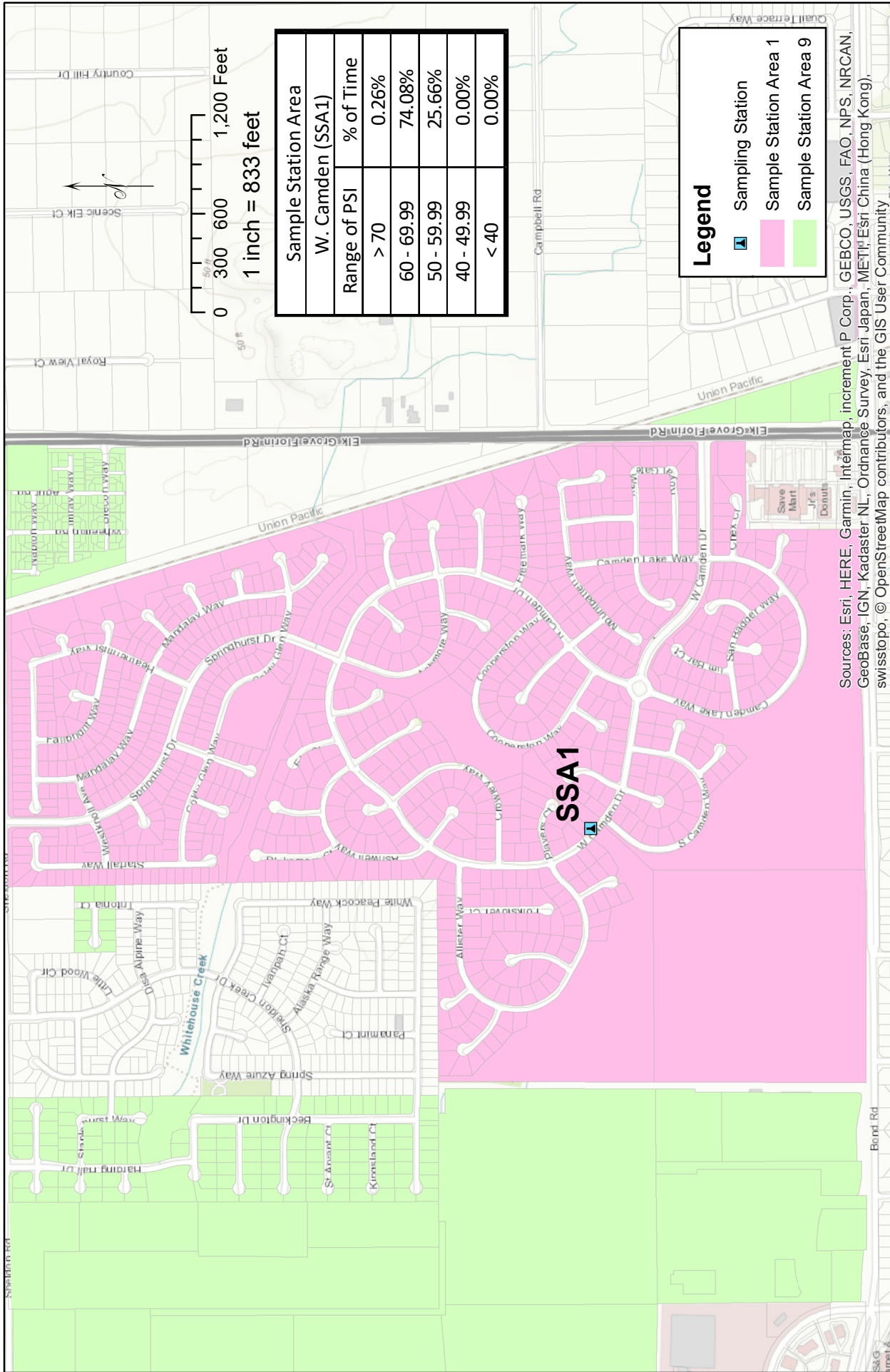
Projected Coordinate System: NAD 83 State Plane CA II FIPS 0402

Source: EGWD GIS database

Modified by: Travis Franklin

January 6, 2020





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

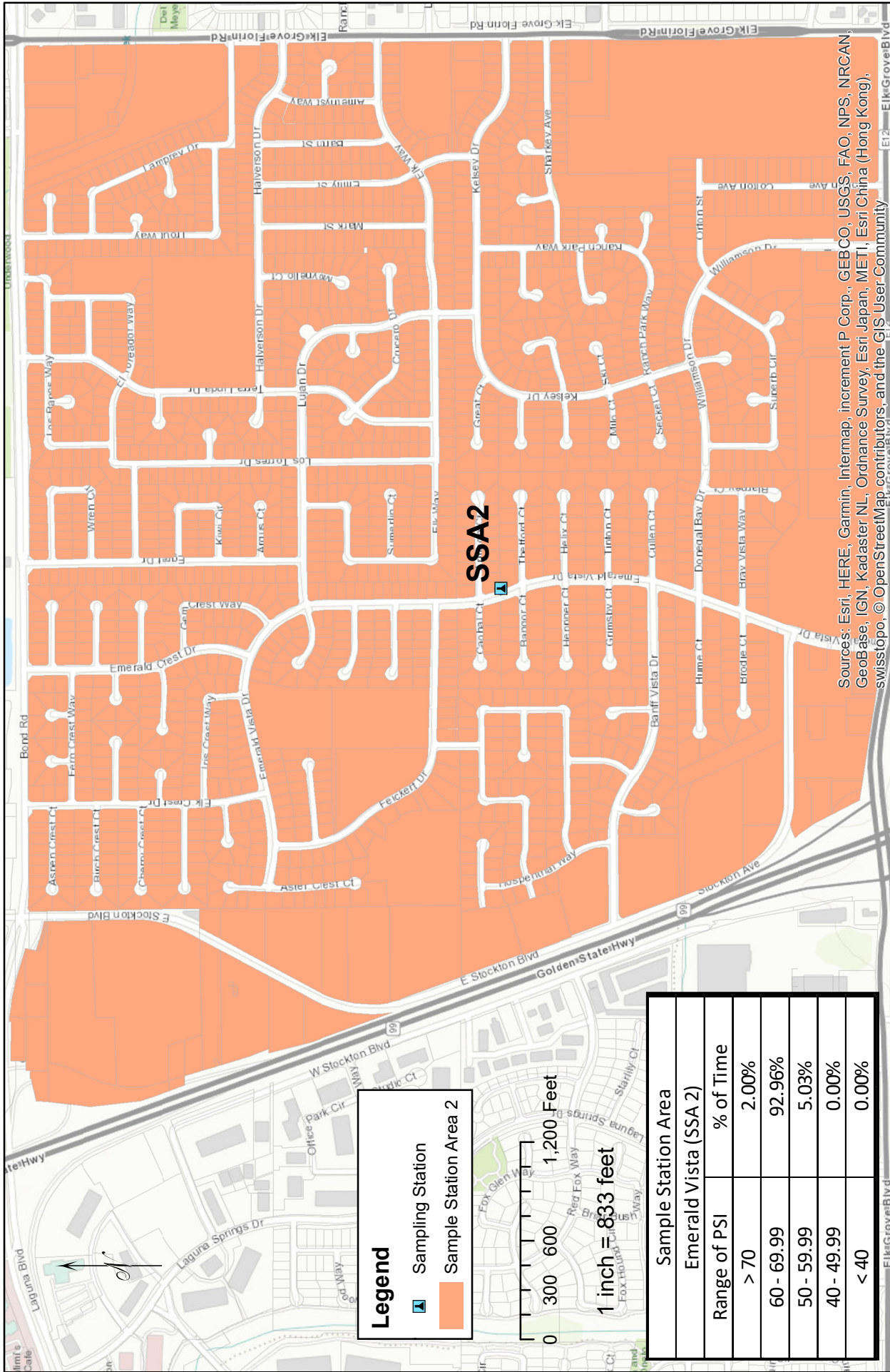
**Elk Grove Water District**  
 System Pressure Monitoring

**Sample Station #1**  
 Note: Sample Station takes a reading every 5 minutes.  
 December 2019



Projected Coordinate System:  
 NAD 83 State Plane CA II FIPS 0402  
 Source:EGWD GIS database  
 Created by: Travis Franklin  
 January 6, 2020







**Legend**

-  Sampling Station
-  Sample Station Area 2

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

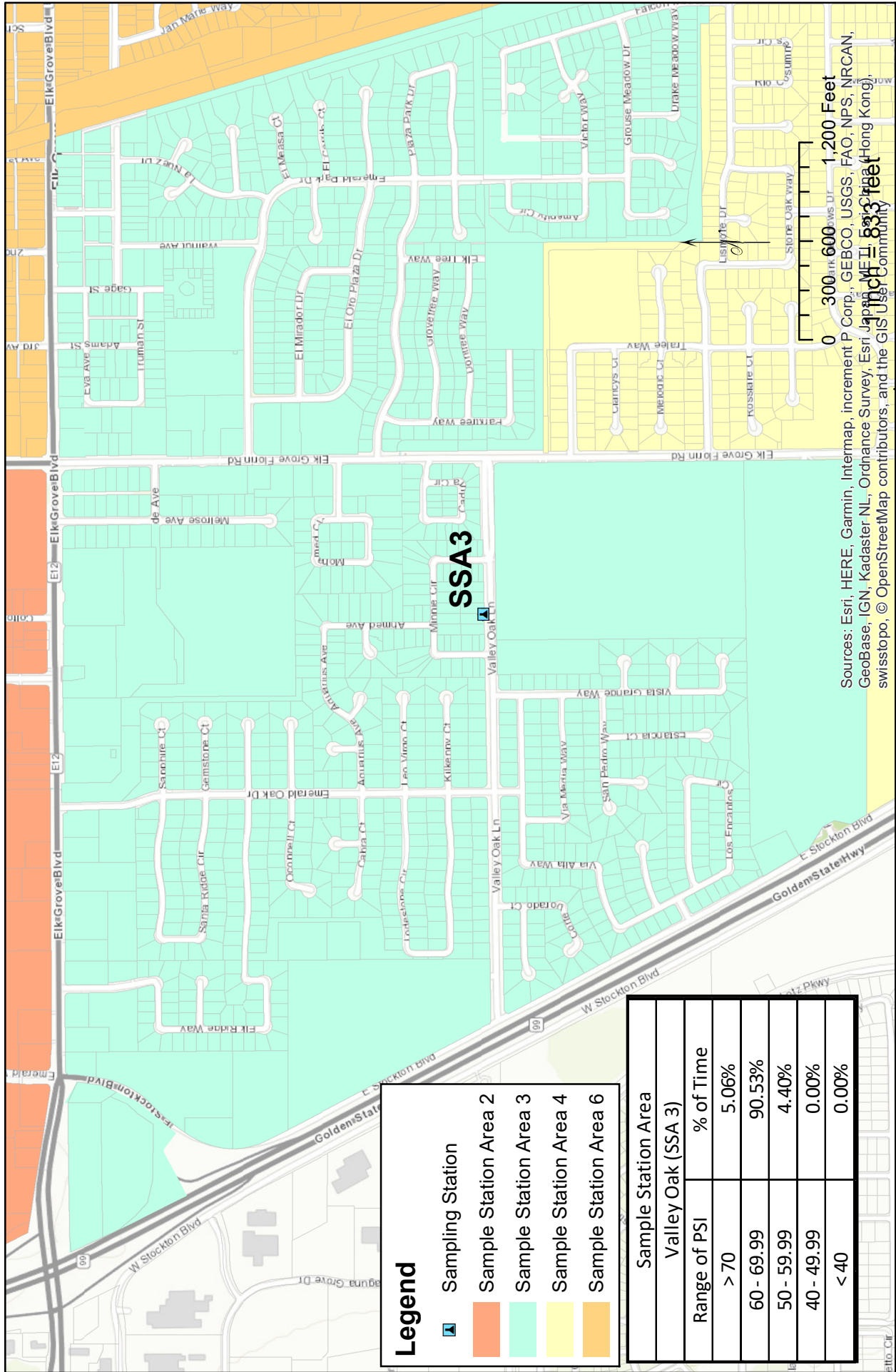
Sample Station Area	Emerald Vista (SSA 2)
Range of PSI	% of Time
> 70	2.00%
60 - 69.99	92.96%
50 - 59.99	5.03%
40 - 49.99	0.00%
< 40	0.00%



## 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  
 January 6, 2020

**Sample Station #2**  
 Note: Sample Station takes a reading every 5 minutes.  
 December 2019



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, Swisstopo, (Hong Kong), swisstopo, © 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  
 January 6, 2020

## Elk Grove Water District

### System Pressure Monitoring



**Legend**

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

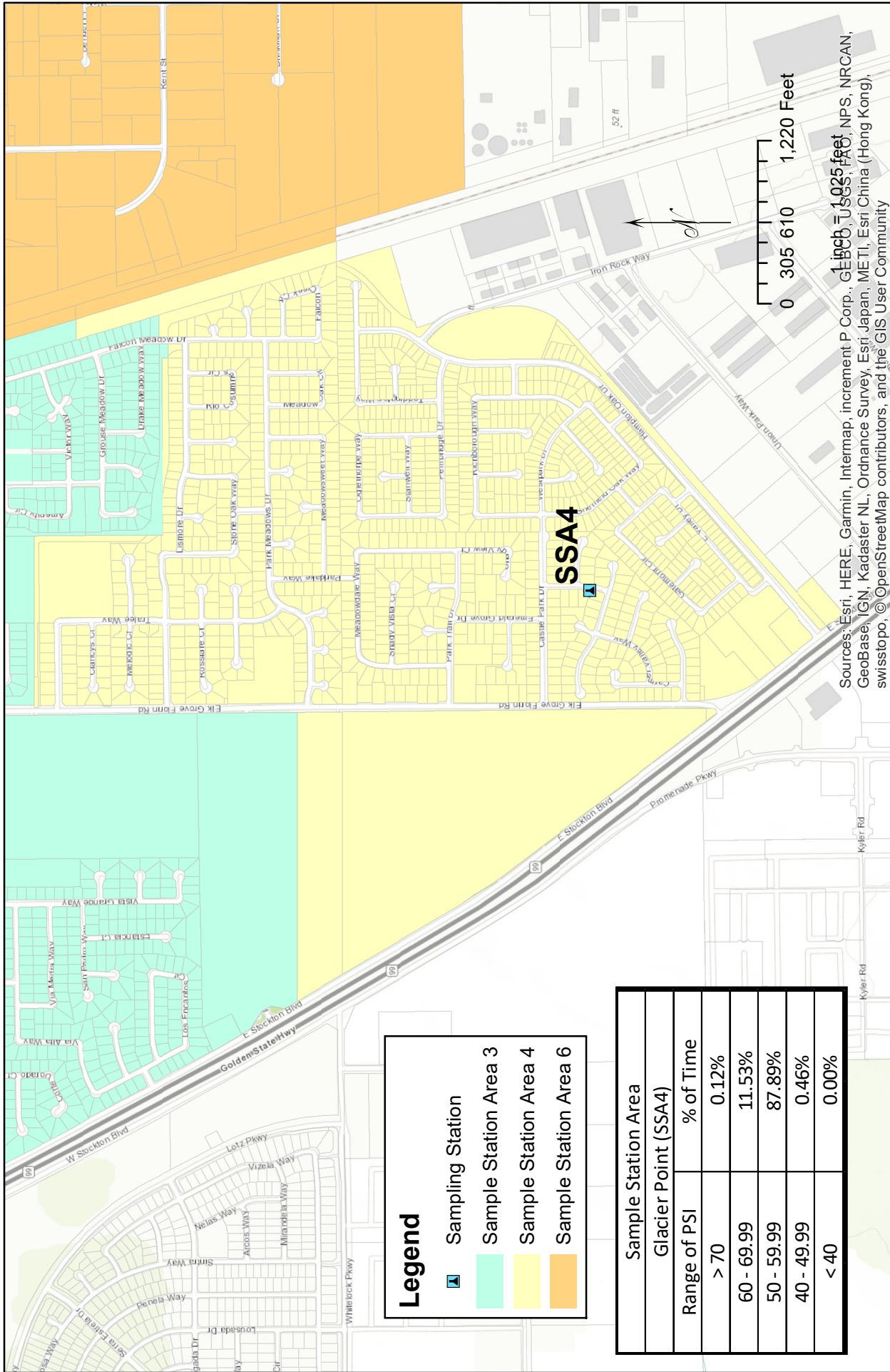
Sample Station Area	% of Time
Valley Oak (SSA 3)	
Range of PSI	
> 70	5.06%
60 - 69.99	90.53%
50 - 59.99	4.40%
40 - 49.99	0.00%
< 40	0.00%

### Sample Station #3

Note: Sample Station takes a reading every 5 minutes.

December 2019





Projected Coordinate System:  
 NAD 83 State Plane CA II FIPS 0402  
 Source: EGWD GIS database  
 Created by: Travis Franklin  
 January 6, 2020

## Elk Grove Water District

### System Pressure Monitoring



**Legend**

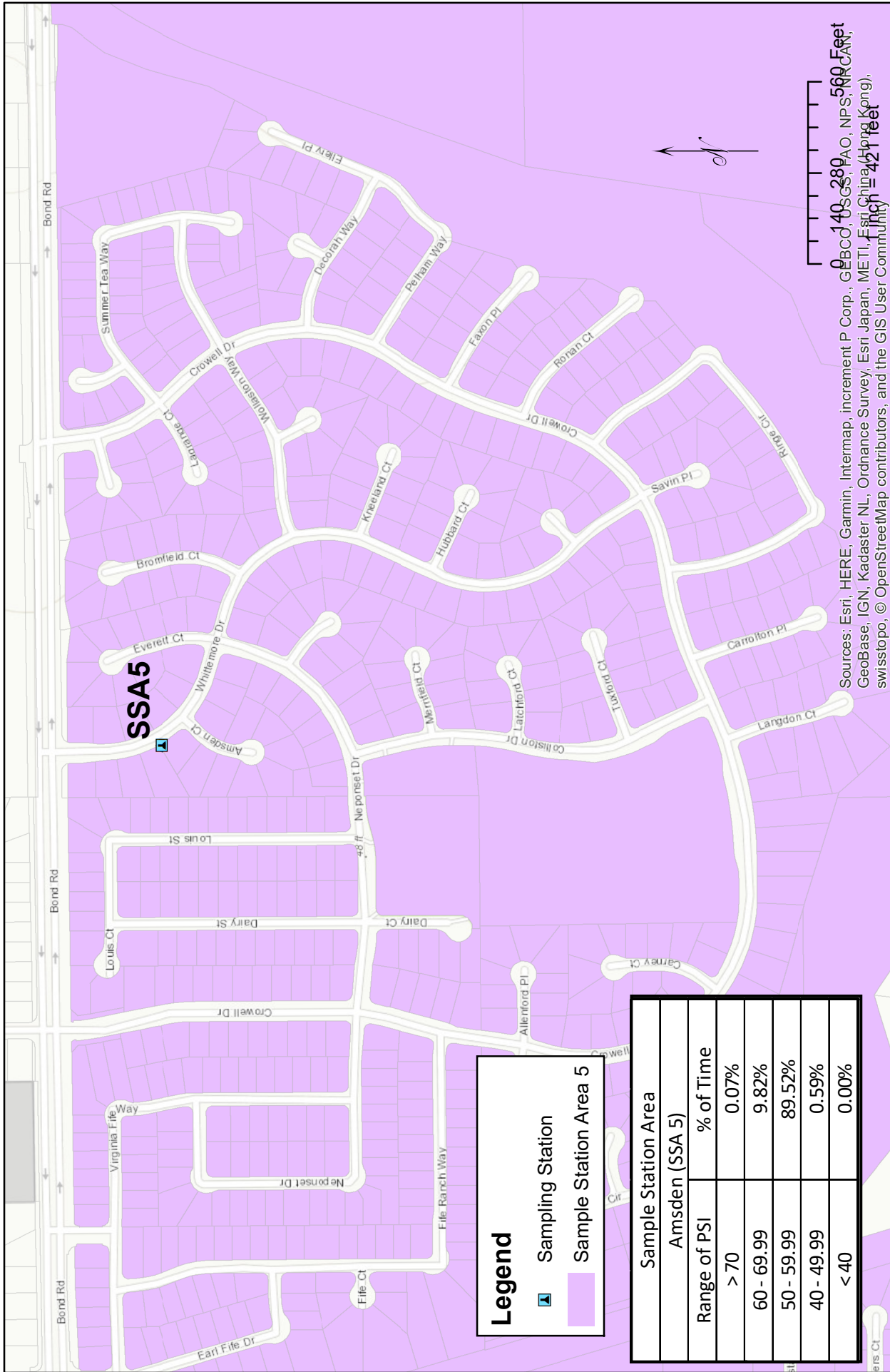
- ▲ Sampling Station
- Sample Station Area 3
- Sample Station Area 4
- Sample Station Area 6

Sample Station Area	Glacier Point (SSA4)	% of Time
Range of PSI		0.12%
> 70		11.53%
60 - 69.99		87.89%
50 - 59.99		0.46%
40 - 49.99		0.00%
< 40		

#### Sample Station #4



Note: Sample Station takes a reading every 5 minutes.

December 2019



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, ~~560 Feet~~  
 GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong),  
 swisstopo, © OpenStreetMap contributors, and the GIS User Community  
 140 280 560 Feet  
 421 feet

**Legend**

-  Sampling Station
-  Sample Station Area 5

Sample Station Area	% of Time
Amsden (SSA 5)	
Range of PSI	
> 70	0.07%
60 - 69.99	9.82%
50 - 59.99	89.52%
40 - 49.99	0.59%
< 40	0.00%



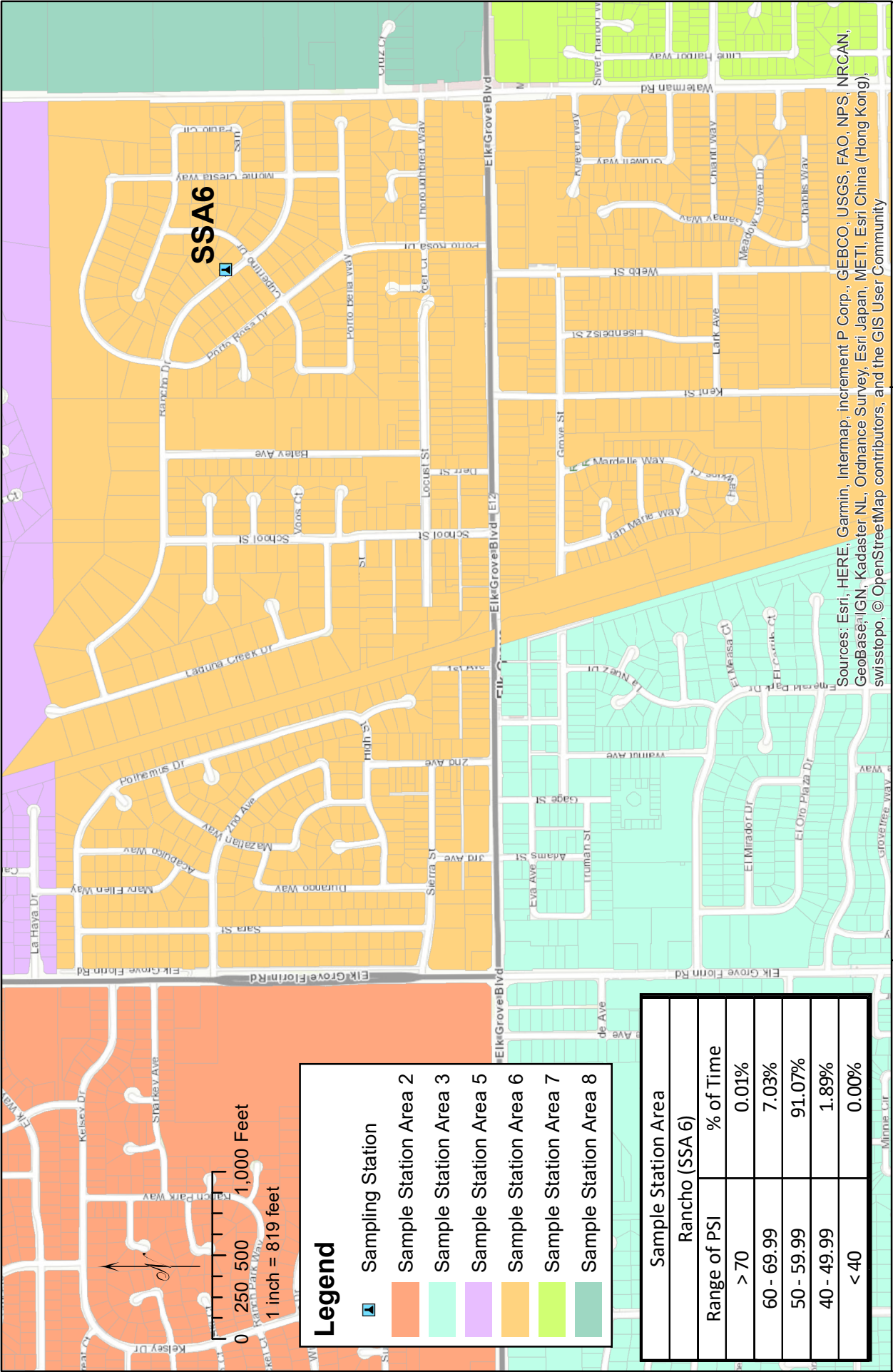
## Elk Grove Water District

### System Pressure Monitoring

Projected Coordinate System:  
 NAD 83 State Plane CA II FIPS 0402  
 Source: EGWD GIS database  
 Created by: Travis Franklin  
 January 6, 2020

**Sample Station #5**

Notes: Sample Station takes a reading every 5 minutes.  
 December 2019



**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	0.01%
	60 - 69.99	7.03%
	50 - 59.99	91.07%
	40 - 49.99	1.89%
	< 40	0.00%

**Sample Station #6**

Note: Sample Station takes a reading every 5 minutes.

December 2019

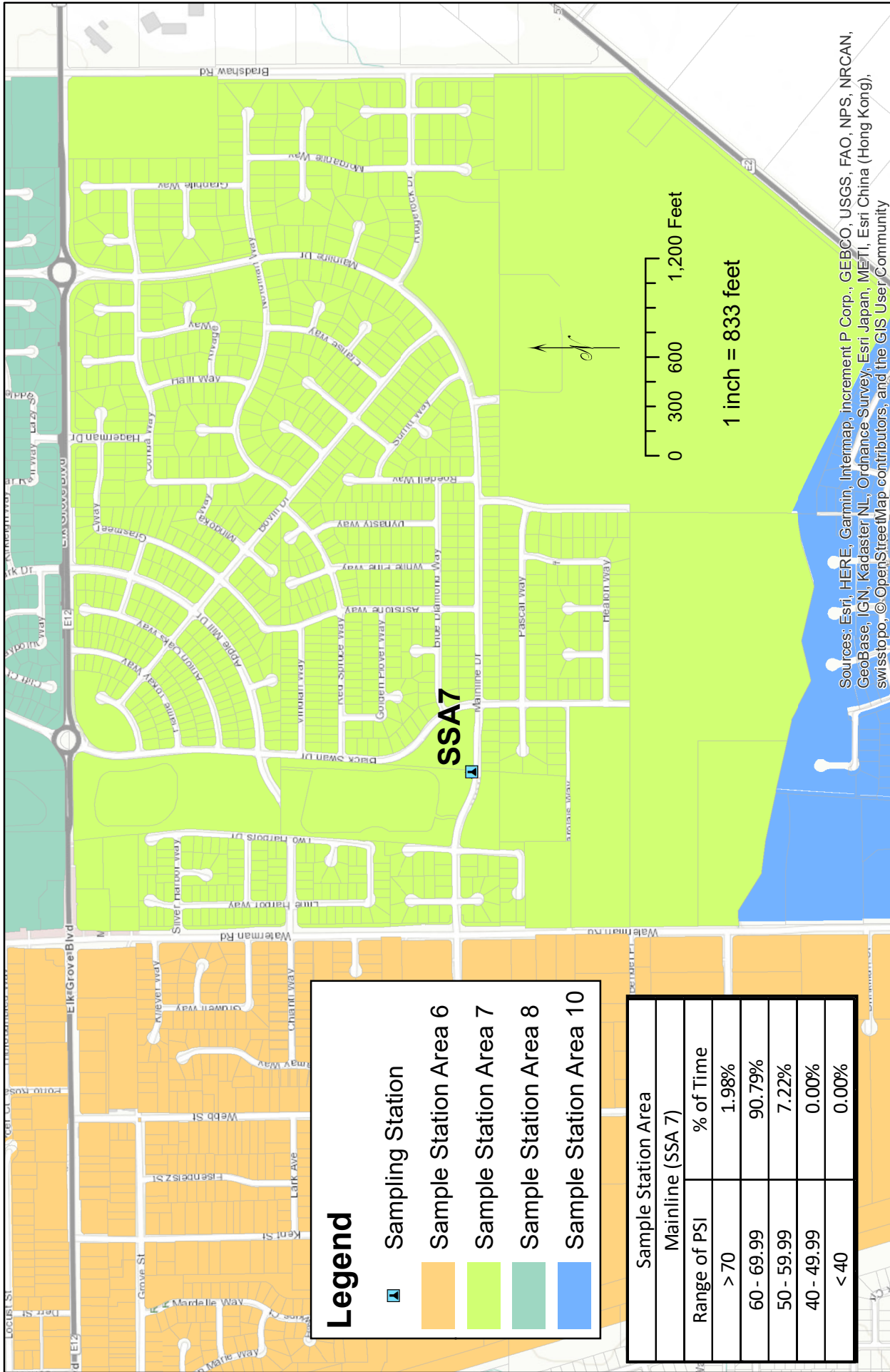


**Elk Grove Water District**  
System Pressure Monitoring

Projected Coordinate System:  
NAD 83 State Plane CA II FIPS 0402  
Source: EGWD GIS database  
Created by: Travis Franklin  
January 6, 2020

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





Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, ©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  
 January 6, 2020

## Elk Grove Water District

### System Pressure Monitoring



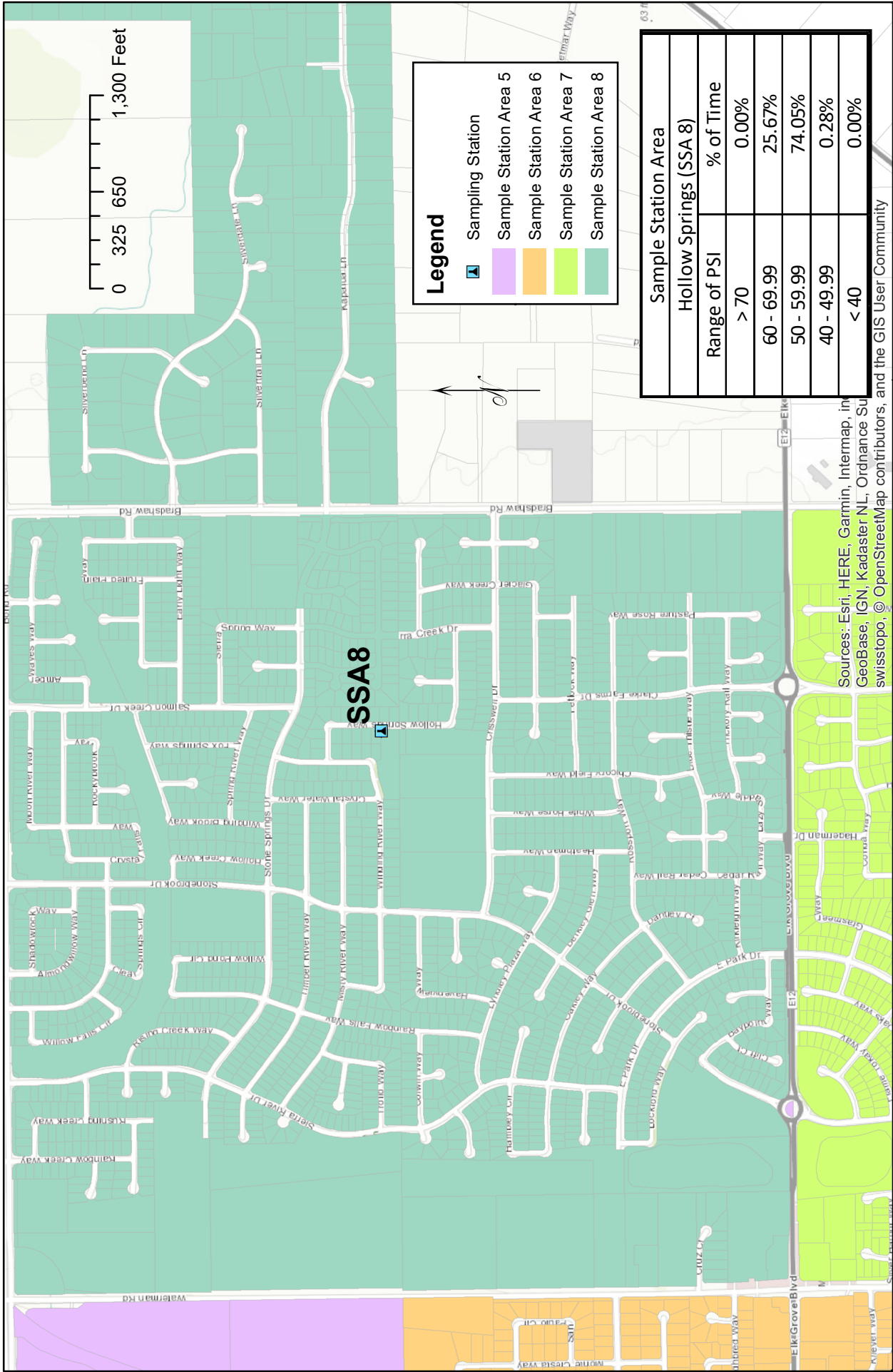
Legend	
	Sample Station Area 6
	Sample Station Area 7
	Sample Station Area 8
	Sample Station Area 10

Sample Station Area	% of Time
Mainline (SSA 7)	
Range of PSI	
> 70	1.98%
60 - 69.99	90.79%
50 - 59.99	7.22%
40 - 49.99	0.00%
< 40	0.00%

**Sample Station #7**

Note: Sample Station takes a reading every 5 minutes.

December 2019



**Legend**

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

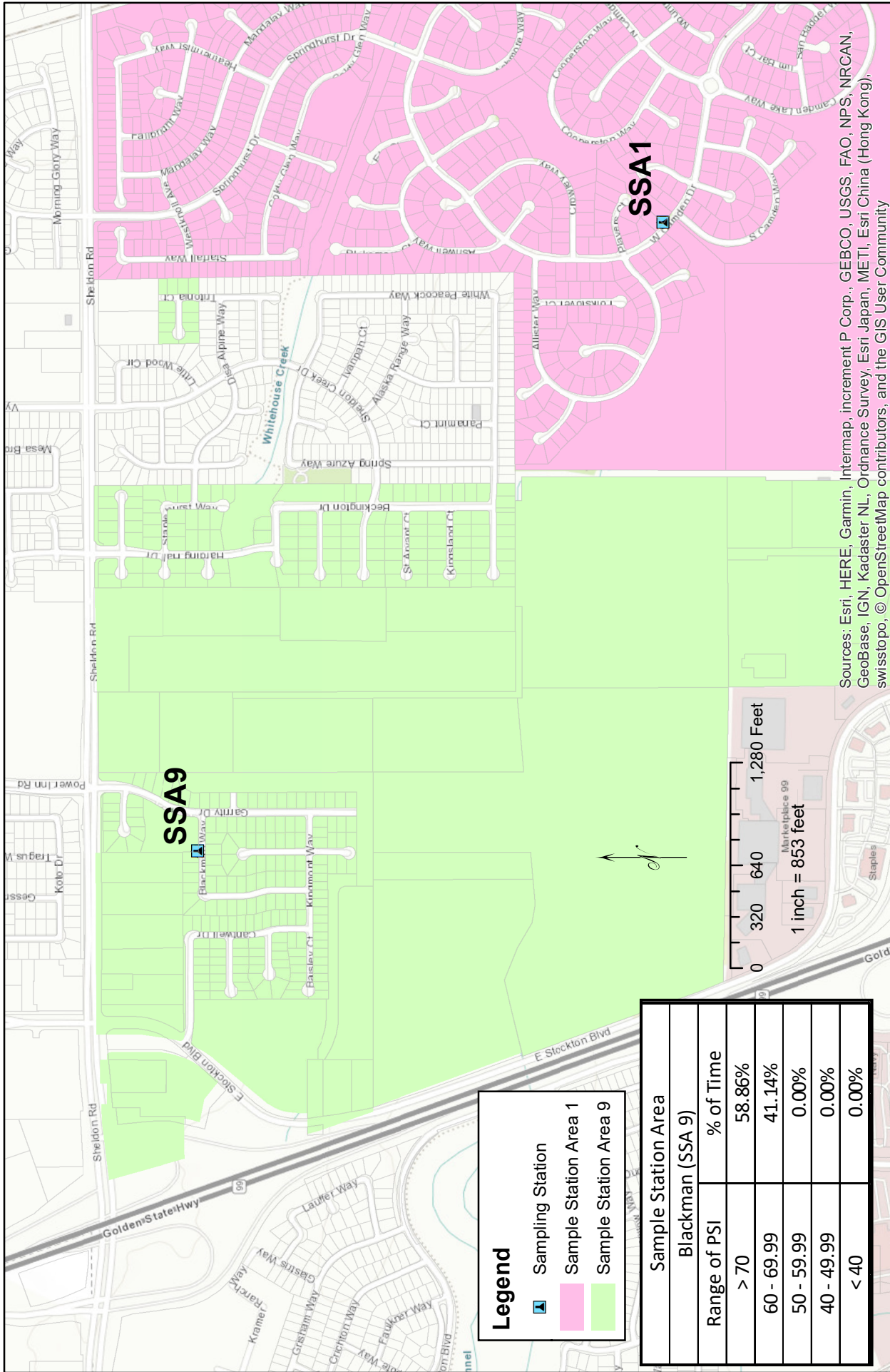
Sample Station Area	Range of PSI	% of Time
Hollow Springs (SSA 8)	> 70	0.00%
	60 - 69.99	25.67%
	50 - 59.99	74.05%
	40 - 49.99	0.28%
	< 40	0.00%

Sources: Esri, HERE, Garmin, Intermap, in GeoBase, IGN, Kadaster NL, Ordnance Survey, swisstopo, © 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  
 January 6, 2020

**Elk Grove Water District**  
 System Pressure Monitoring

**Sample Station #8**  
 Note: Sample Station takes a reading every 5 minutes.  
 December 2019



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © 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	58.86%	60 - 69.99	41.14%
50 - 59.99	0.00%	40 - 49.99	0.00%
< 40	0.00%		

**Sample Station #9**

Note: Sample Station takes a reading every 5 minutes.

December 2019

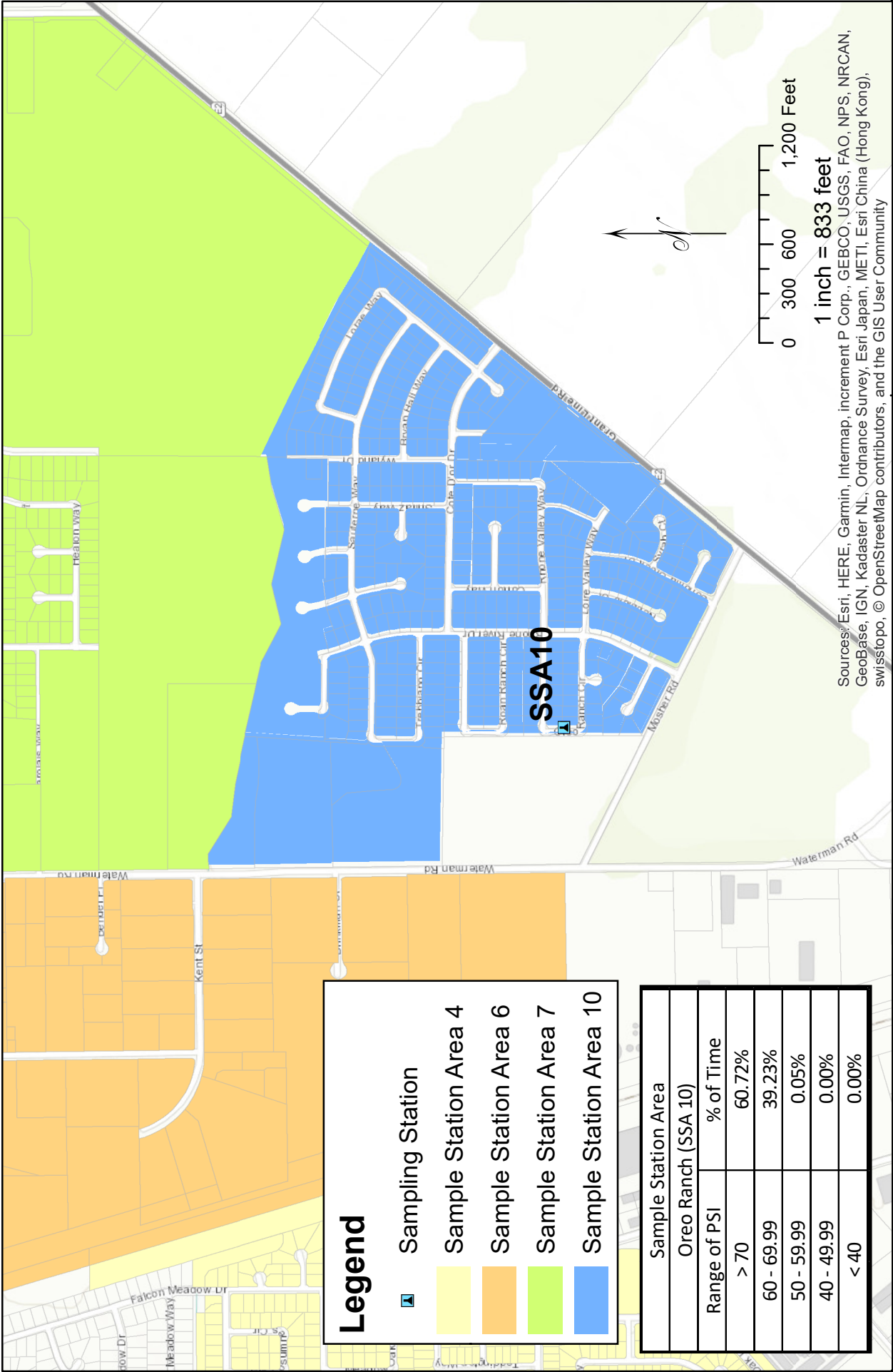


**Elk Grove Water District**






System Pressure Monitoring

Projected coordinate system:  
 NAD 83 State Plane CA II FIPS 0402  
 Source: EGWD GIS database  
 Created by: Travis Franklin  
 January 6, 2020





**Legend**

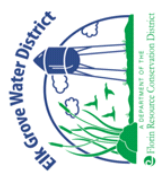
-  Sampling Station
-  Sample Station Area 4
-  Sample Station Area 6
-  Sample Station Area 7
-  Sample Station Area 10

Sample Station Area	Range of PSI	% of Time
Oreo Ranch (SSA 10)	> 70	60.72%
	60 - 69.99	39.23%
	50 - 59.99	0.05%
	40 - 49.99	0.00%
	< 40	0.00%

**Sample Station #10**

Note: Sample Station takes a reading every 5 minutes.

December 2019



**Elk Grove Water District**  
System Pressure Monitoring

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

Source: EGWD GIS database  
Created by: Travis Franklin  
January 6, 2020

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



1 inch = 833 feet



January 21, 2020

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Patrick Lee, Finance Manager/Treasurer

SUBJECT: **ELK GROVE WATER DISTRICT FISCAL YEAR 2019-20 QUARTERLY OPERATING BUDGET STATUS REPORT**

### **RECOMMENDATION**

This item is presented for discussion purposes 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 second quarter of Fiscal Year (FY) 2019-20. This report is to keep the Florin Resource Conservation District (District) Board of Directors (Board) and the public informed on the financial status of the Elk Grove Water District (EGWD).

### **DISCUSSION**

#### **Background**

On June 19, 2019, the Board approved the FY 2019-20 EGWD Budget. The adopted FY 2019-20 EGWD Budget has total revenues of approximately \$15.172 million and total expenditures of approximately \$15.445 million, including deposits into the Repair and Replacement and Long-Term Capital Improvement Reserves of approximately \$1.838 million. The projected expenditures in excess of revenues of approximately \$272,428 will be appropriated from excess operating reserves from prior years.

#### **Present Situation**

The following is a summary of the EGWD's financial status as of December 31, 2019:

**ELK GROVE WATER DISTRICT FISCAL YEAR 2019-20 QUARTERLY OPERATING BUDGET STATUS REPORT**

Page 2

**Elk Grove Water District  
Year to Date Revenues and Expenses Compared to Budget  
As of December 31, 2019**

	General Ledger Reference	YTD Activity	Annual Budget	6/12=50.00% Variance	% Realized
<b>Revenues</b>	<b>4100 - 4900</b>	<b>\$ 9,027,635</b>	<b>\$ 15,172,243</b>	<b>\$ (6,144,608)</b>	<b>59.50%</b>
Salaries & Benefits	5100 - 5280	2,005,765	4,332,850	(2,327,085)	46.29%
less Capitalized Labor		(114,109)	(424,667)	310,558	26.87%
Less CalPERS Prepayment for Remainder of Year: (3)		(85,508)			
<b>Adjusted Salaries and Benefits:</b>		<b>\$ 1,806,148</b>	<b>\$ 3,908,183</b>	<b>(2,102,035)</b>	<b>46.21%</b>
Seminars, Conventions and Travel	5300 - 5350	15,986	51,124	(35,138)	31.27%
Office & Operational	5410 - 5494	607,943	1,208,164	(600,221)	50.32%
Purchased Water est. (4)	5495 - 5495	1,652,883	3,135,689	(1,482,806)	52.71%
Outside Services	5505 - 5580	357,318	1,160,573	(803,255)	30.79%
Equipment Rent, Taxes, Utilities	5620 - 5760	249,250	416,200	(166,950)	59.89%
<b>Total Operational Expenses</b>		<b>\$ 4,689,528</b>	<b>\$ 9,879,933</b>	<b>\$ (5,190,405)</b>	<b>47.47%</b>
<b>Net Operating Income</b>		<b>\$ 4,338,107</b>	<b>\$ 5,292,310</b>	<b>\$ (954,203)</b>	<b>81.97%</b>
<b>Non-Operating Revenues</b>					
Interest Received	9910 - 9910	99,670	100,000	(330)	99.67%
Unrealized Gains/Losses	9911 - 9911	33,143	-	33,143	100.00%
Other Income/Expense	9920 - 9973	26,853	-	26,853	100.00%
<b>Total Non-Operating Revenues</b>		<b>\$ 159,666</b>	<b>\$ 100,000</b>	<b>\$ 59,666</b>	<b>159.67%</b>
<b>Non-Operating Expenses</b>					
Election Costs	9950 - 9950	-	-	-	0.00%
<b>All other Non-Operating Expenses</b>					
<b>Capital Expenses (2):</b>					
Capital Improvements	1705 - 1760	84,429	400,000	(315,571)	21.11%
Capital Replacements	1705 - 1760	280,876	1,338,000	(1,057,124)	20.99%
Unforeseen Capital Projects	1705 - 1760	18,282	100,000	(81,718)	18.28%
<b>Capital Expenses:</b>		<b>\$ 383,587</b>	<b>\$ 1,838,000</b>	<b>\$ (1,454,413)</b>	<b>20.87%</b>
<b>Bond Interest Accrued (1)</b>	<b>7300 - 7300</b>	<b>830,870</b>	<b>1,661,739</b>	<b>(830,870)</b>	<b>50.00%</b>
<b>Total Non Operating Expenses</b>		<b>\$ 1,214,456</b>	<b>\$ 3,499,739</b>	<b>\$ (2,285,283)</b>	<b>34.70%</b>
<b>Revenues in Excess of All Expenditures, including Capital</b>		<b>\$ 3,283,317</b>	<b>\$ 1,892,571</b>	<b>\$ 1,390,746</b>	<b>173.48%</b>
<b>Bond Retirement (1):</b>		<b>\$ 1,082,500</b>	<b>\$ 2,165,000</b>	<b>\$ (1,082,500)</b>	<b>50.00%</b>
<b>Net Position after Capital and Debt Retirement Expenditures</b>		<b>\$ 2,200,817</b>	<b>\$ (272,429)</b>	<b>\$ 2,473,246</b>	

**Notes:**

- Bond retirement payments are made two times a year in September and March
- YTD Activity includes \$114,109 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 3.56% 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 County Water Agency. Included above is an estimate of costs to date based on water used.

**AGENDA ITEM No. 7**

**ELK GROVE WATER DISTRICT FISCAL YEAR 2019-20 QUARTERLY OPERATING BUDGET STATUS REPORT**

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The revenues collected through the second quarter of the fiscal year total \$9,027,635, which is 59.50% of the \$15,172,243 annual budget. The revenues are \$545,759 or 6.43% above the same quarter of the prior year. This is due mainly to an overall increase in water consumption in FY 2019-20, as compared to FY 2018-19, as well as an increase in development, resulting in more water capacity/plan check fees.

Operational Expenses total \$4,689,528 through the second quarter, which is 47.47% of the annual budget of \$9,879,933. The actual expenses were \$199,690 or 4.45% above the same quarter of the prior fiscal year as follows:

1. Personnel expenditures total \$1,806,148, which is 46.21% of the \$3,908,183 annual budget. The actual expenses were \$11,327 or 0.63% above the same period of the prior fiscal year. The increase is due mainly to merit and Cost of Living Adjustment (COLA) increases, offset by vacant positions, which were filled with lower tiered positions and more employees moving to Consumer Driven Health Plan (CDHP) medical plans with lower premiums.
2. Seminars, Conventions and Travel expenditures total \$15,986, which is 31.27% of the annual budget of \$51,124. The actual expenses were \$5,621 or 26.01% below the same period of the prior fiscal year due to the District not yet being charged for hotel costs for the Fall 2019 Association of California Water Agencies (ACWA) Conference in San Diego.
3. Office and Operational expenditures total \$607,943, which is 50.32% of the annual budget of \$1,208,164. The actual expenses were \$91,404 or 17.70% above the same period of the prior fiscal year due mainly to:
  - a) The remaining portion of the 2018-2019 Sacramento Central Groundwater Authority (SCGA) dues totaling \$27,249 was not paid out until February of 2019, resulting in less dues paid through the end of December for FY 2018-19 as compared to FY 2019-20.
  - b) Property insurance premium for FY 2019-20 totaling \$22,527 was paid in July of 2019, whereas the property insurance premium for FY 2018-19 was paid in March of 2018
  - c) An increase of \$16,591 in building maintenance related to new fencing at various wells sites.
  - d) An increase of approximately \$13,778 in equipment repairs for various District heavy equipment.
4. Estimated Purchased Water costs total \$1,652,883, which is 52.71% of the annual budget of \$3,135,689. The actual expenses were \$49,206 or 3.07% above the same period of the prior fiscal year. The increase in costs is due to an increase in water

**ELK GROVE WATER DISTRICT FISCAL YEAR 2019-20 QUARTERLY OPERATING BUDGET STATUS REPORT**

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consumption in Service Area 2, as more customers are returning to normal water consumption standards after the drought.

5. Outside Services expenditures total \$357,318, which represents 30.79% of the annual budget of \$1,160,573. The actual expenses were \$11,611 or 3.15% below the same period of the prior fiscal year. In 2018, the District used Hydro Science Engineers to perform an efficiency study of the treatment plant operations. No such study was performed in 2019.
6. Equipment Rent, Taxes and Utilities expenditures total \$249,250, which represents 59.89% of the annual budget of \$416,200. The actual expenses were \$64,986 or 35.27% above the same period of the prior fiscal year. The increase is due mainly to electricity costs of \$165,761, which is a direct correlation to the increase in revenues and increased water consumption through December of FY 2019-20 as compared to FY 2018-19.

**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 December 31, 2019 Quarterly Budget Review (attached) for the second quarter. The Quarterly Budget Review includes the line item detail for the expenditure categories for the quarter-to-date for FY 2019-20, 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 DECEMBER 31, 2019  
FISCAL YEAR 2019-20**

Account Description	FY 2019-20 Budget	Y-T-D 12/31/2019	50.00% Percentage	Y-T-D 12/31/2018	Change from prior year
4100 Water Payment Revenues - Residential	\$ 12,816,040	7,488,923	58.43%	\$ 7,187,884	\$ 301,040
4110 Water Payment Revenues - Commercial	1,914,362	1,060,872	55.42%	1,039,049	21,823
4120 Water Payment Revenues - Fire Service	186,842	98,260	52.59%	96,124	2,136
4200 Meter Fees/Plan Check/Water Capacity	30,000	249,052	830.17%	17,339	231,713
4201 Backflow Installation	25,000	4,950	19.80%	6,104	(1,154)
4300 Fire Protection	-	-	-	156	(156)
4520 Door Hanger Fees	115,000	76,525	66.54%	81,150	(4,625)
4540 New account Fees	25,000	14,610	58.44%	12,750	1,860
4550 NSF Fees	3,000	1,575	52.50%	1,435	140
4570 Shut-off Fees	50,000	28,400	56.80%	34,300	(5,900)
4575 24 Hour Turn On	-	-	0.00%	200	(200)
4590 Credit Card Fees	8,000	4,580	57.25%	5,365	(785)
4591 Sac County Release of Lien Fee	-	(112)	0.00%	128	(240)
4900 Customer Refunds	(1,000)	-	0.00%	(107)	107
<b>TOTAL GROSS REVENUES</b>	<b>\$ 15,172,244</b>	<b>\$ 9,027,635</b>	<b>59.50%</b>	<b>\$ 8,481,876</b>	<b>\$ 545,759</b>

**ELK GROVE WATER DISTRICT  
QUARTERLY BUDGET REVIEW  
THROUGH DECEMBER 31, 2019  
FISCAL YEAR 2019-20**

Account	Description	FY 2019-20 Budget	Y-T-D 12/31/2019	50.00% Percentage	Y-T-D 12/31/2018	Change from prior year
	Salaries & Benefits					
5100	Executive Salary	208,444	91,348	43.82%	82,480	8,868
5110	Exempt Salaries	568,146	303,573	53.43%	269,384	34,190
5120	Non-Exempt Salaries	1,499,539	740,778	49.40%	663,379	77,399
5130	Overtime Compensation	55,000	19,229	34.96%	21,027	(1,798)
5140	On Call Pay	18,250	8,500	46.58%	8,350	150
5150	Holiday Pay	122,535	49,386	40.30%	60,003	(10,617)
5160	Vacation Pay	121,994	63,992	52.45%	78,061	(14,070)
5170	Personal Time Pay	98,028	54,905	56.01%	50,415	4,489
5200	Medical Benefits	764,556	307,974	40.28%	376,804	(68,830)
5195	EAP	863	386	44.74%	479	(93)
5201	EGWD Contribution H.S.A	20,000	-	0.00%	-	-
5210	Dental/Vision/Life Insurance	65,946	26,522	40.22%	33,559	(7,037)
5220	Retirement Benefits	417,176	255,072	61.14%	245,530	9,542
5225	Retirement Benefits - Post Employment	167,670	32,345	19.29%	24,883	7,462
5230	Medical Tax, Social Security and SUI	62,791	21,017	33.47%	18,744	2,272
5240	Worker's Compensation Insurance	114,712	23,782	20.73%	28,131	(4,349)
5250	Education Assistance	2,500	-	0.00%	-	-
5260	Employee Training	21,500	5,902	27.45%	9,591	(3,689)
5270	Employee Recognition	2,100	1,053	50.14%	1,140	(87)
5280	Meetings	1,100	-	0.00%	62	(62)
	Less Capitalized Expenditures	(424,667)	(114,109)	26.87%	(101,832)	(12,277)
	Less Remaining CalPERS prepayment	N/A	(85,508)	N/A	(75,370)	(10,138)
	Category Subtotal	<b>3,908,183</b>	<b>1,806,148</b>	<b>46.21%</b>	<b>1,794,821</b>	<b>11,327</b>
Account	Description					
	Seminars, Conventions and Travel					
5300	Airfare	6,100	2,443	40.04%	2,319	124
5310	Hotels	14,902	1,600	10.74%	5,944	(4,343)
5320	Meals	6,052	1,388	22.94%	1,713	(324)
5330	Auto Rental	1,900	43	2.25%	83	(41)
5340	Seminars & Conferences	14,290	7,013	49.08%	8,058	(1,044)
5350	Mileage Reimbursement, Parking, Tolls	1,880	499	26.55%	491	8
5375	Auto Allowance	6,000	3,000	50.00%	3,000	-
	Category Subtotal	<b>51,124</b>	<b>15,986</b>	<b>31.27%</b>	<b>21,607</b>	<b>(5,621)</b>



**ELK GROVE WATER DISTRICT  
 QUARTERLY BUDGET REVIEW  
 THROUGH DECEMBER 31, 2019  
 FISCAL YEAR 2019-20**

Account Description	FY 2019-20 Budget	Y-T-D 12/31/2019	50.00% Percentage	Y-T-D 12/31/2018	Change from prior year
Office & Operational					
5410 Advertising	3,500	3,401	97.17%	826	2,575
5415 Association Dues	122,013	117,153	96.02%	88,565	28,588
5420 Insurance	88,450	86,750	98.08%	49,896	36,854
5425 Licenses, Certifications, Fees	6,140	2,808	45.73%	1,227	1,581
5430 Repairs & Maintenance - Automotive	46,500	21,139	45.46%	15,799	5,340
5432 Repairs & Maintenance - Building	53,900	23,806	44.17%	7,215	16,591
5434 Repairs & Maintenance - Computers	22,630	10,805	47.75%	24,766	(13,961)
5435 Repairs & Maintenance - Equipment	119,500	48,558	40.63%	34,780	13,778
5438 Fuel	51,000	16,706	32.76%	18,423	(1,717)
5440 Materials	125,000	49,840	39.87%	41,595	8,245
5445 Chemicals	52,000	26,180	50.35%	21,098	5,082
5450 Meter Repairs	64,500	62,216	96.46%	49,488	12,728
5453 Permits	55,050	16,766	30.46%	12,841	3,925
5455 Postage	70,200	29,583	42.14%	25,826	3,757
5460 Printing	24,600	3,661	14.88%	6,110	(2,449)
5465 Safety Equipment	27,200	5,045	18.55%	3,030	2,015
5470 Software Programs & Updates	171,469	52,019	30.34%	75,625	(23,606)
5475 Supplies	31,000	11,779	38.00%	10,568	1,212
5480 Telephone	37,704	9,888	26.23%	17,710	(7,822)
5485 Tools	10,000	4,441	44.41%	6,333	(1,892)
5490 Clothing Allowance	7,700	899	11.67%	2,286	(1,387)
5491 EGWD-Other Clothing	13,108	4,501	34.34%	2,294	2,207
5493 Water Conservation Materials	5,000	-	0.00%	239	(239)
Category Subtotal	<b>1,208,164</b>	<b>607,943</b>	<b>50.32%</b>	<b>516,539</b>	<b>91,404</b>
Account Description					
5495 Purchased Water	<b>3,135,689</b>	<b>1,652,883</b>	<b>52.71%</b>	<b>1,603,677</b>	<b>49,206</b>



January 21, 2020

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Patrick Lee, Finance Manager/Treasurer

SUBJECT: **ELK GROVE WATER DISTRICT FISCAL YEAR 2019-20 QUARTERLY CAPITAL RESERVE STATUS REPORT**

### **RECOMMENDATION**

This item is presented for discussion purposes 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, 2019 was \$16,082,657. Based on Florin Resource Conservation District (District) Board of Directors (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 (FY) 2019-20 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 second quarter of FY 2019-20, the District expended \$383,587 for capital projects leaving a remaining total reserve balance at December 31, 2019 of \$15,699,070. Total amount expended of \$383,587 includes \$1,145 of expenditures related to projects carrying over from prior year, but not budgeted for in the FY 2019-20 Capital Improvement Program (CIP).

### **DISCUSSION**

#### **Background**

On June 19, 2019, the Board approved the FY 2019-20 Elk Grove Water District (EGWD) Operating Budget and the EGWD CIP that included an appropriation of \$15.545 million in expenditures, including \$1.838 million in unrestricted funds to the FY 2019-20 CIP reserve funds.

**ELK GROVE WATER DISTRICT FISCAL YEAR 2019-20 QUARTERLY CAPITAL RESERVE STATUS REPORT**

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Present Situation

EGWD has appropriated Reserve Funds for FY 2019-20 as follows:

• Operations Reserves (120 days)	\$ 5,077,700
• FY 2019-20 Capital Improvement Fund	\$ 450,000
• FY 2019-20 Capital Replacement Fund	\$ 1,388,000
• Elections and Special Studies	\$ 150,000
• Future Capital Improvements	\$ 6,762,717
• Future Capital Replacements	<u>\$ 2,254,239</u>
	\$ 16,082,657

EGWD has expended \$383,587 for capital expenditures through December 31, 2019 as follows:

• Capital Improvement Fund	
○ RRWTP Variable Frequency Drives	\$ 231
○ Truck Replacement	<u>\$ 84,197</u>
TOTAL	\$ 84,428
• Capital Replacement Fund	
○ Backyard Watermain Replacements	\$ 279,732
○ Service Line Replacements	<u>\$ 1,145</u>
TOTAL	\$ 280,877
• Unforeseen Capital Projects	
○ RRWTP Security Cameras	\$ 11,923
○ HWWTP Evaporator	<u>\$ 6,359</u>
TOTAL	\$ 18,282

The EGWD remaining reserve fund balances as of December 31, 2019 are as follows:

• Operations Reserves (120 days)	\$ 5,077,700
• FY 2019-20 Capital Improvement Fund	\$ 356,432
• FY 2019-20 Capital Replacement Fund	\$ 1,097,982
• Elections and Special Studies	\$ 150,000
• Future Capital Improvements	\$ 6,762,717
• Future Capital Replacements	<u>\$ 2,254,239</u>
	\$ 15,699,070

January 21, 2020

**ELK GROVE WATER DISTRICT FISCAL YEAR 2019-20 QUARTERLY CAPITAL RESERVE STATUS REPORT**

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**ENVIRONMENTAL CONSIDERATIONS**

There are no environmental considerations associated with this report.

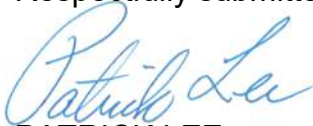
**STRATEGIC PLAN CONFORMITY**

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**

There is no financial impact with this report. Staff has provided a copy of the December 31, 2019 Quarterly Capital Reserves Review (attached) for the second quarter.

Respectfully submitted,



PATRICK LEE  
FINANCE MANAGER/TREASURER

Attachment

Attachment

**ELK GROVE WATER DISTRICT RESERVES**  
**Fiscal Year 2019-20**  
**As of December 31, 2019**

Total Available \$ 16,082,657 at 7/1/2019

Operating Reserves	Capital Improvements	Capital Replacements	Elections/ Special Studies	Future Capital Improvements	Future Capital Replacements
Needed	Funded	Funded	Funded	Funded	Funded
\$ 5,077,700	\$ 450,000	\$ 1,388,000	\$ 150,000	\$ 6,762,717	\$ 2,254,239
Available	Expended	Expended	Expended	Expended	Expended
-	\$ 93,569	\$ 290,018	\$ -	\$ -	\$ -
Remaining	Remaining	Remaining	Remaining	Remaining	Remaining
\$ 5,077,700	\$ 356,431	\$ 1,097,982	\$ 150,000	\$ 6,762,717	\$ 2,254,239

**Capital Improvement Funds**

Supply/Dist. Improvements	Treatment Plant Improvements	Bldg/Site/Veh. Improvements	Unforeseen Capital Projects
Funded	Funded	Funded	Funded
\$ -	\$ 230,000	\$ 170,000	\$ 50,000
Expended	Expended	Expended	Expended
\$ -	\$ 231	\$ 84,197	\$ 9,141
Remaining	Remaining	Remaining	Remaining
\$ -	\$ 229,769	\$ 85,803	\$ 40,859

**Capital Replacement Funds**

Supply/Dist. Improvements	Treatment Plant Improvements	Bldg/Site/Veh. Improvements	Unforeseen Capital Projects
Funded	Funded	Funded	Funded
\$ 1,338,000	\$ -	\$ -	\$ 50,000
Expended	Expended	Expended	Expended
\$ 280,876	\$ -	\$ -	\$ 9,141
Remaining	Remaining	Remaining	Remaining
\$ 1,057,124	\$ -	\$ -	\$ 40,859

January 21, 2020

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Patrick Lee, Finance Manager/Board Treasurer

SUBJECT: **PROFESSIONAL SERVICES AGREEMENT WITH BADAWI & ASSOCIATES FOR PROFESSIONAL AUDITING SERVICES**

### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors authorize the General Manager to execute a professional services agreement with Badawi & Associates, Certified Public Accountants, in an amount not-to-exceed \$62,065 for Professional Auditing Services for fiscal years ending June 30, 2020 and 2021, with an option to extend the agreement for three (3) additional one (1) year terms through fiscal year ending June 30, 2024 in an amount not to exceed \$157,945.

### **SUMMARY**

On November 4, 2019 staff issued a Request for Proposals (RFP) for Professional Auditing Services with proposals due by December 6, 2019. RFP's were sent to seven (7) local Certified Public Accountant (CPA) firms, resulting in four (4) total proposals. The anticipated schedule was to have a Board Working Group (BWG) review the proposals before the week of January 6, 2020 and make a recommendation to the Florin Resource Conservation District (District) Board of Directors (Board) at the February 18, 2020 regular Board meeting. The review of the proposals was completed earlier than anticipated and the BWG is ready to recommend to the Board the firm of Badawi & Associates, Certified Public Accountants.

By this action, if approved, the Board will authorize the General Manager to execute a professional services agreement (PSA) with Badawi & Associates in an amount not-to-exceed \$62,065 for Professional Auditing Services for fiscal years ending June 30, 2020 and 2021, with an option to extend the agreement for three (3) additional one (1) year terms through fiscal year ending June 30, 2024 in an amount not to exceed \$157,945.

### **DISCUSSION**

#### **Background**

In accordance with Division 9, Chapter 4, Section 9528 of the Public Resources Code and Government Code Section 26909, the District is required to make or contract with a certified public accountant to make an annual audit of the District's books, accounts,

### **AGENDA ITEM No. 9**



**PROFESSIONAL SERVICES AGREEMENT WITH BADAWI & ASSOCIATES FOR PROFESSIONAL AUDITING SERVICES**

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records, papers, money and securities. Badawi & Associates has provided professional auditing services to the District for the past five (5) fiscal years. During that time, the District has improved its financial reporting and has been awarded the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting every year since 2010.

The fiscal year ending June 30, 2019 audit was the last year of the 5-year agreement with Badawi & Associates and the District has issued an RFP to solicit proposals from a qualified firm of certified public accountants to comply with the requirements of Government Code Section 26909 and Section 9528 of Division 9 of the Public Resources Code.

Present Situation

On November 4, 2019 staff issued an RFP for Professional Auditing Services with proposals due by December 6, 2019. It is important for the District to select an auditing firm no later than January or February in order to get onto their audit schedule and ensure that the District's fiscal year end June 30, 2020 financial statements are completed accurately and timely by the desired completion date of the October Regular Board Meeting.

The RFP was mailed to seven (7) local CPA firms, resulting in a total of four (4) proposals from qualified firms. The four (4) firms that submitted proposals were:

1. Badawi & Associates, CPA
2. Brown Armstrong, CPA
3. James Marta & Company LLP, CPA
4. Richardson & Company LLP, CPA

A BWG, comprised of the General Manager, Finance Manager, Director Bob Gray and Director Lisa Medina, evaluated the proposals with a focus on strength, quality and price. The evaluation considered the firm's technical approach, including project understanding, scope of work, overall project team, staff-hour allocation per task and fee schedule. The proposals were also evaluated based on relevant experience, including that of the Audit Manager, key team members including sub-consultants, and experience of the firm.

Based on the evaluation of the four (4) proposals, the BWG was in agreement that an invitation for oral interviews was not necessary. Furthermore, the consensus of the BWG was unanimous in selecting Badawi & Associates as the firm to recommend to the Board to provide the District with professional auditing services.

**AGENDA ITEM No. 9**

**PROFESSIONAL SERVICES AGREEMENT WITH BADAWI & ASSOCIATES FOR PROFESSIONAL AUDITING SERVICES**

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Per Government Code Section 12410.6(b), a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six (6) consecutive fiscal years. Although Badawi & Associates has been providing professional auditing services to the District for the previous five (5) years, the District would have no issues complying with this requirement, as the current audit partner, Ahmed Badawi, will be rotating off the engagement and a new audit partner, Mitesh Desai, will be taking over.

**ENVIRONMENTAL CONSIDERATIONS**

The PSA with Badawi & Associates (attached) is for professional auditing services only, and therefore, does not have environmental considerations.

**STRATEGIC PLAN CONFORMITY**

The recommendation made in this staff report conforms to the Financial Performance section of the District's 2012-2017 Strategic Plan.

**FINANCIAL SUMMARY**

The execution of the PSA with Badawi & Associates will cost the District an amount not to exceed \$62,065 for fiscal years ending June 30, 2020 and 2021. If the District exercises the option to extend the PSA for three (3) additional one (1) year terms, the total cost to the District is an amount not to exceed \$157,945.

Respectfully submitted,



PATRICK LEE  
FINANCE MANAGER/BOARD TREASURER

Attachment

**FLORIN RESOURCE CONSERVATION DISTRICT  
PROFESSIONAL SERVICES AGREEMENT FOR  
PROFESSIONAL AUDITING SERVICES**

**1. PARTIES AND DATE.**

This Agreement is made and entered into this \_\_\_\_\_ day of January, 2020, by and between the Florin Resource Conservation District, a resource conservation district organized under the laws of the State of California with its principal place of business at 9257 Elk Grove Boulevard, Elk Grove, California (“District”) and Badawi & Associates, Certified Public Accountants, a California corporation, with its principal place of business at 2855 Telegraph Avenue, Suite 312, Berkeley, CA 94705 (“Auditor”). District and Auditor are sometimes individually referred to herein as “Party” and collectively as “Parties.”

**2. RECITALS.**

**2.1 Auditor.**

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

**2.2 Project.**

District desires to engage Auditor to render such Professional Auditing services (“Project”) as set forth in this Agreement.

**3. TERMS.**

**3.1 Scope of Services and Term.**

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

3.1.2 Term. The term of this Agreement shall be from the date that the Agreement is executed by both Parties until January 31, 2022 or the Services are completed, or if the District exercises the renewal option for three (3) additional one (1) year terms, January 31, 2025 (whichever occurs first), unless earlier terminated as provided herein. Auditor shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines.

## **3.2 Responsibilities of Auditor.**

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Auditor or under its supervision. Auditor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. District retains Auditor on an independent contractor basis and not as an employee. Auditor retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Auditor shall also not be employees of District and shall at all times be under Auditor's exclusive direction and control. Auditor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Auditor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

Notwithstanding any other District, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Auditor and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by District, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of District and entitlement to any contribution to be paid by District for employer contributions and/or employee contributions for PERS benefits.

Auditor shall indemnify, defend, and hold harmless District for the payment of any employee and/or employer contributions for PERS benefits on behalf of Auditor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of District. Auditor and District acknowledge and agree that compensation paid by District to Auditor under this Agreement is based upon Auditor's estimated costs of providing the Services, including salaries and benefits of employees, agents and subcontractors of Auditor.

Auditor shall indemnify, defend, and hold harmless District from any lawsuit, administrative action, or other claim for penalties, losses, costs, damages, expense and liability of every kind, nature and description that arise out of, pertain to, or relate to such claims, whether directly or indirectly, due to Auditor's failure to secure workers' compensation insurance for its employees, agents, or subcontractors.

Auditor agrees that it is responsible for the provision of group healthcare benefits to its fulltime employees under 26 U.S.C. § 4980H of the Affordable Care Act. To the extent permitted by law, Auditor shall indemnify, defend and hold harmless District from any penalty issued to District under the Affordable Care Act resulting from the performance of the Services by any employee, agent, or subcontractor of Auditor.

- 3.2.2 Schedule of Services. Auditor shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit “B” attached hereto and incorporated herein by reference. Auditor represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Auditor’s conformance with the Schedule of Services, District shall respond to Auditor’s submittals in a timely manner. Upon request of District, Auditor shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.
- 3.2.3 Conformance to Applicable Requirements. All work prepared by Auditor shall be subject to the approval of District.
- 3.2.4 Substitution of Key Personnel. Auditor has represented to District that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Auditor may substitute other personnel of at least equal competence upon written approval of District. In the event that District and Auditor cannot agree as to the substitution of key personnel, District shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to District, or who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by Auditor at the request of District. The key personnel for performance of this Agreement are as follows: Mitesh Desai, CPA.
- 3.2.5 District’s Representative. District hereby designates Mark J. Madison, or his designee, to act as its representative for the performance of this Agreement (“District’s Representative”). District’s Representative shall have the power to act on behalf of District for all purposes under this Contract. Auditor shall not accept direction or orders from any person other than District’s Representative or his or her designee.

- 3.2.6 Auditor's Representative. Auditor hereby designates Ahmed Badawi, CPA, or his designee, to act as its representative for the performance of this Agreement (“Auditor’s Representative”). Auditor’s Representative shall have full authority to represent and act on behalf of Auditor for all purposes under this Agreement. Auditor’s Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.
- 3.2.7 Coordination of Services. Auditor agrees to work closely with District staff in the performance of Services and shall be available to District’s staff, consultants and other staff at all reasonable times.
- 3.2.8 Standard of Care; Performance of Employees. Auditor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Auditor represents and maintains that it is skilled in the professional calling necessary to perform the Services. Auditor warrants that all employees and sub-consultants shall have sufficient skill and experience to perform the Services assigned to them. Finally, Auditor represents that it, its employees and sub-consultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a business license, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Auditor shall perform, at its own cost and expense and without reimbursement from District, any services necessary to correct errors or omissions which are caused by Auditor’s failure to comply with the standard of care provided for herein. Any employee of Auditor or its sub-consultants who is determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to District, shall be promptly removed from the Project by Auditor and shall not be re-employed to perform any of the Services or to work on the Project.
- 3.2.9 Laws and Regulations. Auditor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and such laws and regulations in connection with Services. If Auditor performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to District, Auditor shall be solely responsible for all costs arising therefrom. Auditor shall defend, indemnify and hold District, its officials, directors, officers, employees, and agents free and harmless, pursuant to the indemnification provision of this Agreement, from any claim or liability arising out of any failure

or alleged failure to comply with such laws, rules or regulations.

### 3.2.10 Insurance.

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

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

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

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

- (b) Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering “Any Auto” (Symbol 1) with minimum limits of \$1,000,000 each accident.
- (c) Workers’ Compensation: Workers’ Compensation Insurance, as required by the State of California and Employer’s Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.
- (d) Professional Liability: Professional Liability insurance for errors and omissions with minimum limits of \$1,000,000. Covered Professional Services shall specifically include all work to be performed under the Agreement.



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

### 3.2.11 Endorsements.

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

3.2.11.1 Additional Insured. The indemnified parties shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Additional Insured Endorsements shall not (1) be restricted to “ongoing operations”; (2) exclude “contractual liability”; (3) restrict coverage to “sole” liability of Auditor; or (4) contain any other exclusions contrary to the Agreement.

3.2.11.2 Primary Insurance and Non-Contributing Insurance. This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance.

3.2.11.3 Severability. In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.

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

3.2.11.5 Duties. Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the indemnified parties.

3.2.11.6 Applicability. That the coverage provided therein shall apply to the obligations assumed by Auditor under the indemnity provisions of the Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.

3.2.11.7 The policy or policies of insurance required by Section 3.2.10.2

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

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

3.2.11.8 The policy or policies of insurance required by Section 3.2.10.2 (d) Professional Liability shall be endorsed, as follows:

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

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

3.2.11.9 Evidence of Insurance. Auditor, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by District. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with District. If such coverage is cancelled or reduced, Auditor shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with District evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

3.2.11.10 Failure to Maintain Coverage. Auditor agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to District. District shall have the right to withhold any payment due Auditor until Auditor has fully complied with the insurance provisions of this Agreement. In the event that Auditor's operations are suspended for failure to maintain required

insurance coverage, Auditor shall not be entitled to an extension of time for completion of the Work because of production lost during suspension.

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

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

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

### **3.3 Fees and Payments.**

3.3.1 Compensation. Auditor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed the amounts as specified in the Auditor's Sealed Dollar Cost Bid Proposal set forth in Exhibit "C" attached hereto without written approval of District's General Manager. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. Auditor shall submit to District a monthly itemized statement which indicates work completed and hours of Services rendered by Auditor. The statement shall describe the amount

of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. District shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Auditor shall not be reimbursed for any expenses unless authorized in writing by District.

3.3.4 Extra Work. At any time during the term of this Agreement, District may request that Auditor perform Extra Work. As used herein, “Extra Work” means any work which is determined by District to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Auditor shall not perform, nor be compensated for, Extra Work without written authorization from District’s Representative.

### 3.4 Accounting Records.

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

### 3.5 General Provisions.

#### 3.5.1 Termination of Agreement.

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

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

document and other information within fifteen (15) days of the request.

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

3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Auditor:

Badawi & Associates, CPA  
2855 Telegraph Avenue, Suite 312  
Berkeley, CA 94705  
Attn: Ahmed Badawi, CPA

District:

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

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

3.5.3 Ownership of Materials and Confidentiality.

3.5.3.1. Records Created as Part of Auditor's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Auditor (or any sub-consultant) prepares or obtains pursuant to this Agreement and that release to the matters covered hereunder ("Documents & Data") shall be the property of the District.

3.5.3.2. Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Auditor in connection with the performance of this Agreement shall be held confidential by Auditor. Such materials shall not, without the prior written consent of District, be used by Auditor for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Auditor which is otherwise known to Auditor or is generally known, or has become known, to the related industry shall be deemed confidential. Auditor shall not use District's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of the District.

3.5.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.5 Attorneys' Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all other costs of such action.

3.5.6 Indemnification. Auditor shall defend, indemnify and hold District, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons,

including wrongful death, in any manner arising out of or incident to any alleged acts, omissions, negligence or willful misconduct of Auditor, its officials, officers, employees, agents, subcontractors and sub-consultants arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages and attorney's fees and other related costs and expenses. Auditor shall defend, at Auditor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District, its directors, officials, officers, employees, agents or volunteers. Auditor shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Auditor shall reimburse District and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Auditor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by District, its directors, officials, officers, employees, agents or volunteers. Auditor's obligations to defend, hold harmless, and indemnify the District shall not apply to the extent the liabilities are caused by the sole or gross negligence of the District.

- 3.5.7 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.
- 3.5.8 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Sacramento County.
- 3.5.9 Time of Essence. Time is of the essence for each and every provision of this Agreement.
- 3.5.10 District's Right to Employ Other Consultants. District reserves right to employ other consultants in connection with this Project.
- 3.5.11 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.
- 3.5.12 Assignment or Transfer. Auditor shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.
- 3.5.13 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the



language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Auditor include all personnel, employees, agents, and sub-consultants of Auditor, except as otherwise specified in this Agreement. All references to District include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

- 3.5.14 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.
- 3.5.15 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.
- 3.5.16 No Third-Party Beneficiaries. There are no intended third-party beneficiaries of any right or obligation assumed by the Parties.
- 3.5.17 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- 3.5.18 Prohibited Interests. Auditor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Auditor, to solicit or secure this Agreement. Further, Auditor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Auditor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 3.5.19 Equal Opportunity Employment. Auditor represents that it is an equal opportunity employer and it shall not discriminate against any sub-consultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such

non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Auditor shall also comply with all relevant provisions of any minority business enterprise program, affirmative action plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.5.20 Labor Certification. By its signature hereunder, Auditor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self- insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.5.21 Authority to Enter Agreement. Auditor has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.5.22 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

### **3.6 Subcontracting.**

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

[Signature page follows]

Florin Resource Conservation District

Badawi & Associates, CPA

By: \_\_\_\_\_  
Mark J. Madison, P.E.  
General Manager

By: \_\_\_\_\_  
Ahmed Badawi, CPA  
Partner

Attest:

By: \_\_\_\_\_  
Stefani Philips  
District Secretary

Approved as to Form:

By: \_\_\_\_\_  
Richard E. Nosky, Jr.  
Attorney for Florin Resource Conservation District

Please forward all invoices to [accountspayable@egwd.org](mailto:accountspayable@egwd.org)

The Auditor has provided a proposal which combines the scope of services, schedule of services and compensation into one document. Therefore, references to Exhibit A, Exhibit B and Exhibit C in the contract shall refer to the Auditor's proposal dated December 6, 2019 (attached).

EXHIBIT "A"  
SCOPE OF SERVICES

EXHIBIT "B"  
SCHEDULE OF SERVICES

EXHIBIT "C"  
COMPENSATION



January 21, 2020

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Mark J. Madison, General Manager

SUBJECT: **AMENDED AND RESTATED BYLAWS OF THE FLORIN RESOURCE CONSERVATION DISTRICT**

### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution No. 01.21.20.01, approving the Amended and Restated Bylaws of the Florin Resource Conservation District.

### **SUMMARY**

The Bylaws of the Florin Resource Conservation District (FRCD) were last updated in 2010 and an update was identified as a key objective in the Elk Grove Water District's (EGWD) Fiscal Year (FY) 2019-20 Operating Budget.

The update (attached), referred to as the Amended and Restated Bylaws of the Florin Resource Conservation District, was drafted by legal counsel and staff, and then reviewed by the FRCD Board of Directors (Board) on September 24, 2019. All comments from the Board have been incorporated and the new Bylaws are presented for the Board's consideration.

By this action, the FRCD Board of Directors would adopt Resolution No. 01.21.20.01, approving the Amended and Restated Bylaws of the Florin Resource Conservation District.

### **DISCUSSION**

#### **Background**

The FRCD Bylaws were adopted on February 24, 2010. Since that time, many changes have occurred warranting an update to the Bylaws.

On March 28, 2019, an update to the FRCD Bylaws was proposed during the budget development process as a Key Objective for FY 2019-20. This budget was adopted by the Board on June 19, 2019.

In August 2019, the District's General Counsel, Ren Nosky, was requested by the General Manager to prepare this update, with staff providing support as necessary.

January 21, 2020

**AMENDED AND RESTATED BYLAWS OF THE FLORIN RESOURCE  
CONSERVATION DISTRICT**

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Page 2

This update, referred to as the Amended and Restated Bylaws of the Florin Resource Conservation District, was prepared and submitted to the Board for review during the Special Board Meeting on September 24, 2019. It was referred to as “Amended and Restated” as many items of the 2010 Bylaws are incorporated into the update.

Present Situation

All comments received from the Board at the September 24, 2019 Special Board Meeting have now been incorporated into the Amended and Restated Bylaws of the Florin Resource Conservation District and this document is being presented for the Board’s consideration.

By this action, the FRCD Board of Directors would adopt Resolution No. 01.21.20.01, approving the Amended and Restated Bylaws of the Florin Resource Conservation District.

**ENVIRONMENTAL CONSIDERATIONS**

There are no environmental considerations associated with this item.

**STRATEGIC PLAN CONFORMITY**

This item complies with the FRCD/EGWD Strategic Plan as the Strategic Plan specifically cites that “The District’s goal is to be irreproachable in our business practices. Maintaining sound and current bylaws serves as the cornerstone of the District’s governance and how business is to be conducted.

**FINANCIAL SUMMARY**

There is no financial impact associated with this report.

Respectfully submitted,



MARK J. MADISON  
GENERAL MANAGER

Attachment

**RESOLUTION NO. 01.21.20.01**

**A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS ADOPTING THE AMENDED AND RESTATED BYLAWS OF THE FLORIN RESOURCE CONSERVATION DISTRICT**

WHEREAS the Florin Resource Conservation District (“District”) is a Resource Conservation District organized pursuant to Division 9 of the California Public Resources Code, Sections 9001, et seq. (“Resource Conservation Law”);

WHEREAS the District is formed for the purposes delineated in the Public Resources Code Section 9001 and all things necessary to carry out the provisions of the Resource Conservation Law and adopted District Bylaws;

WHEREAS the District’s current Bylaws were adopted on February 24, 2010;

WHEREAS the District wishes to amend and restate the District’s current Bylaws;

NOW THEREFORE, THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS, DOES HEREBY RESOLVE:

SECTION 1. The Board of Directors hereby adopts the foregoing recitals as true and correct, and incorporates them herein by reference.

SECTION 2. The Board of Directors hereby adopts and enacts the Amended and Restated Bylaws of the Florin Resource Conservation District attached hereto.

SECTION 3. The Board Secretary shall certify to the adoption of this Resolution.

SECTION 4. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Chair of the Board of Directors

Attest:

\_\_\_\_\_  
Stefani Phillips  
Board Secretary

Approved as to form:

\_\_\_\_\_  
Richard E. Nosky  
District Legal Counsel

# AMENDED AND RESTATED BYLAWS OF THE FLORIN RESOURCE CONSERVATION DISTRICT

## ARTICLE I

### ORGANIZATION

- 1.1 Name The name of this organization is the Florin Resource Conservation District (“District”). The District is a Resource Conservation District organized pursuant to Division 9 of the California Public Resources Code, Sections 9001, et seq., otherwise known and referred to herein as the “Resource Conservation Law.”
- 1.2 General Purposes The District is formed for the purposes delineated in the Public Resources Code Section 9001 and all things necessary to carry out the provisions of the Resource Conservation Law and these District Bylaws. The District also owns a public water system known as the “Elk Grove Water District,” which operates as a department of the District.
- 1.3 Location The boundaries of the District are depicted and attached hereto, and made a part hereof, as Exhibit A. The geographic service area of the Elk Grove Water District is depicted and attached hereto, and made a part hereof, as Exhibit B.
- 1.4 Specific Purposes In addition to the purposes stated in Section 1.2 above, all activities undertaken by the District shall be limited to water related activities that provide a benefit to Elk Grove Water District ratepayers.
- 1.5 Principal Office The principal office for the transaction of the activities and affairs of the District shall be established by the Board of Directors (“Board”). The Board shall have the authority to change the location of the principal office.
- 1.6 Other Offices The Board may at any time establish branch or subordinate offices at any place(s) where the District is qualified to conduct its activities.

## ARTICLE II

### GOVERNING BOARD

- 2.1 General Powers and Responsibilities Subject to the provisions and limitations of applicable law and these Bylaws, the activities and affairs of the District shall be managed and all corporate powers shall be exercised by, or under the direction of, the Board.
- 2.2 Specific Powers and Responsibilities In the discharge of their duties, Board members shall act as a Board and not as individuals. The individual Board member has no more authority over District policy or personnel than any other citizen. A

Board member has no legal or moral right to speak for the Board, unless specifically authorized to do so by action of the Board. Without prejudice to the general powers set forth in Section 2.1 of these Bylaws and Public Resources Code Sections 9301, et seq., but subject to the same limitations, the Board shall have the power to do the following:

- (a) Perform any and all duties imposed upon them collectively or individually by applicable law or by these Bylaws;
- (b) Appoint and remove, subject to any employment agreement or applicable District policy, any Board appointed officers, agents, or employees of the District; prescribe powers and duties for them that are consistent with applicable law, and with these Bylaws;
- (c) Change the principal office within the District boundaries from one (1) location to another; cause the District to conduct its activities within or outside the State of California; and designate any place for holding any meeting of Directors in accordance with applicable law;
- (d) Approve an annual operating budget and capital expenditure budget, authorize the borrowing of money and the incurrence of indebtedness on behalf of the District, and cause to be executed and delivered for the District's purposes any other evidences of debt and securities;
- (e) Pursuant to authority hereinafter granted, appoint committees and delegate to such committees powers and authority of the Board in the management of the activities and affairs of the District, except the power to adopt, amend or repeal Bylaws, and except as otherwise set forth herein;
- (f) Engage legal counsel to advise the Board on matters pertaining to the business of the District; and
- (g) Adopt a comprehensive set of Board policies to govern the operation of the District. These policies shall be amended and revised as appropriate and shall be compiled and published in a Board Policies Manual. The District shall keep a master copy of such manual, which shall be the official record of the Board policies of the District.

2.3 Number of Directors The Board shall consist of five (5) members elected at large, or as revised pursuant to Public Resources Code Section 9301, who meet the eligibility requirements delineated in Public Resources Code Section 9352.

2.4 Term of Office Members of the Board shall serve a term of four (4) years.

## 2.5 Election and Vacancies

- (a) The election of the members of the Board shall be held on the first Tuesday after the first Monday in November in each even-numbered year, at which time a successor shall be chosen for each Director whose term shall expire on the last Friday of November following such election, or upon County certification of the election results, whichever is later. The election shall be consolidated with the Statewide General Election pursuant to Elections Code Sections 10400, et seq.
- (b) Vacancies on the Board shall be filled in accordance with applicable law, including Public Resources Code Sections 9316 and 9317, Elections Code Sections 1000, et seq. and Government Code Sections 1780, et seq.
- (c) Notwithstanding any other provision of law, the term of any member of the Board may be deemed expired if he or she is absent from three (3) consecutive Board meetings and the Board, by resolution, declares the term of that member expired and that a vacancy exists on the Board. The remaining members of the Board may excuse such absences in their discretion.
- (c) As an alternative to the election of Directors, the Board may request that the Board of Supervisors for the County of Sacramento appoint Directors in accordance with Public Resources Code Section 9314(b).

2.6 Compensation In accordance with Public Resources Code Section 9303, members of the Board shall serve without compensation, with the exception each director shall be reimbursed for necessary travel and incidental expenses incurred in the performance of official District business.

2.7 Associate Directors The Board may appoint up to five (5) Associate Directors who have special expertise in an area of interest to the District. Associate Directors must meet the residency, property ownership or agency eligibility requirements of Public Resources Code Section 9352. Associate Directors may participate in discussions at the Board meetings, however, they may not vote on any item before the Board or participate in closed session discussions.

## **ARTICLE III**

### **OFFICERS**

3.1 Officers The officers of the District shall be members of the Board and duly elected. The officers shall include a Chair and Vice-Chair. The Chair, Vice-Chair and additional officers, as may be designated by the Board, shall be elected by the Board at the first regular meeting in January of each year, or in the case of a year in which there has been an election of one (1) or more members of the Board, at

the first regular meeting following certification of the results of said election. Each officer so elected shall serve a term of one (1) year, provided, however, that an officer may resign at any time or be removed by majority vote of the other members of the Board then in office at any regular or special meeting of the Board, so long as such item is placed on the agenda in a manner consistent with Government Code Sections 54950, et seq., otherwise known and referred to herein as the Ralph M. Brown Act ("Brown Act"). In the event of a resignation or removal of an officer, the Board shall elect a successor to serve for the remainder of that officer's unexpired term.

3.2 Chair The Board shall elect one (1) of its members to act as Chair and, if at any time the Chair shall be unable to act, the Vice-Chair shall assume the role and perform all duties of the Chair. The duties of the Chair, or acting officer, include:

- (a) Presiding over all meetings of the Board;
- (b) Signing contracts, conveyances and other instruments in writing as the Board shall authorize or direct the Chair to sign;
- (c) Being responsible for coordination and liaison with District legal counsel, auditors and other consultants who report directly to the Board, unless delegated to the General Manager;
- (d) Designating members of the Board to undertake special responsibilities and to report to the Board on those activities;
- (e) Representing the Board at official functions when necessary, serve as the spokesperson for the Board regarding Board actions, and keep the Board informed of such occasions; and
- (f) Performing other duties as they pertain to the office, as prescribed by the Board.

3.3 Vice-Chair In the absence or inability of the Chair to serve, the Vice-Chair shall perform the duties of the Chair, and shall perform other duties pertaining to the office as are prescribed by the Board.

3.4 Additional Officers The Board may create additional offices as the business of the District may require. The elected officer shall hold office for a specified period of time, have authority, and perform such duties as are provided in these Bylaws, or as the Board determines from time to time. Additional offices may be filled either by members or non-members of the Board.

## ARTICLE IV

### COMMITTEES

- 4.1 Committees of the Board The Board shall have the power to create and appoint members to Advisory and Standing Committees. Any committee, to the extent provided in the Board motion, shall only have the authority delegated by the Board and may not bind the District regarding matters that should be before the Board.
- 4.2 Meetings and Actions of Committees Meetings and actions of committees shall be governed by, held, and taken in accordance with, the provisions of these Bylaws. The time for committee meetings may be determined either by Board motion or the Chair. The Board may adopt rules for the government of any committee, provided they are consistent with these Bylaws or, in the absence of rules adopted by the Board, the committee may adopt such rules.
- 4.3 Advisory Committees Advisory Committees may be created for special tasks as circumstances warrant. The Advisory Committee shall limit its activities to the accomplishments of the task for which it is appointed and shall not have power to act, except as is specifically conferred by action of the Board. Upon completion of the task for which appointed, the Advisory Committee shall be terminated.
- 4.4 Standing Committees The Standing Committees of the Board shall consist of: (a) Conservation; (b) Finance; (c) Infrastructure; and such additional bodies as created by the Board in accordance with the Brown Act.

## ARTICLE V

### GENERAL MANAGER

- 5.1 General Provisions The Board shall select and contract with a General Manager, who shall be the chief administrator of the District. The General Manager shall have the operational authority for the day-to-day administration and management of the District in all its services, activities and departments, subject only to such policies adopted and/or issued by the Board. The General Manager shall act as the duly authorized representative of the Board in all matters the Board has not otherwise formally designated to another or to itself.
- 5.2 Authorities and Duties The General Manager shall have complete administrative authority over the District and shall be responsible for the efficient operation of the system in all departments/divisions, as designated in their job description. The General Manager shall be responsible for:
  - (a) Implementing Board policies;



- (b) Providing leadership to staff in identifying District needs, establishing priorities and determining the objectives, which will achieve the established goals of the District;
- (c) Encouraging and assisting staff in the performance of their duties and encouraging professional growth;
- (d) Interpreting and publicizing the programs and services of the District for and to the public;
- (e) Leading the District management team in the preparation of the budget, control of expenditures, inventory control, program planning, changing priorities, community relations, and participating in community activities;
- (f) Hiring, evaluating, and dismissing District staff or delegating this responsibility to their designee;
- (g) Negotiating all contracts on the District's behalf; and
- (h) Other duties as prescribed by the Board.

## **ARTICLE VI**

### **SECRETARY TO THE BOARD**

The Secretary to the Board shall be appointed by the Board. The Secretary to the Board, or his or her designee, shall be present at all regular, special and adjourned meetings of the Board and be responsible for:

- (a) Keeping records of all actions, proceedings, and minutes of meetings of the Board and maintaining such records in the office of the District;
- (b) Seeing that all ordinances and resolutions of the Board are properly recorded and are maintained in the office of the District;
- (c) Posting all notices required either by applicable law or these Bylaws;
- (d) Signing, along with the Chair, all official documents of the Board; and
- (e) Administering oaths and affirmations.

**ARTICLE VII**  
**TREASURER**

The Treasurer shall be appointed by the Board. The Treasurer, or his or her designee, shall be present at all regular, special and adjourned meetings of the Board and be responsible for:

- (a) Keeping complete and accurate records of District revenues and expenditures;
- (b) Safekeeping and dispersal of funds in the treasury of the District, in accordance with applicable law and in accordance with resolutions, procedures and directions as the Board may adopt;
- (c) Issuing receipts for money received by the District;
- (d) Paying District bills;
- (e) Completing monthly and annual financial reports; and
- (f) Completing financial audits as required by applicable law.

**ARTICLE VIII**  
**MEETINGS AND ORDER OF BUSINESS**

8.1 Meetings

- (a) Compliance with Law All meeting sessions of the Board, whether regular or special, shall be conducted in accordance with the Resource Conservation Law and the Brown Act.
- (b) Regular Meetings The regular meetings of the Board shall be held on such day, time, and location as the Board may from time to time establish, so long as the meetings are within the District's boundaries. The agenda for any regular meeting of the Board shall be posted on the District website and in a clearly visible and accessible site where the District meeting is held, no less than seventy-two (72) hours prior to the regular meeting.
- (c) Special Meetings Notwithstanding Public Resources Code Sections 9310 and 9311, special meetings of the Board may be held in conformance with the Brown Act. Special meetings may be called by the Chair or a majority of the members of the Board. The agenda for any special meeting shall be posted on the District website and in a clearly visible and accessible site

where the meeting is held, at least twenty-four (24) hours in advance of the special meeting.

- (d) Agenda The agenda shall contain a description of each item to be discussed. Items not appearing on the agenda shall not be discussed, except in compliance with the applicable provisions of the Brown Act.
- (e) Order of Business The order of business at the meetings of the Board shall follow the agenda for the meeting, provided, however, that the order of business may be varied in the Chair's discretion. The agenda for Board meetings shall be developed by the Chair in conjunction with the General Manager. Any Director may request that a matter be added to a future Board meeting agenda. If a Director proposes during a Board meeting that an item be added to the agenda for a future Board meeting, then the item shall be added to the Board agenda unless a majority of the Board votes that the item not be added to the agenda. If such a proposal is made between Board meetings, the Director shall communicate the substance of the proposed item to the Chair and the General Manager with sufficient detail so the item may be properly added to the agenda in accordance with the Brown Act. The finalization of the agenda is left to the discretion and is the responsibility of the Chair.

## 8.2 Conduct of Business

- (a) Rules All meetings of the Board shall be conducted in accordance with the Brown Act, the Resource Conservation Law, other laws governing the conduct of meetings by public agencies, and rules established from time to time by resolution of the Board. Robert's Rules of Order shall be the guide on all points not specified in these Bylaws.
- (b) Quorum A majority of members of the Board shall constitute a quorum for the transaction of business.
- (c) Minutes The Secretary of the Board, or his or her designee, shall keep a record of minutes of all meetings in compliance with Robert's Rules of Order, following the District's Records Retention Policy.
- (d) Action The Board shall act only by vote, motion, resolution and ordinance, all of which shall be entered into the minutes. In accordance with Public Resources Code Section 9312, all questions requiring a vote shall require a concurrence of at least the number constituting a quorum.

**ARTICLE IX**  
**SEVERABILITY**

If any article, subsection, paragraph, sentence, clause or phrase of these Bylaws is for any reason held to be in conflict with the provisions of the Resource Conservation Law or any other law, statute, rule or regulation, such conflict shall not affect the validity of the remaining portion of these Bylaws.

**ARTICLE X**  
**INDEMNIFICATION**

To the fullest extent permissible under California law, the District shall indemnify and provide a defense to its current and former members of the Board, officers and employees with respect to any civil action or proceeding brought against him or her on account of an act or omission in the scope of employment or other duties with the District, provided that the District need not provide a defense when it determines that the member, officer, or employee acted or failed to act because of actual fraud or corruption.

**ARTICLE XI**  
**AMENDMENTS**

The District Bylaws may be amended by affirmative vote of two-thirds of its members at any regular or special meeting of the Board.

Adopted: February 24, 2010

Amended: January 21, 2020

January 21, 2020

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Patrick Lee, Finance Manager/Treasurer

SUBJECT: **FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT 2020-2025 STRATEGIC PLAN**

### **RECOMMENDATION**

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

### **SUMMARY**

The Florin Resource Conservation District/Elk Grove Water District (District) has developed the 2020-2025 Strategic Plan (Plan) to guide the District's operations over the next five (5) years. The Plan is an important document that expresses the District's core values, and sets forth key goals and objectives for the District. In developing the Plan, the District used a collaborative approach that included public workshops and individual interviews of the District's Board of Directors (Board) and staff.

Staff is presenting to the Board, for review and comments, a draft of the Plan (attached). Staff will incorporate comments and recommendations into the Plan, and will return to the Board at a subsequent board meeting with a final Plan for adoption.

### **DISCUSSION**

#### **Background**

The proposed Plan was prepared as a collaborative effort involving participation that included the Board, staff and the public. This Plan was also prepared reflecting the District's existing strategic plan, previous accomplishments, and compared to strategic plans from other agencies, including Regional Water Authority (RWA), Cosumnes Community Services District (CCSD) and Sacramento Suburban Water District.

On January 30, 2019, the District commenced the process of developing a new five-year strategic plan by bringing in a consultant to assist in the coordination and facilitation of the Plan. Below is a summary of the meetings and discussions that took place:

**FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT  
2020-2025 STRATEGIC PLAN**

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January 23 – Strategic Plan Initial Meeting – District Staff Leadership Team:

This first meeting provided staff and the consultant an opportunity to discuss and establish project parameters. This meeting set the foundation for how the Plan would be developed.

January 30 – Strategic Plan Board Workshop #1:

During this public workshop, the Board and staff worked with the consultant to develop a framework for the Plan. Meeting members discussed District priorities and established a long-term vision for the District. This workshop proved useful as the Board and staff analyzed where the District currently positions itself, discussed obstacles and challenges that the District faces, and determined goals to achieve to advance the District forward and into the future.

March 27 – Strategic Plan Board Workshop #2:

During this public workshop, the Board and staff narrowed in on the framework of the Plan, and discussed the characteristics and core values that should be included in the Plan. The Board and staff also engaged in a number of exercises that served to identify potential goals and objectives, and establish priorities. The Board and staff also revisited the District’s mission statement and core values, and renewed the commitment to embody these principles in all aspects of the District’s operations. The core value of “Transparency” was added to exemplify the District’s strong belief that openness and transparency contribute to a culture of trust and accountability with all partners and customers.

April – Individual Board Member and District Staff Leadership Team Interviews:

Members of the Board and staff met with the consultant in individual interviews to provide feedback on specific departmental goals and objectives, and how these goals align with the overall District goals identified during the meeting on March 27, 2019. Each individual was asked to rank the goals in the order of importance for the District.

May 15 – District Staff Leadership Team Debriefing:

A debriefing meeting was held with the consultant for the purpose of reviewing a first draft of the Plan.

May - July:

Staff received and reviewed multiple drafts of the Plan document submitted by the consultant.

**FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT  
2020-2025 STRATEGIC PLAN**

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July - December:

Staff prepared, revised and reformatted the Plan document to condense and simplify the District's goals and objectives.

Present Situation

The District places a high priority on the quality of operations and services it provides to its customers. In order to continue providing the highest quality and services, it is important that the District maintain clearly established goals. The proposed Plan provides the District with a five-year vision and roadmap to ensure that staff and the Board establish goals that best serve the District's customers now, and into the future.

It is also important that the Plan be concise and useful. The Plan will be referenced by the Board, staff and District stakeholders over the next five (5) years when allocating resources, and determining courses of action for the District.

The Plan identifies six (6) strategic goals. Each goal has a number of associated objectives in order to achieve the goal. The six (6) strategic goals are:

1. Fiscal Responsibility – Make financial decisions that benefit District customers.
2. Planning and Operational Efficiency – Practice ongoing infrastructure renewal and organizational improvement through planning and increased operational efficiency.
3. Protection of Public and Environmental Health – Provide a safe, abundant and reliable water supply.
4. Community Relations and Customer Engagement – Increase engagement with the customers and community to provide superior customer service, increase public awareness of the water industry and the District and increase participation in governance.
5. Employer of Choice – Attract and retain skilled employees. The District remains a driven, supportive and family-oriented work environment.
6. Water Industry Leadership – Demonstrate water industry leadership through sound governance, partnerships and active participation in regional and statewide water efforts.

Staff is presenting a draft Plan to the Board for review and comments. Staff will incorporate comments and recommendations into the Plan, and will return to the Board at a subsequent board meeting with a final Plan for adoption.

January 21, 2020

**FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT  
2020-2025 STRATEGIC PLAN**

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**ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

**STRATEGIC PLAN CONFORMITY**

The development of this proposed Strategic Plan conforms to the Business Practices section of the 2012-2017 Strategic Plan by keeping with the District's commitment of appropriate business practices and maintaining the District's core values.

**FINANCIAL SUMMARY**

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

Respectfully submitted,



PATRICK LEE  
FINANCE MANAGER/TREASURER

Attachment





# FLORIN RESOURCE CONSERVATION DISTRICT ELK GROVE WATER DISTRICT



## Strategic Plan 2020-2025

**Adopted: TBD**

# Directors & Staff

## Board of Directors

**Tom Nelson**  
*Chair*

**Bob Gray**  
*Vice-Chair*

**Sophia Scherman**  
*Director*

**Elliot Mulberg**  
*Director*

**Lisa Medina**  
*Director*

## Associate Directors

**Shahid Chaudhry**

**Paul Lindsay**

## General Manager

**Mark J. Madison**

## Leadership Staff

**Bruce Kamilos**  
*Assistant General Manager*

**Stefani Phillips**  
*Human Resources Administrator/Board Secretary*

**Patrick Lee**  
*Finance Manager/Board Treasurer*

**Donella Murillo**  
*Finance Supervisor*

**Steve Shaw**  
*Water Treatment Supervisor*

**Alan Aragon**  
*Water Distribution Supervisor*

**Sean Hinton**  
*Water Distribution Supervisor*

# General Manager's Message



As your General Manager, I am proud to present the 2020-2025 Strategic Plan for the Florin Resource Conservation District (FRCD) and the Elk Grove Water District (EGWD).

The Strategic Plan (Plan) sets forth a five-year vision and roadmap for the FRCD/EGWD (District) and was developed through a collaborative process that included public workshops, individual interviews and debriefing sessions. During the strategic planning process, the FRCD Board of Directors (Board) deliberated whether the District should continue as a resource conservation district (RCD) or establish itself as a bona fide water district. The decision was made to continue exclusively as an RCD. The Board and leadership staff also revisited the Mission and Core Values and renewed the commitment to embodying these principles in all aspects of the District's operations. The Core Value of Transparency was added to exemplify the District's strong belief that openness and transparency contribute to a culture of trust and accountability with all partners and customers.

It should be noted that this plan is not a dream that, once completed, will sit idle on a shelf until five years from now when another plan must be developed. It is intentionally referred to as a "Strategic" plan because there are defined challenges and measurable goals. These goals, identified to meet the challenges, were strategically developed to conform to the District's mission and values.

The District is steeped rich in history and continues a legacy of service (See Attachment: A Proud History) through the implementation of the Plan by building upon the foundation of recent accomplishments achieved in the 2012-2017 Strategic Plan. Several objectives were achieved in areas such as financial stability, workforce development, customer service, business practices, meter installations and asset management.

My commitment to you as the District's General Manager is that we hold ourselves accountable in meeting the goals set forth in this Plan while maintaining transparency as your "hometown" water provider with the intent of exceeding your expectations in providing you with the services described herein.

A handwritten signature in blue ink, appearing to read "Mark J. Madison". The signature is fluid and cursive.

Mark J. Madison

# The District

The District is governed by an elected five-member Board, with each Board member serving four-year, staggered terms. The Board oversees the General Manager, who manages the day-to-day operations of the District with a staff of 30 employees.

The District produces over 1.3 billion gallons of water each year, providing water supply to over 12,600 homes and businesses serving a population of approximately 45,000 people. The EGWD service area covers 13 square miles, and consists of Service Area 1 and Service Area 2. Service Area 1 is supplied by water produced from seven wells located within the Service Area 1 boundary. The Railroad Water Treatment and Storage Facility and the Hampton Village Water Treatment Plant treat and distribute water produced from five of the seven wells. Service Area 2 is supplied with water purchased from the Sacramento County Water Agency under a long-term agreement.



# District Boundaries



# Service Area Boundaries





# Florin Resource Conservation District Board of Directors



**Tom Nelson**  
*Chair*



**Bob Gray**  
*Vice-Chair*



**Sophia Scherman**  
*Director*



**Elliot Mulberg**  
*Director*



**Lisa Medina**  
*Director*

# Background

The FRCD was founded in 1952 and is one of 98 RCDs across the state of California. For many years the FRCD's mission was to provide water and soil conservation services. In 1999, when the FRCD acquired the Elk Grove Water Service, the FRCD's main focus shifted to managing the water utility. Once acquired, the Elk Grove Water Service became a public water utility and the name was later changed to the Elk Grove Water District.

The Elk Grove Water District is a district in name only. It is technically not a standalone district, but rather an enterprise-funded department of the FRCD. The FRCD is the only RCD in the state that primarily focuses on treating and distributing drinking water, and while unique, it falls within the scope of an RCD as governed by Division 9 of the California Public Resources Code.

Although recent efforts by the FRCD have primarily focused on managing the water utility (EGWD), it has also performed other activities including creek cleanups, tire recycling, technical assistance and conservation education. To remedy some of the financial pressures of the FRCD, on April 18, 2018 the Board made the decision by Resolution No. 04.18.18.01 to limit all future activities to "water related activities that benefit, or otherwise serve, the EGWD ratepayers." This decision was made after years of deliberation, multiple public meetings, in-depth engagement with legal counsel, and even consideration of integration with other water agencies. The decision to limit FRCD activities to benefit EGWD ratepayers (customers) protects the FRCD from financial uncertainty, maintains stability for EGWD employees and customers, and leaves the FRCD boundaries intact.

This is an important decision because it not only stabilizes the FRCD, but leaves open the opportunity to engage regionally to improve the South American Subbasin, the aquifer that supplies groundwater for EGWD customers. The District is proud to be Elk Grove's hometown water supplier.





# Mission

We are committed to supplying our customers with high quality, safe water along with outstanding customer service for current and future generations.





# Core Values



## Transparency

We recognize that transparency is the foundation of good governance. We are committed to openness and accountability in all District endeavors.



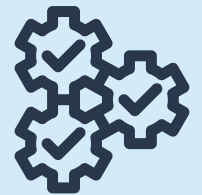
## Leadership

We are a team. Great ideas come from many sources and we listen with an open mind. The team and community are supported through mutual cooperation and respect.



## Caring

We care about the quality of our water, we care about our customers' satisfaction and we care about the quality of the working environment.



## Integrity

We are honest with one another, with our customers and with our industry partners. We maintain a quality operation that is fiscally sound and forthright. We want the trust and respect of our community and customers.



## Professionalism

We are committed to standards of excellence, accuracy and superior conduct.



## Vision

We recognize that decisions we make today impact the future of this District and our community. We value our community's natural resources and actively seek ways to improve our services through local control and stewardship.

# District Accomplishments (2012 - Present)

- Restructured approximately \$32.3 million of outstanding bonded indebtedness in December 2014 and \$16.4 million in June 2016 to provide an average annual savings of \$194,000 over the remaining term of the debt
- Completed an Emergency Response Plan and Vulnerability Assessment
- Completed a Needs Assessment for the FRCD
- Achieved 10<sup>th</sup> consecutive year of recognition by the Government Finance Officers Association (GFOA) for exemplary financial reporting
- Resolved FRCD's longstanding financial crisis in 2018
- Continuous (annual) implementation of five-year Capital Improvement Program (CIP)
- Developed 100-year Asset Management Plan
- Implemented a Comprehensive Facilities Maintenance Plan
- Updated Board Bylaws and policies, Employee Policy Manual and Provisions of Water Service Ordinance
- Increased community engagement through the Community Conservation Education Program



- Redeveloped the District website and newsletter
- Participated in regional water efficiency outreach efforts
- Achieved exceptional safety and risk control audits from District insurance provider
- Increased legislative advocacy through participation in the Regional Water Authority (RWA) Legislative Advocacy Program

- Enhanced mapping capabilities with Geographic Information System (GIS) technology
- Completed comprehensive water rate studies in 2013 and 2018
- Implemented succession planning and workforce cross-training
- Developed standard operating procedures
- Completed the 2015 Urban Water Management Plan
- Completed full metering of the District in 2015
- Recommissioned the Hampton Village Water Treatment Plant
- Installed the Railroad Corridor Transmission Main
- Constructed the Training and Information Technology Center
- Replaced 5,400 lineal feet of old, undersized water distribution main
- Developed and implemented a Backflow Prevention and Cross-Connection Control Program



# 2020-2025 Strategic Goals and Objectives

The Board and leadership staff identified strategic goals and objectives consistent with the District's Mission and Core Values.



## STRATEGIC GOAL 01 FISCAL RESPONSIBILITY

*Make financial decisions that benefit District customers.*

### OBJECTIVES

- Obtain GFOA Certificate of Achievement for Excellence in Financial Reporting Award annually
- Conduct Fiscal Year 2023-24 Water Rate Study
- Manage water rates to be regionally competitive
- Develop a funding plan to increase funded ratio of retirement and other post-retirement benefits
- Develop annual financing plans to align CIP projects with the approved rate structure (pay as you go)
- Establish bill payment consolidation services to increase payments by automated clearing house (ACH)







## STRATEGIC GOAL 02

### PLANNING AND OPERATIONAL EFFICIENCY

*Practice ongoing infrastructure renewal and organizational improvement through planning and increased operational efficiency.*

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#### OBJECTIVES

- Develop Master Plan for aging water mains
- Perform Districtwide unidirectional flushing
- Develop and update standard operating procedures
- Update the District's Standard Construction Specifications and Drawings
- Explore the potential for implementing automated metering infrastructure technology
- Implement regulatory tracking system
- Implement urgent alert system to detect major leaks and water main breaks





## STRATEGIC GOAL 03

# PROTECTION OF PUBLIC AND ENVIRONMENTAL HEALTH

*Provide a safe, abundant and reliable water supply.*

### OBJECTIVES

- Investigate potential for groundwater recharge projects
- Update Water Shortage Contingency Plan
- Complete Risk and Resilience Plan
- Redevelop Emergency Response Plan
- Complete risk assessment of water system infrastructure around critical facilities including schools, daycares and senior living centers





## STRATEGIC GOAL 04

# COMMUNITY RELATIONS AND CUSTOMER ENGAGEMENT

*Increase engagement with the customers and community to provide superior customer service, increase public awareness of the water industry and the District and increase participation in governance.*

### OBJECTIVES

- Establish Communications Plan annually
- Explore development of a water education program with the Elk Grove Unified School District
- Develop new marketing collateral to tell the story of the District and convey the value of water
- Acquire a new administrative facility
- Explore potential for offering low-income and senior assistance program
- Explore the potential to utilize social media







## STRATEGIC GOAL 05

# EMPLOYER OF CHOICE

*Attract and retain skilled employees. The District remains a driven, supportive and family-oriented work environment.*

### OBJECTIVES

- Continuous improvements in preventative maintenance, distribution, operator training, safety and customer service
- Create new safety programs
- Create a complex training program for operators
- Maintain control of employee medical benefit contributions
- Continue to provide competitive salaries and benefits
- Develop and refine employee succession planning







## STRATEGIC GOAL 06

### WATER INDUSTRY LEADERSHIP

*Demonstrate water industry leadership through sound governance, partnerships and active participation in regional and statewide water efforts.*

#### OBJECTIVES

- Obtain re-certification of Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence biennially
- Obtain SDLF District of Distinction Accreditation biennially
- Participate in the Sacramento Area Water Works Association (SAWWA), Association of California Water Agencies (ACWA), RWA and California Special District Association (CSDA) committees
- Actively engage as board members at ACWA, CSDA, RWA and the Sacramento Central Groundwater Authority
- Advocate for and develop legislation that benefits water agencies regionally and statewide
- Partner with agencies and organizations to develop plans and projects that improve California's water resilience
- Monitor, review and update established governing documents and District policies to adhere to changes in operational, environmental and legislative requirements



# Appendix: A Proud History

## History of the FRCD

Prior to World War II, Florin was well known for its grapes and strawberries. Almost all of the area now encompassed by the FRCD boundaries was in agricultural production, including dairies, orchards, grain and other feed. Many farms were operated by families of Japanese descent. After the internment of 1942-1945, many properties were neglected and the Florin agricultural community struggled to recover.

In the spring of 1950, the Florin Farm Center Committee for Organization of a Soil Conservation District, a committee of Florin farmers, submitted a proposal to the Sacramento County Board of Supervisors for the formation of the Florin Soil Conservation District (FSCD). The specific intents of the new soil conservation

district were efficient use of irrigation water, improved drainage, flood control and other land improvements. With the necessary approvals, the committee met with other agricultural interests and local landowners until they had thoroughly identified all properties to be included within the District boundaries.

On June 23, 1953, a public election determined the establishment of the FSCD and its first five-member Board of Directors. Perhaps portending the future of FRCD's focus, the very first work plan identified the importance of wise irrigation use and the necessity of preserving the underground water supply. In 1954, the

board executed a Memorandum of Understanding with the United States Department of Agriculture, beginning a long and productive partnership.





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

As Sacramento grew, the Florin area transitioned from a farm community into a Sacramento suburb. The FSCD transitioned too, moving its headquarters and its focus south to Elk Grove. In the early 1970s, the FSCD changed its name to the Florin Resource Conservation District because activities included more than soil conservation.

## History of the EGWD

In 1893, after several fires threatened the small town of Elk Grove, local residents banded together to found the Elk Grove Water Company, building a water tower at the same place the current water tower stands (although it is no longer used to store water). The Jones family purchased the water company in 1906 and operated the utility as the Elk Grove Water Works for nearly 100 years. The water company began business with 12 owners and 10 customers. Business was originally conducted from the Jones family home, then later moved to its present location at 9257 Elk Grove Blvd. in 1988.

The FRCD purchased Elk Grove Water Works in December 1999 from J.B. Jones, changing the name first to Elk Grove Water Service and then to Elk Grove Water District. In 1997, Elk Grove Water Works had nine employees and 7,200 connections. In 2019, there are 30 budgeted positions and approximately 12,605 accounts.





# FLORIN RESOURCE CONSERVATION DISTRICT ELK GROVE WATER DISTRICT



9257 Elk Grove Blvd.  
Elk Grove, CA 95624  
(916) 685-3556

[www.egwd.org](http://www.egwd.org)



January 21, 2020

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Stefani Phillips, Board Secretary

SUBJECT: **SELECTION OF SACRAMENTO LOCAL AGENCY FORMATION COMMISSION SPECIAL DISTRICT ALTERNATE COMMISSIONER**

### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors select one (1) candidate from the ballot to serve as Sacramento Local Agency Formation Commission Special District Alternate Commissioner.

### **SUMMARY**

Sacramento Local Agency Formation Commission (LAFCo) has six (6) Alternate Commissioners serving staggered four (4) year terms. One of the seats for Special District Alternate Commissioner (Alternate Commissioner), which term expires on December 31, 2021, has been vacated and needs to be filled. As a result of the selection process, a three-way tie was produced. LAFCo is now requesting participation in a run-off, which requires the selection of one (1) candidate from the ballot (attached) by the Florin Resource Conservation District (FRCD) Board of Directors (Board).

By the recommended action, the Board would select one (1) candidate from the ballot to serve as LAFCo Special District Alternate Commissioner.

### **DISCUSSION**

#### **Background**

LAFCOs were established in 1963 by the State and are charged with ensuring that local government organizations adhere to established policies and procedures regarding annexations, organizations and other changes. There are seven (7) members of the Sacramento LAFCo; two (2) from the City Councils (appointed by a committee of mayors from each city in Sacramento County), two (2) Sacramento County Supervisors (appointed by the Sacramento County Board of Supervisors), two (2) from Special Districts (elected by a vote of the Special Districts) and one (1) public member.

Nominations for one (1) commissioner seat were requested from each Special District member agency. The term for commissioner is January 1, 2020 through December 31, 2023. The seat for Alternate Commissioner was vacated and nominations to fill the remainder of the term were also requested. The Alternate Commissioner's term will expire on December 31, 2021.

January 21, 2020

**SELECTION OF SACRAMENTO LOCAL AGENCY FORMATION COMMISSION  
SPECIAL DISTRICT ALTERNATE COMMISSIONER**

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Page 2

At the October 15, 2019 FRCD Regular Board Meeting, the Board nominated Elliot Mulberg to serve as LAFCo Special District Commissioner and Lindsey Liebig to serve as Alternate Commissioner.

Present Situation

The LAFCo Special District Selection Committee has announced that Lindsey Liebig from the Herald Fire Protection District has been selected as Special District Commissioner. There is a three-way tie for Alternate Commissioner, which requires a run-off between the following candidates: Michael Hanson, Arcade Creek Recreation & Park District; Charlea Moore, Rio Linda Elverta Recreation & Park District; and Michael Yearwood, Cordova Recreation & Park District.

Staff recommends the Board select one (1) candidate from the ballot to serve as LAFCo Special District Alternate Commissioner.

**ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

**STRATEGIC PLAN CONFORMITY**

Selecting an Alternate Commissioner of LAFCo complies with the FRCD/Elk Grove Water District 2012-2017 Strategic Plan.

**FINANCIAL SUMMARY**

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

Respectfully Submitted,



STEFANI PHILLIPS,  
BOARD SECRETARY

Attachment



# Runoff Ballot

LAFCo Special District Alternate Commissioner  
Please select one candidate from below

## Run-off Ballot

Alternate Commissioner - for Offices No. 6 & 7

Please select **ONE** candidate **BELOW**

<b>Michael Hanson</b> Arcade Creek Recreation & Park District	<input type="checkbox"/>
<b>Charlea Moore</b> Rio Linda Elverta Recreation & Park District	<input type="checkbox"/>
<b>Michael Yearwood</b> Cordova Recreation & Park District	<input type="checkbox"/>

Ballot must be received by **4:00 pm on Tuesday January 28, 2020**

Special Districts must return the ballots to LAFCo by the date specified above. Any ballot received after the specified date shall not be valid. *The information below must be complete*

The candidate who receives the most votes will be determined the winner outright.

The LAFCo Executive Officer will announce the results of the election within seven days of the specified date.

\_\_\_\_\_  
Name of Special District

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Date of Meeting

\_\_\_\_\_  
District Phone Number

\_\_\_\_\_  
Signature of Secretary or Clerk of the Board

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
E-mail Address

**Michael Hanson**

Sacramento, CA 95841

**SUMMARY**

Information Technology Professional proven experience including roles as a manager, project manager, systems analyst, systems integrator and software developer of systems in the mainframe and midrange environments. Experienced in all stages of software development life cycle, from analysis through implementation. Successfully managed numerous projects and led teams in system & vendor selection, analysis of business requirements, vendor management, system development & implementation. Strengths include:

- Project Manager
- Vendor Management
- Systems Integration
- Database Analysis
- Application Architecture
- System Analysis
- Software Development Lifecycle
- Managing Projects Across Technologies

Elected to Arcade Creek Recreation and Park District 2014

- Serve as Chair 2015
- Serve as director 2016
  - Lead in the Master Plan project
- Serve as Secretary/Treasurer 2017

**PROFESSIONAL EXPERIENCE**

**CSAA IG, Glendale AZ**

**1993-Present**

Previously, CSAA, San Francisco, CA

*AAA Membership and Insurance Co.*

**Project Manager**

**2002 – Present**

As an EDS/HP employee supporting CSAA (outsourced in 1996), led projects involved in mainframe upgrades and support activities.

- Created proposal to upgrade all application software to a consistent and supportable level. The application software would not be supported under the new operating system (the environment was scheduled to be upgraded). Worked with leadership to document proposal and create the accepted SOW. (Project size >65K staff hours)
- Managed teams' efforts associated with the application. Assumed role as the Technical Lead and Application Architect. Needed to allow concurrent business changes to occur while upgrading the infrastructure. Delivered a consolidated toolset for mainframe application support including the customized Configuration Management tool, the approach to managing DB2, and the build process itself.



- Reviewed infrastructure requirements and worked with senior management to create an accepted SOW to upgrade the system software.
- Managed a multi-stage mainframe software upgrade the environment to supported levels. Managed the efforts of EDS, Mphasis, and CSAA teams to upgrade the environment with minimal interruption to the business.
- Technical lead for the CSAA account for the mainframe portion of the Data Replication Project by providing stats and coordinating various teams. In addition, provided communication and follow-through for questions/concerns related to the midrange portion of the effort. Help to coordinate the efforts to deliver a successful data replication environment where the mainframe and midrange have replication in place for Disaster Recovery purposes.
- Manage mainframe hardware upgrades. Managed 4 mainframe CPU upgrades for the CSAA account. The scope included the coordination of the teams, the actual upgrade itself, and validation all components would continue to support the business/applications in the new environment as they did on the current hardware including the encryption coprocessor.
- Manage mainframe system software upgrades. Managed migrations from IBM OS/390 through z/OS 1.13, DB2 v7 through DB2 v10, and similar upgrades to CICS, Datacom, and the infrastructure in general. Each major upgrade required a level of acceptance testing and burn-in prior to moving the upgrades to production.

**Team Lead**

1996 – 2002

As a Systemhouse/MCI/WorldCom employee supporting CSAA (outsourced in 1996), led teams addressing improvements in the Travel/Touring and Membership area.

- Coordinated the install of the TripTik system developed by the AAA National team to automate the Tourbook and map process used to support members in their travels. This was a client-server app where workstations would communicate to a SUN Sparc back-office server.
- Lead the development of the processes internal to CSAA to handle "vanity cards." This is the AAA VISA cards for the CSAA members which allowed them to autopay their membership. Later, added the capability to Autopay their insurance premiums as well.
- Scheduled to manage the Claims replacement project (HAL), a Client-Server application. Studied the architecture and status with the current PM who then was able to stay and complete the project.

**Team Lead**

1993 – 1996

Managed team supporting Travel and Touring

- Brought onboard to support the project replacing all Membership, Insurance, and Claims. The architecture of the system was client-server based with the data storage being DB2 on the mainframe and the client residing on workstations running OS/2 and communicating to the mainframe. Directed the efforts of the Membership team (and supported other team's efforts) related to productionalizing the system.

Education: BA in Management, St. Mary's College, Moraga CA.

*Charlea R Moore*

• Elverta, CA 95626

**Applicant Statement for the Special District LAFCO Representative**

I moved from Glassboro New Jersey to Rio Linda Elverta in 1981, along with my 3 year old daughter and my husband.

Almost immediately I became involved with Sacramento County Service Area #3 which was the forerunner of our current independant Parks and Recreation District serving the Rio Linda Elverta Communities. This involvement was the result of reading a statement in the local paper, indicating that the Parks Advisory Board had determined that there were sufficient equestrian trails in the area. I was very happy to advocate for additional trails and in the process begin my education in local governance processes.

Over the next several decades I was appointed to numerous County and Local advisory boards, steering committees and ad hoc committees. My interest expanded to include growth issues, flood issues and agriculture/suburban/urban issues.

I learned a great deal about how government works and how Special Districts fit into the process. I became a strong advocate for local governance after going through 3 incorporation attempts in the Rio Linda Elverta communities and in the education process I switched from anti-incorporation to pro-incorporation for unincorporated communities.

In about 1992 I was appointed to the RLE CPAC in and served during the Community Plan Update. I am familiar with the governance process and with procedures for arriving at a decision as a board member. I have served several terms on CPAC under four different County Supervisors since that initial appointment. All of these experiences were very educational for me.

In 2002 I successfully ran for the Rio Linda Elverta Recreation and Parks District. I truly enjoyed and have greatly benefited from the experience of becoming an elected board member. I ran again in 2016 and am currently serving as Secretary for the RLE Recreation and Parks District.

I believe that my history in the community and experience as an elected public official will be an asset for Special Districts as a LAFCO Special District Board member.

Thank you,

Charlea R. Moore

# Michael T. Yearwood

Rancho Cordova, CA 95670

## **Experience Summary:**

*Customer Service Leader with over ten years of experience with direct customer problem solving within the health insurance industry. Expert level experience with hiring, training, staff retention, process improvement projects, managing deadlines and increasing production of teams.*

## **Health Net of California**

**2016-2019**

### **Claims Supervisor - Performance Team**

- Supervise a team of 17 Claims Analysts
- Coach and mentor staff to exceed expectations
- Responsible for talent and performance management of Claims Team
- Daily operational leadership and support through work distribution and monitoring
- Coordinate with scheduling to assist with daily forecast ensuring accurate staffing coverage
- Identify individual performance gaps to recommend and implement action plans that achieve desired result
- Monitor daily productivity through the Maccess System
- Collaborate with peers and managers on process improvements

## **State of California - Health Benefits Exchange (Covered California)**

**2015-2016**

### **Supervising Program Technician III**

- Supervise a team of 15 Customer Service Representatives
- Coach and mentor staff to exceed expectations
- Assist representatives with questions regarding health plan options and policy and procedures
- Research and resolve escalated calls from consumers
- Monitor daily productivity through the IEX System
- Audit inbound calls through the Nice System
- Collaborate with peers and managers on process improvements

## **Vision Service Plan**

**2007-2015**

### **Client Broker Representative - Inside Sales**

- Assisted and resolved clients and brokers service issues
- Provided phone support and customer service to clients and brokers
- Provided e-mail coverage for Sales Team in their absence
- Implemented installation of new groups and pull-outs according to guidelines
- Processed renewals for clients according to guidelines
- Provided Resource Center support to clients and brokers

***References available upon request***

# Michael Yearwood

Rancho Cordova, CA 95670

## Service to My Community

Cordova Recreation and Park District (Board Chairperson)  
2015-Present: Director

As a Cordova Recreation and Park District (CRPD) Board Member I am responsible for the budget and for setting policies that safeguard the vitality of the district. The five non-partisan members of the Board of Directors are elected to four-year terms by residents located within CRPD's boundaries. The elected board is held accountable to the following laws that govern public officials: The Brown Act, California Public Records Act, FPPC Reporting Requirements and biannual ethics training.

### Specific functions and duties of my role as a Board Director are:

1. To perform its legal responsibility.
2. To set up by-laws, regulations and operation procedures
3. To select, employ, and if necessary, dismiss the District Administrator.
4. To control the operating budget, the financial plans and the insurance program.
5. To care and maintain property.
6. To be responsible for program.
7. To assure personnel policies.
8. To maintain good public relations.
9. To appoint, commission, supervise and receive reports from committees and the District Administrator.

### BOARD MEMBERS RESPONSIBILITIES

1. Board members should understand the significance and importance of recreation in the community.
2. Board members should be aware of the relationship of the recreation services to other community services.
3. Board members should look objectively at their specific responsibility as board members and at local community recreation needs, and keep abreast of changing conditions, continuously reassessing their efforts and reasons for service.
4. Board members should have the courage to resist pressures of all types and insist upon high standards for their agencies, particularly in regard to competent, professional personnel.
5. Board members should be aware of their role as board members, acting in concert with their fellow board members without usurping the functions of the District Administrator.

# Michael Yearwood

Rancho Cordova, CA 95670



## Rancho Cordova Athletic Association

2013: Founding Member

2013-2015: Secretary

2016: CRPD Representative

## Leadership Rancho Cordova

2014-2016: Governing Board

2014: Graduate of Class VIII

## Rancho Cordova Youth Soccer Club (RCSC)

2002: Coach

2003: U-6 Age Coordinator

2004: Coach & U-8 Boys Age Coordinator

2005: Coach & U-8 Girls Age Coordinator

2006: Coach & U-6 Age Coordinator

2007-2009: Club Manager & Coach

2012: Coach

## American River Youth Soccer League (ARYSL)

2007-2009: Board Member – RCSC Representative

2010: League Treasurer

## Cordova Girls Softball League

2010-2011: League Vice President

2011-2012: League Vice President

2012-2013: Secretary

2013-2014: Secretary

2014-2015: NORCAL Representative

## Folsom Cordova Unified School District

Cordova High School Site Council

2014-2015: Parent Representative

## Cordova Lane Elementary School Site Council

1998-2006: Elected Parent Representative

## Navigator Elementary School Site Council

2006-2008: Elected Parent Representative

## Measure M & P Oversight Committees

2014-2016: Parent/PTSO Member Representative

January 21, 2020

TO: Chair and Directors of the Florin Resource Conservation District  
FROM: Jeff Ramos, Interim Project Manager  
SUBJECT: **WATER THEFT LEGISLATION**

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### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors

- 1) Adopt Resolution No. 01.21.20.02, supporting new legislation to enable water providers and local agencies to increase fines and penalties for water theft; and
- 2) Direct staff to move forward with pursuing the new legislation.

### **SUMMARY**

Currently, Government Code Section 36900 limits the maximum allowable fines for water theft to \$100, \$200 and \$500 for the first, second and third offense, respectively, in a 12-month period. These amounts are not a sufficient deterrent for water theft and new legislation is needed to provide water agencies the flexibility to increase fine amounts.

By this action, if approved, the Florin Resource Conservation District (District) Board of Directors (Board) will 1) adopt Resolution No. 01.21.20.02, supporting new legislation to enable water providers and local agencies to increase fines and penalties for water theft and 2) direct staff to move forward with pursuing the new legislation.

### **DISCUSSION**

#### **Background**

Water theft from public water systems, either by tampering or by hooking up to a fire hydrant to steal water, is a serious issue. Not only is it illegal, but water theft can threaten the health and safety of all water users connected to the system and result in a loss of revenue.

Water theft presents a serious public health threat from cross contamination. This can occur when non-potable sources are connected to a water system via fire hydrants or other non-potable source connections. Theft from fire hydrants poses the most serious health risk and significance in terms of volume of water loss due to theft. Contractors can purchase construction water for their water trucks through a permitting process. However,



## **WATER THEFT LEGISLATION**

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because the penalty for stealing water from fire hydrants is so insignificant, some contractors opt to bypass the permitting procedures and pay the fines instead.

Water theft also results in a loss of revenue for the District. This water has incurred the cost of treatment with no corresponding revenue thereby increasing the cost of water for all District ratepayers.

Most water theft is unobserved and is difficult to quantify. The American Water Works Association has adopted a standard of 0.25% of the volume of water supplied as a metric to estimate unauthorized consumption. Based on the District's completed water loss audit for calendar year 2018, approximately 3.36 million gallons of water was lost due to unauthorized consumption.

### **Present Situation**

It is imperative that the fines/penalties associated with water theft be increased in order to deter and punish those who illegally obtain water from the District's system. To that end, the District has drafted proposed legislation as follows:

*a) Notwithstanding section 36900 (b), the legislative body of a "local agency" as defined in section 54951, may by ordinance make any violation of any ordinance enacted on water theft by the local agency subject to an administrative fine or penalty.*

*b) Where a violation is determined to be an infraction, it is punishable by the following:*

*(1) A fine not exceeding one thousand dollars (\$1,000) for a first violation.*

*(2) A fine not exceeding two thousand dollars (\$2,000) for a second violation of the same ordinance within one year.*

*(3) A fine not exceeding five thousand dollars (\$5,000) for each additional violation of the same ordinance within one year.*

*c) Water theft means an action to divert, tamper, or reconnect water utility services as defined in Penal Code Section 498.*

It is important to note that the fine amounts are a not to exceed amount. This will give flexibility to water providers within the state to determine a fine amount appropriate for their agency.

Government Code Section 53069.4 allows the District, by ordinance, to either make any violation of its ordinance subject to an administrative fine or penalty and further to define

**WATER THEFT LEGISLATION**

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the violation as an infraction. The District's current ordinance defines water theft as an infraction. Therefore, the fine amounts are limited by Government Code Section 36900 to \$100, \$200 and \$500. However, because the District has defined water theft as an infraction, it allows the District to use other remedies such as turning off the water service, removing the meter, charging a deposit reflective of the District's cost to reestablish service, etc. The full list of remedies is contained in Section 3 of the District's Prohibition of Theft of Water and Tampering with District Facilities Ordinance.

Furthermore, the District is not recommending amendments to Government Code Sections 36900 or 53069.4. Instead, a separate government code section would be created, which outlines fine amounts specifically for water theft violations which are deemed infractions.

Finally, the District has performed some preliminary outreach to the Association of California Water Agencies and California Special District Association. Both organizations have indicated their support in concept while awaiting final bill language.

**ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

**STRATEGIC PLAN CONFORMITY**

Water theft legislation proposal 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. Indirect impacts include potential increased fine revenue and/or increased charges for services revenue.

Respectfully submitted,



JEFF RAMOS  
INTERIM PROJECT MANAGER

Attachment

**RESOLUTION NO. 01.21.20.02**

**A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS SUPPORTING NEW LEGISLATION TO ENABLE WATER PROVIDERS AND LOCAL AGENCIES TO INCREASE FINES AND PENALTIES FOR WATER THEFT**

WHEREAS, Government Code Section 36900 limits the maximum allowable fines for water theft to \$100, \$200 and \$500 for the first, second and third offense, respectively, in a 12-month period; and

WHEREAS, these fine amounts are not a sufficient deterrent for water theft; and

WHEREAS, not only is water theft illegal but can threaten the health and safety of all water users connected to the system and result in a loss of revenue; and

WHEREAS, it is imperative that the fines/penalties associated with water theft be increased in order to deter and punish those who illegally obtain water; and

WHEREAS, the fine amounts are a not to exceed amount, thus giving flexibility to water providers within the state to determine a fine amount appropriate for their agency; and

WHEREAS, a separate government code section is being proposed which outlines fine amounts specifically for water theft violations which are deemed infractions; and

WHEREAS, the Association of California Water Agencies and California Special District Association have indicated their support in concept of the proposed legislation.

NOW THEREFORE, THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS DOES HEREBY RESOLVE:

SECTION 1. The Board of Directors hereby formally supports the proposed legislation to enable water providers and local agencies to increase fines and penalties for water theft.

SECTION 2. The Board Secretary shall certify to the adoption of this Resolution.

SECTION 3. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020.

---

Chair of the Board of Directors

Attest:

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Stefani Phillips  
Board Secretary

APPROVED AS TO FORM:

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Richard E. Nosky  
District Legal Counsel

January 21, 2020

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Mark J. Madison, General Manager

SUBJECT: **STATUS UPDATE ON ACTION ITEMS FOLLOWING THE 2019 GRAND JURY REPORT – THE FLORIN RESOURCE CONSERVATION DISTRICT – A CASE OF MISTAKEN IDENTITY?**

---

### **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**

On June 28, 2019, the Florin Resource Conservation District (FRCD) received a report from the Sacramento County Grand Jury (Grand Jury) entitled *The Florin Resource Conservation District – A Case of Mistaken Identity?* (Report). This Report was reviewed and discussed at a Special Board Meeting of the FRCD Board of Directors (Board) on July 31, 2019.

From the direction provided by the Board at that meeting, the proposed responses were drafted, presented and approved by the Board at the Regular Board Meeting on August 21, 2019 for submission to the Presiding Judge of the Sacramento County Superior Court. At the same meeting, the Board directed staff to prepare a standing agenda item to report back to the Board monthly updates on the status of the actions associated with selected recommendations and their due dates. This item is in compliance with that direction.

### **DISCUSSION**

#### **Background**

On June 28, 2019, the FRCD received a report from the Grand Jury entitled *The Florin Resource Conservation District – A Case of Mistaken Identity?* The Report was issued pursuant to a lengthy investigation by the Grand Jury following complaints of “alleged issues with a recent water rate increase (improper and misleading notices, procedural errors), problems with the composition of the Board of Directors, and a general lack of oversight by the Board of Directors.”

**STATUS UPDATE ON ACTION ITEMS FOLLOWING THE 2019 GRAND JURY REPORT – THE FLORIN RESOURCE CONSERVATION DISTRICT – A CASE OF MISTAKEN IDENTITY?**

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Page 2

On July 31, 2019, the Board conducted a Special Board Meeting to review the Report and entertain comments from the public. During that meeting, all of the Findings and Recommendations were discussed, and direction was provided to the General Manager regarding how the Board wanted to respond to each Finding and Recommendation.

From the direction provided by the Board at that meeting, the General Manager presented the proposed responses at the Regular Board Meeting on August 21, 2019, all of which were approved for submission to the Presiding Judge of the Sacramento Superior Court. The responses included the actions that the FRCD would be taking relative to the recommendations made by the Grand Jury based on their findings.

Present Situation

The Recommendations that the FRCD agreed to take action on, and their present status, is as follows:

**Recommendation R2**

*The FRCD Board of Directors should complete its updated Strategic Plan by June 30, 2020. The new Strategic Plan should include a discussion of its long-term vision and its long-range mission. This discussion should include a comprehensive review of the mission of the FRCD, whether it should continue as an independent district (either as an RCD or a water district) or consolidate with another area water provider (such as SCWA Zone 40).*

**Due Date:** June 30, 2020

**Status:** The proposed FRCD/Elk Grove Water District (EGWD) Strategic Plan 2020-2025 (Strategic Plan) was provided during this FRCD Regular Board Meeting for the Board's review. It is anticipated that this Strategic Plan will be subsequently presented for the Board's consideration at the FRCD Regular Board Meeting in February.

**Recommendation R4**

*FRCD should review its actions during the most recent water rate study and rate increase approval, by June 30, 2020, to ensure that such future actions follow the protest period mandated under Proposition 218. Action should be taken to review and amend Board*

**STATUS UPDATE ON ACTION ITEMS FOLLOWING THE 2019 GRAND JURY REPORT – THE FLORIN RESOURCE CONSERVATION DISTRICT – A CASE OF MISTAKEN IDENTITY?**

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*policies to ensure that future rate studies and proposals for rate increases conform to the procedures outlined in Proposition 218.*

**Due Date:** June 30, 2020

**Status:** The FRCD has received a draft policy covering the requirements of Proposition 218 from Regional Government Services (RGS) and is in the process of reviewing the document. Staff anticipates bringing the policy to the Board for adoption at the FRCD Regular Board Meeting in February.

**Recommendation R5**

*FRCD should review and amend, by December 31, 2019, contracting policies for professional and consultant services to address time limits, types of professional services and other requirements.*

**Due Date:** December 31, 2019

**Status:** This policy was presented to, and adopted by, the Board during the November 19, 2019 Board meeting. This recommendation is completed.

**Recommendation R6**

*FRCD should develop, by December 31, 2019, new policies relative to interim contracting for professional services for board approval. Minimize the use of interim contracts and maximize the use of standard contracts using a competitive process for professional services.*

**Due Date:** December 31, 2019

**Status:** This policy was presented to, and adopted by, the Board during the November 19, 2019 Board meeting. This recommendation is completed.

**Recommendation R7**

*FRCD should begin, by December 31, 2019, the process of planning and installing flowmeters in its main water transmission lines to monitor for breaks, pressure losses, etc. These monitoring devices should also be connected to an automatic alert system for on-call emergency employees.*

**Due Date:** December 31, 2019

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**Status:** On November 26, 2019, the FRCD initiated a pilot program to monitor pressure in five (5) strategic locations of its water distribution system. Four (4) of the five (5) pressure monitoring devices are working and the fifth, which is defective, is being replaced on January 22, 2020. The devices are sending staff email alerts when system pressures rise above or fall below maximum and minimum set pressures, respectively. Staff conducted water main break simulations by fully opening up fire hydrants near the devices to test how the devices would respond during a water main break. The simulations did not cause the devices to go into an alarm state. However, during an incident that momentarily caused the booster pump at the Railroad Water Treatment Plant to shut down, the devices sent email alerts of low system pressures due to the pump shutdown. The email alerts provide redundancy to the SCADA alerts EGWD already has in place.

**Recommendation R8**

*FRCD should rescind its vote approving health benefits for Board members, by September 30, 2019, since no action has ever been taken to implement them.*

**Due Date:** September 30, 2019

**Status:** The Board voted against approving health benefits for Board members at the October 15, 2019 board meeting. This recommendation is completed.

**Recommendation R10**

*FRCD should establish policy, by December 31, 2019, to ensure a programmatic onboarding process for new Board Members that includes both policy and operations. In addition, FRCD should establish, by December 31, 2019, a web-page with Board policies for public review.*

**Due Date:** December 31, 2019

**Status:** Staff has placed all Board policies online for public view. The recommended policy was also presented to, and adopted by, the Board during the November 19, 2019 Board meeting. This recommendation is completed.

**Recommendation R11**

*FRCD should, on an ongoing basis, expand its outreach to its ratepayers, in order to increase their engagement with the business and activities of the district. This could*



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*include, but is not limited to, increased inserts with ratepayer's monthly bills, enhanced web interaction, media outreach, such as a periodic column in the Elk Grove Citizen or other avenues, and practical workshops for ratepayers. FRCD should also engage with both the California Special Districts Association and the Institute for Local Government to learn about any other outreach efforts that are possible.*

**Due Date:** Not Specified

**Status:** Work on this recommendation is ongoing. Staff actively participates in the Regional Water Efficiency Program Public Outreach Committee and in other forums.

**ENVIRONMENTAL CONSIDERATIONS**

There are no environmental considerations associated with this item.

**STRATEGIC PLAN CONFORMITY**

This item conforms to the FRCD/ EGWD 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." This item conforms to that Mission statement and also conform to EGWD's goals of Financial Stability, excellent Customer Service, and good Business Practices.

**FINANCIAL SUMMARY**

There are no financial impacts associated with the proposed response at this time.

Respectfully submitted,



MARK J. MADISON  
GENERAL MANAGER

MJM/pl

January 21, 2020

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Mark J. Madison, General Manager

SUBJECT: **OUTSIDE AGENCY MEETINGS REPORT**

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### **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 is a standing item on the regular board meeting agenda.

Staff and Florin Resource Conservation District (FRCD) Board of Directors (Board) attended numerous outside agency meetings since the last regular Board meeting. This report is intended to inform the Board of any substantive content included in those meetings that potentially affects the Elk Grove Water District (EGWD).

### **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 notable outside agency meetings attended since December 17 were as follows:

- |     |  |                    |
|-----|--|--------------------|
| 1/8 | Sacramento Central Groundwater Authority (SCGA) Regular Board Meeting<br>(Cancelled) | (Madison, Kamilos) |
| 1/9 | Regional Water Authority (RWA) Regular Board Meeting                                 | (Nelson, Madison)  |

**OUTSIDE AGENCY MEETINGS REPORT**

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1/15 RWA Advocacy Program Monthly Meeting

(Ramos)

Staff will orally present the major content items addressed in these meetings during the regular Board meeting.

**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. Attendance at these meetings, and this monthly report, assists EGWD 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