

REGULAR MEETING OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS

Agenda

Tuesday, March 17, 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.

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, Board Secretary and Patrick Lee, Treasurer)
 - a. Minutes of Regular Board Meeting of February 18, 2020
 - b. Warrants Paid – February, 2020
 - c. Board and Employee Expense/Reimbursements – February, 2020
 - d. Active Accounts – February, 2020
 - e. Bond Covenant Status for FY 2019-20 – February, 2020
 - f. Revenues and Expenses – Actual vs Budget FY 2019-20 – February, 2020
 - g. Cash Accounts – February, 2020
 - h. Consultants Expenses – February, 2020
 - i. Major Capital Improvement Projects – February, 2020

Associate Director Comment

Public Comment

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

- 3. Florin Resource Conservation District/Elk Grove Water District Coronavirus (COVID-19) Risk Minimization and Outbreak Plan** (Mark J. Madison, General Manager)

Associate Director Comment

Public Comment

- 4. Elk Grove Water District Operations Report – February 2020**
(Mark J. Madison, General Manager)

Associate Director Comment

Public Comment

- 5. Florin Resource Conservation District Election** (Stefani Phillips, Board Secretary)

Associate Director Comment

Public Comment

Recommended Action: Adopt Resolution No. 03.17.20.01, calling the General Election and requesting consolidation with the November 3, 2020 statewide election.

- 6. Board Policies** (Stefani Phillips, Board Secretary)

Associate Director Comment

Public Comment

Recommended Action: Adopt Resolution No. 03.17.20.02, amending and replacing the Public California Records Act Request Policy; and

Adopt Resolution No. 03.17.20.03, amending and replacing the Legal Counsel Policy with the Legal Services Policy; and

Adopt Resolution No. 03.17.20.04, amending and replacing the Legislative Advocacy Policy with the Legislative and Regulatory Advocacy Policy; and

Adopt Resolution No. 03.17.20.05, amending and replacing the Purchasing of Products Containing Recycled Materials Policy; and

Adopt Resolution No. 03.17.20.06, amending and replacing the Travel Procedures and Expenditures Policy; and

Adopt Resolution No. 03.17.20.07, amending and replacing Appendix D – Travel Procedures and Expenditures Policy contained in the Employee Policy Manual.

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

Associate Director Comment

Public Comment

8. Legislative Update (Jeff Ramos, Interim Program Manager)

Associate Director Comment

Public Comment

Recommended Action: Authorize the General Manager to sign the attached letter of opposition to Assembly Bill 2093.

9. Closed Session

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Section 54957)
Title: General Counsel
- b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Section 54957)
Title: General Manager

10. Amended and Restated Agreement for General Counsel Services Between the Florin Resource Conservation District and JRG Attorneys at Law

(Mark J. Madison, General Manager)

Associate Director Comment

Public Comment

Recommended Action: Authorize the General Manager to execute the proposed Amended and Restated Agreement for General Counsel Services, between the Florin Resource Conservation District and JRG Attorneys at Law.

11. Directors Comments

Adjourn to Regular Meeting – April 21, 2020

March 17, 2020

TO: Chair and Directors of the Florin Resource Conservation District

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

SUBJECT: **CONSENT CALENDAR**

RECOMMENDATION

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

The monthly Consent Calendar report provides transparency and conforms with Strategic Goal No. 1, Governance and Customer Engagement, of the Strategic Plan 2020-2025.

March 17, 2020

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, February 18, 2020

The regular meeting of the Florin Resource Conservation District Board of Directors was called to order at 6:30 p.m. by Bob Gray, Vice-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, Elliot Mulberg
Directors Absent: Sophia Scherman
Staff Present: Mark Madison, General Manager; Bruce Kamilos, Assistant General Manager; Patrick Lee, Finance Manager/Treasurer; Stefani Phillips, Board Secretary; Donella Murillo, Finance Supervisor; Jeff Ramos, Interim Program Manager; Sean Hinton, Water Distribution Supervisor; Alan Aragon, Water Distribution Supervisor; Travis Franklin, GIS Technician II
Staff Absent: None
Associate Directors Present: Paul Lindsay,
Associate Directors Absent: Shahid Chaudhry
General Counsel Present: Ren Nosky, JRG Attorneys at Law

Public Comment

Members of the public spoke regarding their concerns related to their water bills. The customers asked to have an item placed on the agenda to discuss water service and for the water meter reading schedule to be put up on the website.

1. Proclamations and Announcements

Nothing to report.

2. Consent Calendar

- a. Minutes of Regular Board Meeting of January 21, 2020
- b. Warrants Paid – January, 2020
- c. Board and Employee Expense/Reimbursements – January, 2020
- d. Active Accounts – January, 2020
- e. Bond Covenant Status for FY 2019-20 – January, 2020
- f. Revenues and Expenses – Actual vs Budget FY 2019-20 – January, 2020
- g. Cash Accounts – January, 2020
- h. Consultants Expenses – January, 2020
- i. Major Capital Improvement Projects – January, 2020

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

3. Committee Meetings

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

The Florin Resource Conservation District (FRCD) Board of Directors (Board) pulled this item as a standing report on the agenda. It will not be brought to the Board unless a meeting has occurred between Regular Board meetings.

4. Elk Grove Water District Operations Report – January 2020

General Manager Mark Madison presented an overview of the Elk Grove Water District (EGWD) Operations Report – January 2020. He provided the summary points to the Board.

Associate Director Paul Lindsay asked about the discharge rate in the Compliance Report. Mr. Madison responded, the District has a permitted quantity for discharges that was exceeded a few months ago. He mentioned there was a talk regarding amplifying the permitted quantity and it was concluded it does not make sense to do so.

Mr. Lindsay asked about water levels and if there was concerns of drought due to a rainless February. Mr. Madison mentioned there are seasonal variations in water levels and the levels are stable right now.

5. Equipment Purchase for Replacement of Bore Rig

Financial Manager Patrick Lee presented the item to the Board.

In summary, the replacement of the bore rig was not included in the EGWD Fiscal Year (FY) 2019-20 Capital Improvement Program (CIP), and was scheduled to be included in the FY 2020-21 CIP, however, the bore rig stopped working and is no longer operational. Staff would reallocate \$125,000 that was budgeted in the FY 2019-20 CIP budget for capital improvements to Well 3 Pump Replacement, which will no longer be completed, to capital repair and replacements for the purchase of the bore rig. Per the FRCD Purchase of Goods and Services from Outside Vendors Policy, a competitive bidding process was used to acquire two (2) bids for a bore rig. Although the policy requires three (3) competitive bids, staff was only able to obtain two (2) due to the specialized purchase. The lowest responsive, responsible bidder was Ditch Witch with a bid amount of \$121,218.75.

There was a discussion about the purchase. Director Lisa Medina asked about the life expectancy of a bore rig. Mr. Madison mentioned bore rigs have a life expectancy of about 20 years.

MSC (Mulberg/Medina) to authorize the General Manager to execute a purchase order in the amount of \$121,218.75, including tax and fees, with Ditch Witch to purchase a new replacement bore rig. 4/0: Ayes: Gray, Medina, Mulberg, and Nelson.

6. Professional Services Agreement with Badawi & Associates for Professional Auditing Services.

Mr. Lee presented the item to the Board.

In summary, a Request for Proposals (RFP) for Professional Auditing Services were sent to seven (7) local Certified Public Accountant (CPA) firms, resulting in four (4) total proposals. A Board Working Group (BWG) reviewed the proposals and, after discussion, agreed to recommend to the Board the firm of Badawi & Associates, Certified Public Accountants. 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. At the January Regular Board Meeting, the Board requested staff to bring back the Professional Services Agreement to the February Regular Board Meeting with the proposal included.

MSC (Mulberg/Medina) to 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 \$157,945.4/0: Ayes: Gray, Medina, Mulberg, and Nelson.

7. Florin Resource Conservation District/Elk Grove Water District 2020-2025 Strategic Plan

Mr. Lee presented the FRCD/EGWD 2020-2025 Strategic Plan to the Board.

In summary, the FRCD/EGWD (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 Board and staff. Staff has presented the Plan to the Board for review and comments and has incorporated all comments and recommendations into the proposed Plan, including the addition of a 7th strategic goal covering good governance, rewording multiple objectives to provide added clarification, and realigning certain objectives and goals that better identify each other.

There was a discussion on the Plan, including the recommendation of a few substantive additions and changes, including: 1) adding a bullet regarding the update of the Asset Management Plan and 2) adding an objective to reassess the feasibility of creating a separate water district to Goal three (3). Discussion ensued. Director Medina asked if this objective would come back to hurt the District. General Counsel Ren Nosky stated it would not create any issues. Mr. Lindsay suggested moving the objective to Goal one (1) with the language that the District will review operational procedures and structures for improvements to District operations.

Mr. Madison complimented the staff and Board for their work on the Strategic Plan.

MSC (Medina/Gray) to adopt Resolution No. 02.18.20.01, approving the Florin Resource Conservation District/Elk Grove Water District 2020-2025 Strategic Plan with amendments. 4/0: Ayes: Gray, Medina, Mulberg, and Nelson

8. Water Service Charges and Rate Setting Policy

Mr. Lee presented the Water Service Charges and Rate Setting Policy to the Board.

In summary, as directed by the Board, and in response to the June 28, 2019 Grand Jury Report entitled The Florin Resource Conservation District – A Case of Mistaken Identity?, staff developed a proposed policy to address Recommendation R4, which recommended that the District review its actions during the most recent water rate study and rate increase approval to ensure that future actions follow the protest period mandated under Proposition 218. Staff worked with consulting firm Regional Government Services (RGS) to develop a proposed policy to bring to the Board for adoption. The proposed Policy includes the provisions that the District shall follow the rate setting and costing methodologies imposed by Proposition 218 and that prior to any rate adjustments, the District shall provide notice and conduct a public hearing in accordance with Proposition 218, shall hear all public testimony regarding the proposed assessments, and accept protests until the close of the public hearing.

There was a discussion on how protests are collected, written and verbal, which led to a discussion about the Request to Speak forms.

Additional language referring to a Community Advisory Committee (CAC) will be added to Section 3(b) of the policy.

MSC (Mulberg/Medina) to adopt Resolution No. 02.18.20.02, establishing a Water Service Charges and Rate Setting Policy with amendments. 4/0: Ayes: Gray, Medina, Mulberg, and Nelson

9. Disposal of Surplus District Property Policy

Assistant General Manager Bruce Kamilos presented the Disposal of Surplus District Property Policy to the Board.

In summary, the Disposal of Surplus District Property Policy has been amended to ensure that it complies with current laws. Staff retained RGS to help draft the policy and had it reviewed by Mr. Nosky and a BWG. The amended policy more clearly defines how District property is deemed to be surplus and defines the steps required to properly dispose of the property. It also breaks surplus property into four categories: Real Property, Easements, Vehicles and Large Equipment, and Personal Property.

MSC (Gray/Medina) to adopt Resolution No. 02.18.20.03, amending and replacing the Disposal of Surplus District Property Policy. 4/0: Ayes: Gray, Medina, Mulberg, and Nelson.

10. 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 that have not yet been completed.

In summary, Recommendation R7 – Flowmeter Installation, is complete. Mr. Kamilos mentioned the five (5) iHydrants that are deployed in the District have provided good backup data to the District's Supervisory Control and Data Acquisition (SCADA) system. He stated the flowmeters are not a cost-effective solution, but technology is always advancing for leak detection and there may be a device in the future to incorporate into the District.

Mr. Madison recommended closing the Grand Jury Report status update, to which the Board agreed.

Mr. Lindsay commented how impressed he is with how staff handled the Grand Jury Report and the follow-up, stating staff went above and beyond.

11. Outside Agency Meetings Report

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

Mr. Lee stated the Districts need for a funding plan to address unfunded liabilities related to retirement. He believes the District should create an Unfunded Liabilities Policy at a later date.

12. Directors Comments

Nothing to report.

13. Closed Session

Nothing to report.

Adjourn to Regular Board Meeting on March 17, 2020.

Respectfully submitted,

Stefani Phillips

Stefani Phillips, Board Secretary
AK/SP

Check History Report

Activity From: 2/1/2020 to 2/29/2020
Elk Grove Water District

Check Number	Check Date	Vendor Number	Name	Check	Explanation
050589	2/5/2020	A. TEIC	A. TEICHERT & SON, INC	2,289.66	(2) Invoices - Materials & Supplies - Back Yard Water Mains
050590	2/5/2020	AMAZON	AMAZON CAPITAL SERVICES	923.02	(4) Invoices - Materials & Supplies - OPS
050591	2/5/2020	BAY 2	BAY ALARM COMPANY	353.60	Service Call - IT Center
050592	2/5/2020	BAY ALA	BAY ALARM COMPANY	1,197.62	Security - Wellsite's & MOC
050593	2/5/2020	BEN RES	BENEFIT RESOURCE, INC	200.00	
050594	2/5/2020	BG SOLU	SOLUTIONS BY BG INC.	8,800.00	Daily Tasks/Help Tickets
050595	2/5/2020	BSK4	BSK ASSOCIATES	405.00	Sampling - Treatment
050596	2/5/2020	CARB/PE	CARB/PERP	1,470.00	Portable Equipment Registration Program
050597	2/5/2020	CDW	CDW GOVERNMENT	4,304.64	SQL Servers for Truepoint Applications
050598	2/5/2020	CINTAS	CINTAS	28.55	
050599	2/5/2020	CINTAS2	CINTAS	364.60	
050600	2/5/2020	COEG	CITY OF ELK GROVE	4,952.06	Encroachment and Overhead Allocation Charges
050601	2/5/2020	COUNTY4	SACRAMENTO COUNTY UTILITIES	349.22	
050602	2/5/2020	DATAPRO	DATAPROSE LLC	101.16	
050603	2/5/2020	DITCH 3	DITCH WITCH WEST	204.85	
050604	2/5/2020	EG FORD	ELK GROVE FORD	2,052.91	(3) Invoices - Repairs & Maintenance - OPS Vehicles
050605	2/5/2020	EGCOC	ELK GROVE CHAMBER OF	1,000.00	Leadership Elk Grove Student Tuition - Patrick Lee
050606	2/5/2020	ELITE A	ELITE AUDIO & TINT INC	1,379.24	(2) Invoices - Backup Camera with Blue Tooth
050607	2/5/2020	ELK LOC	ELK GROVE LOCK AND SAFE CO	194.70	
050608	2/5/2020	FASTENA	FASTENAL COMPANY	575.66	Materials & Supplies - Distribution
050609	2/5/2020	FLEET	FLEETWASH	340.20	
050610	2/5/2020	FRONT C	FRONTIER COMMUNICATIONS	247.62	(6) Invoices - Meters
050611	2/5/2020	GOLDEN	GOLDEN STATE FLOW	70,516.23	Boot Reimbursement
050612	2/5/2020	HINTON	SEAN HINTON	172.39	Repairs & Maint on Equipment Infra Red Mapping
050613	2/5/2020	INDU EL	INDUSTRIAL ELECTRIC CO.	4,600.00	Fuel
050614	2/5/2020	INT STA	INTERSTATE OIL COMPANY	1,110.16	Materials & Supplies - Back Yard Water Mains
050615	2/5/2020	JAYS	JAY'S TRUCKING SERVICE	1,962.25	Legal - January 2020
050616	2/5/2020	LCW	LIEBERT CASSIDY WHITMORE	418.00	Tuition Fee - Class A Training - Vue Xiong
050617	2/5/2020	NORDIC	NORDIC ENTERPRISES/WESTERN	3,000.00	
			PACIFIC TRUCK SCHOOL		
050618	2/5/2020	NTS	NTS MIKEDON, LLC	5,331.35	(19) Invoices - Rental Equipment - Back Yard Water Mains
050619	2/5/2020	OUELLET	DONELLA MURILLO	1,000.38	CSMFO Conference - Travel Reimbursement
050620	2/5/2020	WILSON	MARCELL WILSON	148.64	Boot Reimbursement
050621	2/5/2020	CALAT	CALATLANTIC TITLE	64.27	Account Closed - Customer Refund
050622	2/5/2020	FFNT	FIDELITY NATIONAL TITLE	150.96	Account Closed - Customer Refund
050623	2/5/2020	CHIC12	CHICAGO TITLE COMPANY	250.23	Account Closed - Customer Refund
050624	2/5/2020	COUNTY9	SACRAMENTO COUNTY RECORDER	12.00	
050625	2/5/2020	COUNTY9	SACRAMENTO COUNTY RECORDER	12.00	

050626	2/5/2020	COVER A	COVERALL NORTH AMERICA, INC	360.00	
050627	2/5/2020	CR AC	ANTOINETTE CHACON	1.50	Account Closed - Customer Refund
050628	2/5/2020	CR ORT1	OLD REPUBLIC TITLE	37.61	Account Closed - Customer Refund
050629	2/5/2020	CR ORTC	OLD REPUBLIC TITLE	6.57	Account Closed - Customer Refund
050630	2/5/2020	CRF LEN	LENNAR HOMES CA, INC	17.97	Account Closed - Customer Refund
050631	2/5/2020	CRF LEN	LENNAR HOMES CA, INC	7.20	Account Closed - Customer Refund
050632	2/5/2020	CRF LEN	LENNAR HOMES CA, INC	17.61	Account Closed - Customer Refund
050633	2/5/2020	CRF LEN	LENNAR HOMES CA, INC	22.21	Account Closed - Customer Refund
050634	2/5/2020	CRFFTC	FIRST AMERICAN TITLE COMPANY	81.02	Account Closed - Customer Refund
050635	2/5/2020	NUTRI	NUTRISHARE	68.98	Account Closed - Customer Refund
050636	2/5/2020	PACE	PACE SUPPLY CORP	8,219.32	(12) Invoices - Materials & Supplies - BYWM & Distribution
050637	2/5/2020	PEST	PEST CONTROL CENTER INC	80.00	
050638	2/5/2020	PIT 2	PITNEY BOWES GLOBAL FINANCIAL	17.38	
050639	2/5/2020	PLACER	RIVER CITY RENTALS	600.00	Equipment Rental - Backhoe & Bucket
050640	2/5/2020	PLATT	PLATT ELECTRIC SUPPLY INC	95.47	
050641	2/5/2020	RCW	RIVER CITY WASTE RECYCLERS LLC	151.20	
050642	2/5/2020	RDO 1	RDO TRUST # 80-5800	2,750.79	Repairs & Maintenance - Vector
050643	2/5/2020	REGIONW	REGIONWIDE APPRAISAL SERVICE	3,200.00	Appraisal - EGWD 9257 Elk Grove Blvd
050644	2/5/2020	REPUBLI	REPUBLIC SERVICES #922	1,710.18	
050645	2/5/2020	ROOCO	ROOCO RENTS	4,498.60	(3) Invoices - Materials & Supplies - Back Yard Water Mains
050646	2/5/2020	SAC ICE	SAC ICE	581.49	Repairs & Maintenance - MOC
050647	2/5/2020	SAWWA2	SAWWA	100.00	2020 Membership - Steve Shaw
050648	2/5/2020	SAWWA2	SAWWA	100.00	2020 Membership - Sean Hinton
050649	2/5/2020	SIERR C	SIERRA CHEMICAL COMPANY	812.15	Materials & Supplies - Treatment
050650	2/5/2020	SIERR C	SIERRA CHEMICAL COMPANY	1,635.59	Materials & Supplies - Treatment
050651	2/5/2020	SIERRA	SIERRA OFFICE SUPPLIES	172.05	
050652	2/5/2020	SMUD	SMUD	594.09	
050653	2/5/2020	SOUTHWE	SOUTHWEST ANSWERING SERVICE,	554.80	
050654	2/5/2020	TESCO	TESCO CONTROLS, INC	1,467.08	Repairs & Maintenance - Well #14
050655	2/5/2020	TESCO	TESCO CONTROLS, INC	776.73	Repairs & Maintenance - Well #14
050656	2/5/2020	UNITED	UNITED SITE SERVICES	734.36	Facilities Rental
050657	2/5/2020	USPS	UNITED STATES POST OFFICE-	205.00	6 Month PO Box Rental - EGWD
050658	2/5/2020	WEST YO	WEST YOST ASSOCIATES, INC	8,404.50	UDF Service Area 1
050659	2/5/2020	ZUKES	ZUKE'S LANDSCAPE INC.	1,500.00	Monthly Landscaping - MOC/ADMIN
050660	2/12/2020	AIRGAS	AIRGAS USA, LLC	618.94	Materials & Supplies - Treatment
050661	2/12/2020	BAY ALA	BAY ALARM COMPANY	1,551.22	Service Call and ADMIN Service
050662	2/12/2020	BG SOLU	SOLUTIONS BY BG INC.	8,967.50	Daily Tasks/Help Tickets
050663	2/12/2020	BRINKS	BRINK'S INCORPORATED	377.58	
050664	2/12/2020	BSK4	BSK ASSOCIATES	768.00	Sampling - Treatment
050665	2/12/2020	CCPPM	CCPPM	81.36	
050666	2/12/2020	CINTAS2	CINTAS	189.01	
050667	2/12/2020	CONSOLI	CONSOLIDATED COMMUNICATIONS	1,315.22	Ethernet Service/Phones-MOC
050668	2/12/2020	CR DK Z	DE KUN ZHENG	30.96	Account Closed - Customer Refund
050669	2/12/2020	CR RB	ROBERT BOLTON	107.23	Account Closed - Customer Refund
050670	2/12/2020	CS AA	CARD SERVICES	1,305.91	Materials & Supplies - Utility Crew
050671	2/12/2020	CS DM	CARD SERVICES	751.05	Contracted Services, Training, Parking, Meals

050672	2/12/2020	CS SH	CARD SERVICES	1,885.18	Materials & Supplies - Distribution Crew
050673	2/12/2020	CS SS	CARD SERVICES	1,599.90	Materials & Supplies - Treatment
050674	2/12/2020	CSPL	CARD SERVICES	774.89	Hotel, Meals, UBER - CSMFO Conference
050675	2/12/2020	ELITE H	ELITE HEATING & AIR	664.00	Repairs & Maintenance -MOC
050676	2/12/2020	ELK LOC	ELK GROVE LOCK AND SAFE CO	30.12	
050677	2/12/2020	FASTENA	FASTENAL COMPANY	448.23	
050678	2/12/2020	FERRELL	FERRELLGAS	20.16	
050679	2/12/2020	FLEET	FLEETWASH	307.80	
050680	2/12/2020	HACH	HACH COMPANY	486.51	
050681	2/12/2020	HARROLD	HARROLD FORD	90,489.41	2019 Ford F550
050682	2/12/2020	INT STA	INTERSTATE OIL COMPANY	1,714.35	Fuel
050683	2/12/2020	JAYS	JAY'S TRUCKING SERVICE	1,330.15	(2) Invoices - Materials & Supplies - Back Yard Water Mains
050684	2/12/2020	JPIA	ACWA/JOINT POWERS INSURANCE	66,837.42	Medical Benefits - March 2020
050685	2/12/2020	MONTIEL	MICHAEL MONTIEL	217.99	Boot Reimbursement
050686	2/12/2020	NEELS	NEELS HEATING & AIR	1,074.71	Repairs & Maintenance - ADMIN HVAC
050687	2/12/2020	NTS	NTS MIKEDON. LLC	1,592.28	(4) Invoices - Rental Equipment - Back Yard Water Mains
050688	2/12/2020	PACE	PACE SUPPLY CORP	481.78	
050689	2/12/2020	ROOCO	ROOCO RENTS	10,293.32	(3) Invoices - Materials & Supplies - Back Yard Water Mains
050690	2/12/2020	S CHEM	SIERRA CHEMICAL COMPANY	2,447.74	Materials & Supplies - Treatment
050691	2/12/2020	SAC 5	SACRAMENTO COUNTY	12.00	
050692	2/12/2020	SIERRA	SIERRA OFFICE SUPPLIES	152.72	
050693	2/12/2020	SMUD	SMUD	968.67	
050694	2/12/2020	SMUD	SMUD	550.01	
050695	2/12/2020	SMUD	SMUD	5,482.46	
050696	2/12/2020	SMUD	SMUD	7,955.68	
050697	2/12/2020	SMUD	SMUD	1,214.65	
050698	2/12/2020	SMUD	SMUD	47.75	
050699	2/12/2020	SMUD	SMUD	4,038.55	
050700	2/12/2020	SMUD	SMUD	365.96	
050701	2/12/2020	TOSHIBA	TOSHIBA FINANCIAL SERVICES	462.41	Well 11D Encroachment Permit
050702	2/12/2020	ULTRA	ULTRA TRUCK WORKS, INC	21.54	ACWA Conference, Airfare
050703	2/12/2020	VERIZON	VERIZON WIRELESS	499.55	5 - iHydrants
050704	2/13/2020	AFLAC	AFLAC	2,377.23	
050705	2/13/2020	AMAZON	AMAZON CAPITAL SERVICES	61.95	
050706	2/13/2020	COEG	CITY OF ELK GROVE	2,000.00	
050707	2/13/2020	CS BK	CARD SERVICES	899.96	
050708	2/13/2020	PACE	PACE SUPPLY CORP	8,710.78	
050709	2/13/2020	SIERRA	SIERRA OFFICE SUPPLIES	65.66	
050710	2/19/2020	A. TEIC	A. TEICHERT & SON, INC	506.36	Materials & Supplies - Back Yard Water Mains
050711	2/19/2020	AMAZON	AMAZON CAPITAL SERVICES	77.56	
050712	2/19/2020	BADAWI	BADAWI & ASSOCIATES	4,500.00	FY 2019 Audit
050713	2/19/2020	BONY2	THE BANK OF NEW YORK MELLON	2,050.00	Trustee Fee - Dec 2019 - Dec 2020
050714	2/19/2020	BSK4	BSK ASSOCIATES	2,933.00	Sampling - Treatment
050715	2/19/2020	CINTAS2	CINTAS	299.95	
050716	2/19/2020	COUNTY3	COUNTY OF SACRAMENTO	25.00	
050717	2/19/2020	CS MJM	CARD SERVICES	1,654.40	ACWA 2020 Conference, Meals

050718	2/19/2020	CS SP	CARD SERVICES	2,500.40	Training, Seminars, Employee Appreciation
050719	2/19/2020	CSDS	CSDS SACRAMENTO	826.45	Plotter Supplies - Tech Services
050720	2/19/2020	EG FORD	ELK GROVE FORD	255.47	
050721	2/19/2020	ELK LOC	ELK GROVE LOCK AND SAFE CO	2,647.83	IT Center Locks
050722	2/19/2020	FLEET	FLEETWASH	357.21	
050723	2/19/2020	ISCC	ISCC, INC	149.00	
050724	2/19/2020	LAKE V	LAKE VUE ELECTRIC, INC	1,771.00	(2) Invoices - ADMIN & #10 Booster Pump
050725	2/19/2020	PACE	PACE SUPPLY CORP	2,033.04	Materials & Supplies - Treatment
050726	2/19/2020	PERMANE	THE PERMANENTE MEDICAL GROUP	115.00	
050727	2/19/2020	PEST	PEST CONTROL CENTER INC	80.00	
050728	2/19/2020	PG&E	PACIFIC GAS & ELECTRIC COMPANY	188.66	
050729	2/19/2020	PLATT2	PLATT	95.47	
050730	2/19/2020	PURCH	PURCHASE POWER	16.16	
050731	2/19/2020	RADIAL	RADIAL TIRE OF ELK GROVE	391.22	
050732	2/19/2020	RGS	REGIONAL GOVERNMENT SERVICES	1,950.00	Legal - Board Policies
050733	2/19/2020	SAC 5	SACRAMENTO COUNTY	12.00	
050734	2/19/2020	SAC 5	SACRAMENTO COUNTY	20.00	
050735	2/26/2020	BAY 2	BAY ALARM COMPANY	48.06	
050736	2/26/2020	BAY 2	BAY ALARM COMPANY	492.36	Quarterly Monitoring Fee - ADMIN
050737	2/26/2020	BAY 2	BAY ALARM COMPANY	95.00	Service Call - IT Center
050738	2/26/2020	BSK4	BSK ASSOCIATES	1,155.00	Sampling - Treatment
050739	2/26/2020	CINTAS2	CINTAS	184.81	
050740	2/26/2020	COUNTY4	SACRAMENTO COUNTY UTILITIES	113.70	
050741	2/26/2020	EG FORD	ELK GROVE FORD	55.79	
050742	2/26/2020	HEWITT	Aaron Hewitt	90.00	D3 - Certification Renewal Reimbursement
050743	2/26/2020	JRG	JRG ATTORNEYS, LLP	4,831.99	Legal - January 2020
050744	2/26/2020	PEST	PEST CONTROL CENTER INC	80.00	
050745	2/26/2020	SIERRA	SIERRA OFFICE SUPPLIES	572.14	
050746	2/26/2020	SIGN CE	THE SIGN CENTER	2.79	
050747	2/26/2020	SRCSD	REGIONAL SAN	1,344.86	Temporary Discharge Permit Fees & Disposal Fees
050748	2/26/2020	USBANK	U.S. BANK EQUIPMENT FINANCE	765.67	Copier - ADMIN
050749	2/26/2020	WAC	WAC SOLUTIONS PARTNERS	2,400.00	ABRA Suite -HR & Payroll Support

Total: 432,399.42

**FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT
BOARD AND EMPLOYEE MONTHLY EXPENSE/REIMBURSEMENTS**

As of 2/29/2020

INDIVIDUAL	DESCRIPTION	AMOUNT PAID
Stefan Chanh	Distribution Cert Exam Review	\$400.00
Stefan Chanh	Water Treatment CEU's	\$140.00
Aaron Hewitt	AWWA Spring Conference Airfare	\$121.99
Aaron Hewitt	AWWA Spring Conference	\$524.00
Aaron Hewitt	AWWA Spring Conference Hotel	\$291.33
James Hinegardner	Distribution Cert Exam Review	\$400.00
James Hinegardner	Water Treatment CEU's	\$140.00
Travis Franklin	Airfare ESRI GIS Conference	\$174.96
David Frederick	AWWA Conference, Airfare, Hotel	\$1,103.29
Sean Hinton	Work Boot Reimbursement	\$172.39
Sean Hinton	SAWWA 2020 Membership	\$100.00
Bruce Kamilos	ACWA Spring Conference Registration	\$725.00
Patrick Lee	Leadership Elk Grove	\$1,000.00
Patrick Lee	CSFMO Conference - Hotel	\$670.96
Donella Murillo	CSFMO Conference - Travel Reimbursement	\$1,000.38
Donella Murillo	Lorman Training Seminars	\$377.13
Donella Murillo	CSFMO Membership Annual Dues	\$110.00
Mark J. Madison	ACWA Spring Conference Registration	\$725.00
Tom Nelson	ACWA Spring Conference Registration	\$725.00
Michael Montiel	Work Boot Reimbursement	\$217.99
Steve Shaw	SAWWA 2020 Membership	\$100.00
John Vance	Sampling Procedures, Pumps & Motors CEU's	\$440.00
Marcell Wilson	Work Boot Reimbursement	\$148.64
Vue Xiong	Class A Training	\$3,000.00
		\$12,808.06

**Elk Grove Water District
Active Account Information
As of 2/29/2020**

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Water Accounts:												
Metered												
Residential	11,857	11,891	11,889	11,905	11,941	11,927	12,060	12,064				
Commercial	363	363	365	365	362	362	362	365				
Irrigation	170	170	170	173	175	175	175	174				
Fire Service	181	181	181	183	181	181	181	181				
Total Accounts	12,571	12,605	12,605	12,626	12,659	12,645	12,778	12,784	-	-	-	-

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

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Water Accounts:												
Metered												
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
Total Accounts	12,509	12,525	12,510	12,521	12,512	12,519	12,514	12,507	12,533	12,555	12,543	12,555

Elk Grove Water District

Bond Covenant Status

For Fiscal Year 2019-20

As of February 29, 2020

Adjusted for Prepayments

Operating Revenues:

Charges for Services	\$	11,250,598
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Operating Expenses:

Salaries & Benefits (2)		2,575,786
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Seminars, Conventions and Travel		28,080
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Office & Operational		870,817
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Purchased Water		2,045,478
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Outside Services		489,059
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Equipment Rent, Taxes, and Utilities		303,917
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Total Operating Expenses		<u>6,313,137</u>
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Net Operating Income	\$	<u>4,937,461</u>
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Annual Interest & Principal Payments		
\$3,826,739	\$	2,551,159 (1)

Debt Service Coverage Ratio, YTD Only:		1.94
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Required		<u>1.15</u>
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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 February 29, 2020

	General Ledger Reference	YTD Activity	Annual Budget	8/12=66.67% Variance	% Realized
Revenues	4100 - 4900	\$ 11,250,598	\$ 15,172,243	\$ (3,921,645)	74.15%
Salaries & Benefits	5100 - 5280	2,797,643	4,332,850	(1,535,207)	64.57%
less Capitalized Labor		(164,852)	(424,667)	259,815	38.82%
Less CalPERS Prepayment for Remainder of Year: (3)		(57,005)			
Adjusted Salaries and Benefits:		\$ 2,575,786	\$ 3,908,183	(1,332,397)	65.91%
Seminars, Conventions and Travel	5300 - 5350	28,080	51,124	(23,044)	54.93%
Office & Operational	5410 - 5494	870,817	1,208,164	(337,347)	72.08%
Purchased Water est. (4)	5495 - 5495	2,045,478	3,135,689	(1,090,211)	65.23%
Outside Services	5505 - 5580	489,059	1,160,573	(671,514)	42.14%
Equipment Rent, Taxes, Utilities	5620 - 5760	303,917	416,200	(112,283)	73.02%
Total Operational Expenses		\$ 6,313,137	\$ 9,879,933	\$ (3,566,796)	63.90%
Net Operating Income		\$ 4,937,461	\$ 5,292,310	\$ (354,849)	93.30%
Non-Operating Revenues					
Interest Received	9910 - 9910	133,433	100,000	33,433	133.43%
Unrealized Gains/Losses	9911 - 9911	63,556	-	63,556	100.00%
Other Income/Expense	9920 - 9973	26,853	-	26,853	100.00%
Total Non-Operating Revenues		\$ 223,842	\$ 100,000	\$ 123,842	223.84%
Non-Operating Expenses					
Election Costs	9950 - 9950	-	-	-	0.00%
All other Non-Operating Expenses					
Capital Expenses (2):					
Capital Improvements	1705 - 1760	175,178	275,000	(99,822)	63.70%
Capital Replacements	1705 - 1760	397,661	1,463,000	(1,065,339)	27.18%
Unforeseen Capital Projects	1705 - 1760	18,282	100,000	(81,718)	18.28%
Capital Expenses:		\$ 591,121	\$ 1,838,000	\$ (1,246,879)	32.16%
Bond Interest Accrued (1)	7300 - 7300	1,107,826	1,661,739	(553,913)	66.67%
Total Non Operating Expenses		\$ 1,698,947	\$ 3,499,739	\$ (1,800,792)	48.54%
Revenues in Excess of All Expenditures, including Capital		\$ 3,462,356	\$ 1,892,571	\$ 1,569,785	182.94%
Bond Retirement (1):		\$ 1,443,333	\$ 2,165,000	\$ (721,667)	66.67%
Net Position after Capital and Debt Retirement Expenditures		\$ 2,019,022	\$ (272,429)	\$ 2,291,451	

Notes:

- Bond retirement payments are made two times a year in September and March
- YTD Activity includes \$164,852 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
As of 2/29/2020**

<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	805,119.38				
1112-000-20 Water	BNY 743850 FRCD 2016A DEBT SERVICE	Dreyfus Inst Treasury	MM Mutual Fund	Restricted					
				Subtotal	\$ 805,119.38				
1001-000-20 Water	Cash on Hand			Unrestricted	\$ 300.00				
HELD BY F&M BANK:									
1011-000-10 FRCD	F&M 08-032009-01 CHECKING ACCOUNT			Unrestricted	109.26				
1011-000-20 Water	F&M 08-032017-01 OPERATING ACCOUNT			Unrestricted	552,202.60				
1084-000-20 Water	F&M 08-03201702-31 MONEY MARKET		1.30%	Unrestricted	2,014,342.48				
1031-000-20 Water	F&M 08-032912-01 CREDIT CARD ACCOUNT			Unrestricted	430,915.34				
1061-000-20 Water	F&M 08-032890-01 PAYROLL ACCOUNT			Unrestricted	145,008.84				
1071-000-20 Water	F&M 08-032920-01 DRAFTS ACCOUNT			Unrestricted	91,963.94				
				Subtotal	\$ 3,234,542.16				
INVESTMENTS									
1080-000-20 Water	Office of the Treasurer - Sacramento California	LAIF	Investment Pool	Unrestricted	\$ 5,883,309.86				
1081-000-20 Water	CALTrust Medium Term		Investment	Unrestricted	\$ 1,361,953.67				
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%	\$ 1,157,905.24	\$ 1,157,905.24
	1/15/2020	3134GJUS84	Federal Home Loan (FHLB)	07/10/20 - qtrly	1/10/2024	15.030%	1.873%	\$ 1,000,000.00	\$ 1,001,910.00
	9/30/2016	3136G4DB6	Federal National Mortgage Association (FNMA)	3/30/17 - qtrly	3/30/2020	15.010%	1.250%	\$ 1,000,000.00	\$ 1,000,080.00
	6/9/2016	3133EGCP8	Federal Farm Credit Banks (FFCB)	9/1/16 - cont.	12/1/2020	15.000%	1.620%	\$ 1,000,000.00	\$ 1,000,020.00
	6/16/2016	3136G3PY5	Federal National Mortgage Association (FNMA)	12/16/16 - qtrly	12/16/2020	15.010%	1.550%	\$ 1,000,000.00	\$ 1,000,150.00
	9/30/2016	3136G4CY7	Federal National Mortgage Association (FNMA)	3/30/17 - qtrly	9/30/2021	7.53%	1.500%	\$ 500,000.00	\$ 500,130.00
	11/25/2019	3130AHK85	Federal Home Loan Bank (FHLB)	11/25/20 - qtrly	11/25/2022	15.08%	1.810%	\$ 1,000,000.00	\$ 1,004,710.00
	11/18/2019	3134GURG7	Federal National Mortgage Association (FNMA)	02/18/20 - qtrly	Called 02/18/2020	15.12%	2.000%	\$ -	\$ -
								\$ 6,657,905.24	\$ 6,664,905.24
				Total				\$ 17,950,130.61	
				Total Restricted				\$ 805,119.38	
				Total Unrestricted				\$ 17,145,011.23	

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

Consultant Expenses
As of 2/29/2020

Fiscal Retainer Contracts

Consultant	Description	Total Contract	Current Month	Paid to date	2019-2020 FY Budget	Percent of year (67%)
JRG Attorneys, LLP	Task orders	TBD	\$ 4,832	\$ 51,505		
Murphy Austin Adams Schoenfeld LLP	Task orders	TBD	\$ -			
Liebert Cassidy Whitmore	Task orders	TBD	\$ 418	\$ 3,289		
Total			\$ 5,250	\$ 54,794	\$ 175,000	31.31%
Solutions by BG, Inc.	Task orders	725,050	\$ 17,768	\$ 141,089	\$ 253,500	55.66%

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
As of 2/29/2020

Capital Project	Total Project Budget	Total Project Exp to Date	Percent Spent	Capitalized Labor	Fund Type	Project Type	2019-20 Budget	Feb Project Exp	Total YTD (1)	YTD % Spent
Backyard Water Mains/Service Replacement	\$ 1,684,000	\$ 855,499	50.80%	\$ 164,027	R&R	Supply/Distribution	\$ 1,240,000	\$ 64,021	\$ 392,072	31.62%
Well Rehabilitation Program	98,000	3,345	3.41%	-	R&R	Supply/Distribution	98,000	3,345	3,345	3.41%
Service Line Replacements	750,000	704,193	93.89%	825	R&R	Supply/Distribution	-	-	2,245	100.00% (2)
Bore Rig Replacement	125,000	-	0.00%	-	R&R	Building and Site	125,000	-	-	0.00% (3)
Well 4D Radio Antenna	30,000	-	0.00%	-	CIP	Treatment	30,000	-	-	0.00%
RRWTP Variable Frequency Drives	75,000	491	0.65%	-	CIP	Treatment	75,000	260	491	0.65%
Truck Replacements	120,000	-	0.00%	-	CIP	Building and Site	120,000	90,489	174,687	145.57% (4)
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	-	18,282	18.28% (5)
Sub-Total	\$ 3,032,000	\$ 1,563,527	51.57%	\$ 164,852			\$ 1,838,000	\$ 158,115	\$ 591,121	32.16%

(1) Includes \$164,852 in capitalized labor through 02/29/2020
(2) Capital projects budgeted for in prior years, however, work carried over and completed in current year.

(3) Budget for Well 3 Pump Replacement was reallocated to Bore Rig Replacement in Feb 2020

(4) Includes truck budgeted for and purchased in FY 2018-19, delivered and paid for in FY 2019-20

(5) Includes unforeseen capital projects, including:

Mr. Security Camera	\$ 11,923
Perryman Mechanical, Inc.	\$ 6,359
Total	\$ 18,282

March 17, 2020

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Mark J. Madison, General Manager

SUBJECT: **FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT CORONAVIRUS (COVID-19) RISK MINIMIZATION AND OUTBREAK PLAN**

RECOMMENDATION

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

SUMMARY

Staff has prepared, and the General Manager has approved and implemented, the Coronavirus (COVID-19) Risk Minimization and Outbreak Plan (Plan).

This Plan (Attached) is presented to the Florin Resource Conservation District (FRCD) Board of Directors (Board) for information and discussion purposes only. No action by the Board is requested at this time.

DISCUSSION

Background

On March 4, 2020, Governor Newsom proclaimed a state of emergency in California, and issued numerous orders to assist State and local governments in preparing for the potential COVID-19 epidemic.

Pursuant to this declaration, the General Manager activated the Elk Grove Water District's (EGWD) Emergency Response Plan (ERP), which was completed, accepted and filed, by the Board on February 24, 2016.

The EGWD ERP complies with the National Incident Management System (NIMS) and the California Standardized Emergency Management System (SEMS), and specifically assigns Mark Madison (General Manager) and Bruce Kamilos (Assistant General Manager) as the primary and alternate Incident Managers, respectively, during an emergency. The Incident Manager also serves as the Water Utility Emergency Response Manager (WUERM).

**FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT
CORONAVIRUS (COVID-19) RISK MINIMIZATION AND OUTBREAK PLAN**

Page 2

The General Manager further assigned the EGWD Leadership Team into their appropriate positions in the ERP Organization, established in the Plan, and initiated the preparation of an incident specific plan to deal with this particular emergency.

Mike Bryan, of Robertson Bryan, Inc., was retained to assist the Leadership Team in the development of this incident specific plan. This plan is referred to as the Coronavirus (COVID-19) Risk Minimization and Outbreak Plan .

Present Situation

The Plan has now been approved and implemented by the General Manager.

In summary, this Plan has been designed to accomplish two (2) specific, but co-equal, objectives. First, it is designed to minimize (not eliminate) the risk of COVID-19 to employees, Board Members, and the public. Second, it is designed to maintain critical operations of the EGWD if COVID-19 becomes established in Elk Grove or at the EGWD.

There are four (4) Risk Levels established with this Plan and there are various actions to be taken at each of the four (4) Risk Levels. At this time, based on the established Trigger Points, the FRCD/EGWD is at Risk Level 2. The associated actions taken with this Risk Level have now been implemented, including those to be implemented by District Management.

Be advised that if it becomes necessary to elevate the Risk Level to Levels 3 or 4, most basic operations will continue, however there will be service impacts to our customers. At Risk Level 4, which would be triggered if an employee or an immediate employee family member tests positive for COVID-19, all employees will be placed on-call and sent home. Other specific actions relative to Risk Levels 3 and 4 can be found in the attached Plan.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

The Plan aligns closely with Strategic Goal 4 - Protection of Public and Environmental Health, included in the newly adopted Florin Resource Conservation District 2020-2025 Strategic Plan.

March 17, 2020

**FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT
CORONAVIRUS (COVID-19) RISK MINIMIZATION AND OUTBREAK PLAN**

Page 3

FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully submitted,



MARK J. MADISON
GENERAL MANAGER

MJM/JR/BK



Coronavirus (COVID-19) Risk Minimization and Outbreak Response Plan

I. Introduction

Background Information

Coronaviruses are a family of viruses that occur in humans and many species of animals, such as camels, cattle, cats, and bats. In fact, the common cold is caused by a coronavirus. A novel form of coronavirus, referred to as “severe acute respiratory syndrome coronavirus 2” (SARS-CoV-2) first appeared in Wuhan City, China in December 2019, and as of the end of February 2020, has been detected in 60 locations internationally. This name was chosen because the virus is genetically related to the coronavirus responsible for the SARS outbreak of 2003. The World Health Organization (WHO) announced “COVID-19” as the name of the new disease caused by SARS-CoV-2. COVID-19 has spread rapidly in China, and has now spread to many countries world-wide, including the United States. COVID-19 has an estimated incubation period of up to 14 days, but most commonly about 5 days. The Centers for Disease Control and Prevention (CDC) has stated that during this incubation period, the person may show little to no symptoms, yet can transmit the virus.

COVID-19 is believed to be spread from person to person by the infected person coughing or sneezing. This produces respiratory droplets from the infected person being put into the air where they can land in the nose or mouth of people in close proximity or be breathed in by people close by. This, coupled with its long incubation period, has led to its rapid spread. This primary mode of transmittance is why infected persons, and those caring for them, are encouraged to wear masks. The most common symptoms of COVID-19 are fever, tiredness, cough, runny nose, and trouble breathing (e.g., pneumonia symptoms). Some patients have reported aches and pains, nasal congestion, sore throat or diarrhea. Some people become infected but don’t develop any symptoms and don’t feel unwell. Most people (about 80%) recover from the disease without needing special treatment. About 1 out of every 6 people that contract COVID-19 become seriously ill, and develop difficulty breathing. Although most cases are not life-threatening, COVID-19 affects older individuals with chronic health conditions (e.g., high blood pressure, heart disease, diabetes) most severely, and can be fatal. Thus, people with fever, cough and difficulty breathing should seek medical attention.

People with no respiratory symptoms, such as a cough, do not need to wear a medical mask. The WHO recommends the use of masks for people who have symptoms of COVID-19 and for those

caring for individuals who have symptoms, such as cough and fever. The use of masks is crucial for health workers and people who are taking care of someone (at home or in a health care facility).

This virus is currently spreading in the United States. It is important to note that the CDC has stated that the current global circumstances suggest it is likely that this virus will cause a pandemic (i.e., an international epidemic). The COVID-19 situation is a rapidly evolving situation and the risk assessment is being updated regularly by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>).

Although health officials are working on a vaccine for COVID-19, no vaccine is currently available, and likely will not be available until later this year, or early 2021. Consequently, we all need to work together to limit the spread of COVID-19 in our community. The information presented in this document is taken from the websites listed in the references section of this plan, which also serve as sources for additional information for District employees.

Purpose and Intended Use for this Plan

This COVID-19 Risk Minimization and Outbreak Response Plan (Plan) has been developed by the Elk Grove Water District (District) to best protect its employees against the risk (current and future) posed by COVID-19. The specific objectives of this plan are to: 1) identify precautionary measures that District employees can implement to best protect themselves and each other against contracting and spreading of COVID-19, and 2) to maintain critical operations of the District if COVID-19 becomes established in Elk Grove. Following the introduction, this plan has three major sections.

- *Section II: Precautionary Measures to Reduce the Spread of Illness in the Workplace* identifies precautionary measures that both the District and its employees can implement now to minimize the risk of workplace exposure to COVID-19.
- *Section III: Tiered Plan for Maintaining District Operations* provides a tiered risk-level approach to modifying District operations while minimizing employee risk of workplace exposure to COVID-19 and spread to others within and outside the office, and to maintain critical District operations should an outbreak of COVID-19 occur in Elk Grove.
- *Section IV: References* provides the websites from which much of the information herein was obtained. District employees and management can use these sites to get more information and CDC and WHO updates.

The General Manager reserves the right to modify any element of this Plan at any time based on his discretion, changed circumstances, and/or direction or requests made by health authorities or other agencies.

II. Precautionary Measures to Reduce the Spread of COVID-19 in the Workplace

The following is a list of actions recommended by the CDC and other health authorities that people should consider implementing presently to reduce their risk of contracting COVID-19 and to reduce its spread should they, or others they interact with, contract the virus.

Precautionary Actions for Immediate Implementation by District Employees

The recommended precautionary actions listed below are similar to, or the same as, measures we are all familiar with to minimize our annual risk of contracting influenza (i.e., the flu). Other precautionary measures have been added that are specific to COVID-19 at this time, as recommended by the CDC and other health authorities.

- Employees who have symptoms of acute respiratory illness (i.e., fever and cough, and possibly trouble breathing) need to notify their supervisor and stay home and not come back to work until they are free of fever (100.4°F) or greater (using an oral thermometer), signs of fever, or other respiratory illness symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines.
- If you have a family member that becomes ill with acute respiratory illness symptoms, notify your supervisor, who may request that you stay home for an appropriate period of time prior to returning to the workplace. Keep your supervisor apprised of your/family member's recovery.
- If you come down with a cough, fever, shortness of breath or other acute respiratory illness symptoms while at work, separate yourself from your co-workers, notify your supervisor, and immediately go home.
- All employees should practice the following respiratory etiquette and related practices to minimize their risk of contracting and spreading COVID-19.
 - Avoid close contact with people who are sick. Maintain 6 ft or greater distance between yourself and anyone who is coughing or sneezing.
 - Cover your nose and mouth when you cough or sneeze with a tissue and then throw the tissue away or do so into your elbow or shoulder if no tissue is available.
 - Wash your hands frequently with soap and water for at least 20 seconds.
 - If soap and water is not available, use hand sanitizer with at least 60% alcohol.
 - Avoid touching your eyes, nose and mouth with unwashed hands.
 - Put away any community candy jars.
 - Routinely clean all frequently touched surfaces in your workspace, such as workstations, mouse, desktop phones, cell phones, countertops, and doorknobs. Use disinfecting wipes to wipe-down common-surface places, where appropriate.

Use cleaning products that contain >60% alcohol, 0.5% hydrogen peroxide, 0.1% sodium hypochlorite (bleach), or other active ingredients known to kill viruses.

- Check the “[CDC’s Traveler’s Health Notices](https://wwwnc.cdc.gov/travel)” [https://wwwnc.cdc.gov/travel] for the latest guidance and recommendations before you travel to other countries. Avoid travel to level 3 and 4 countries until the CDC has indicated that it is safe to do so.
- Do not travel by airplane, bus, cruise ship or other means with large numbers of people if you are experiencing symptoms of acute respiratory illness.

Precautionary Actions for Immediate Implementation by District Management

- Stay aware of the latest information on the COVID-19 outbreak, available on the WHO and CDC websites.
- Provide tissues and no-touch disposal receptacles for use by all employees.
- Provide alcohol-based hand sanitizers that contain at least 60% alcohol at various locations in the workplace.
- Provide disposable wipes for employee use for wiping down frequently touched surfaces within the workplace.

III. Tiered Plan for Maintaining District Operations

This section identifies how District operations, including individual employee roles, may need to change if COVID-19 becomes established in Elk Grove. The co-equal objectives for this portion of the plan are to: 1) best protect employees against the spread of COVID-19, and 2) maintain critical District water supply operations for the community. The plan for maintaining District operations is tiered based on the COVID-19 risk level in Elk Grove, as discussed in greater detail below.

Risk Level 1: Continued Increases in the Number of Confirmed Cases of COVID-19 in the United States and California, and no Confirmed Cases in Sacramento County and Surrounding Counties.

Trigger Points: Risk Level 1 shall be declared by the General Manager when confirmed cases of COVID-19 were announced in the United States and in the state of California.

Under Risk Level 1, the risk to employees of contracting COVID-19 is low and thus the District shall conduct normal business operations, with the addition of implementing the precautionary measures identified in Section II of this Plan.

Risk Level 2: Continued Increases in the Number of Confirmed Cases of COVID-19 in the United States, California, and few Confirmed Cases in Sacramento and/or Surrounding Counties.

Trigger Points: Risk Level 2 shall be declared by the General Manager when confirmed cases of COVID-19 are announced in Sacramento County and/or surrounding counties.

We are currently operating under Risk Level 2, due to the recent confirmed cases of COVID-19 in Sacramento County and surrounding counties.

Under Risk Level 2, the risk to employees of contracting COVID-19 remains relatively low, but the risk level is increasing due to increasing numbers of confirmed cases in the country, state, Sacramento County and surrounding counties.

In addition to the actions being implemented under Risk level 1, including the precautionary measures identified in Section II of this Plan, actions to be implemented at Risk Level 2 include, but may not be limited to, the following.

- Have cleaning service disinfect identified surfaces and bathrooms more frequently.
 - Supplement through employee efforts to sanitize identified administrative office surfaces on days that the cleaning service does not do so.
- Those collecting money at the front counter from the public are to wear rubber medical gloves and are not to touch common-place door handles/knobs, coffee pots, or other commonly touched surfaces within the office with gloved hands.
 - Remove and dispose of gloves and wash hands prior to eating or touching common-surface places within the office.
- Limit routine in-person meetings in favor of conference calls.
- Ensure all supplies for treating water are fully stocked.
- Temporary flexible workplace and leave policies, and other relevant aspects of this Plan, shall be communicated to all District employees.
- If an employee does not exhibit COVID-19 symptoms but becomes sick (e.g., headache and/or upset stomach), the employee shall stay home until no longer contagious. The General Manager will direct the employee to go home if the employee is exhibiting sickness symptoms at work. In either case, the employee will not be compensated while absent from work unless they use personal time off or vacation time.
- The General Manager will coordinate with local agencies including water agencies to discuss procedures and mutual aid.

At Risk Level 2, District management will start to hold meetings on Risk Level 3 and 4 scenarios, and through these meeting discussions will determine whether the District is ready to implement the necessary modified operations for those higher risk levels. These scenario exercises are intended to identify short comings in the District's preparedness and to focus near-term efforts on remedying the "holes" in the response planning as quickly as possible. If not already in place,

authorities, triggers, and procedures for activating and terminating key elements of this Plan will be put in place.

Risk Level 3: Continued Increases in the Number of Confirmed Cases of COVID-19 in the United States, California, and Numerous Cases in Sacramento County and Surrounding Counties.

Trigger Points: *Risk Level 3 will be declared by the General Manager if COVID-19 reaches or approaches epidemic levels in the United States and numerous confirmed cases of COVID-19 are announced for Sacramento County and surrounding counties.*

At Risk Level 3, COVID-19 may be declared an epidemic by the CDC and local health authorities in the United States and California and numerous cases have been confirmed in people living in Sacramento County and surrounding counties. As such, the risk of contracting COVID-19 for District employees is no longer low. At the direction of the General Manager, the District will now further modify operations to minimize all contact of employees with the general public and will focus on maintaining essential duties necessary to maintain water service to the public, with the minimal number of employees.

Operational scenarios will now focus on how best to maintain essential services with reduced staff, should one or more District employees contract the virus. Additional operational modifications to be implemented at Risk Level 3 shall include, but not necessarily be limited to, the following.

- Cease collecting payments at the front office from the general public and, instead, require all customers to mail in payments and conduct business by phone.
 - Notify the public by website, media, answering service, and arrow board.
 - Close-down the administrative office to the general public.
 - Notify other local agencies and vendors of the District's office closure to the public.
- Board meetings shall be postponed or conducted by teleconference (if possible) rather than by in-person meetings.
- Implement practices developed, including staggered shifts, less interaction with homeowners, methods of leaving door notices, etc. to increase physical distance among employees and between employees and the public, as further directed in **Attachment A**.
 - Separate departments and minimize in-person interactions between District administrative, operations, and distribution employees to the maximum extent possible.
 - Within departments, minimize face-to-face interactions of key personnel as well.
 - Coordinate by email, phone, and text messages whenever possible and effective.

- Accounts Payable documents and general mail will be scanned and emailed to associated departments (i.e., Aurelia Camilo or another individual as assigned by Bruce Kamilos).
- At the direction of the General Manager, certain employees may be directed to perform their duties from home or during a particular shift.

Risk Level 4: Initial Confirmed Case(s) of COVID-19 Among District Employees.

Trigger Point: Risk Level 4 will be declared by the General Manager if one or more District employees, or an immediate family member of an employee, test positive for COVID-19.

Because of the small size of the District, operating out of a single administrative office, one or more District employees (or their immediate family members) being confirmed to have contracted COVID-19 is a situation that poses a relatively high risk to other District employees of contracting the virus.

In addition to the actions and operational procedures already being implemented, additional operational modifications/actions to be implemented at Risk Level 4 shall include, but not necessarily be limited to, the following.

- All employees will remain home until directed otherwise by the General Manager or Assistant General Manager.
 - Each employee will be compensated by the District up to 30 working days without having to use personal time off or vacation time until the employee is cleared to return to work by a health official or the General Manager.
 - Employees not exhibiting symptoms of COVID-19 will be on-call for work activities, at the direction of the General Manager, Assistant General Manager, or their direct supervisor. All on-call employees must respond and be at work within 2 hours if called upon to work.
 - Any employees reporting to work shall wear a face mask and gloves when interacting with other parties.
- Employee(s) that have contracted COVID-19 (or employees who have family members that have confirmed COVID-19) will not be allowed to return to work until they can provide a doctor's note, clearing them of COVID-19.
- If an employee has been confirmed to have COVID-19, the General Manager will inform other employees, using the phone tree, of their possible exposure to COVID-19, but will maintain confidentiality of the infected employee. All District employees will be instructed to stay home.
- Employees should refer to the CDC guidance for "[how to conduct a risk assessment](https://www.cdc.gov/coronavirus/2019-ncov/summary.html#risk-assessment)" of their potential exposure (CDC Website: <https://www.cdc.gov/coronavirus/2019-ncov/summary.html#risk-assessment>).

- Board meetings shall continue to be postponed or conducted by teleconference (if possible) rather than by in-person meetings.
- Implement any potential remaining actions identified to minimize in-person contact among employees and between employees and the public.
- Implement all identified minimum essential functions necessary to maintain only essential District services, with essential personnel, as further defined in **Attachment B**.
- CIP work is temporarily suspended. Other actions may be implemented at the direction of the General Manager or Assistant General Manager, the CDC, or local health authorities.

VI. References

Websites that contributed information to this plan are listed below. They also serve as reference sites for employees to obtain further information about COVID-19.

https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fguidance-business-response.html

<https://www.osha.gov/SLTC/covid-19/>

<https://www.cnn.com/2020/02/16/health/coronavirus-how-to-protect-yourself-trnd/index.html>

<https://q13fox.com/2020/02/26/how-you-and-your-workplace-can-protect-yourselves-from-the-novel-coronavirus/>

<https://www.livescience.com/how-long-coronavirus-last-surfaces.html>

<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

<https://www.shrm.org/resourcesandtools/legal-and-compliance/employment-law/pages/address-workplace-coronavirus-concerns.aspx>

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html.html>

<https://hrexecutive.com/coronavirus-hrs-role/>

Approved and implemented


 MARK J. MADISON, P.E.

3-11-2020

Attachment A
Action Plan for Risk Level 3

Attachment A

Action Plan for Risk Level 3

Operations:

Operations personnel will isolate themselves into the following groups. There shall be no person-to-person interactions between these two groups.

Group 1: Treatment staff

Group 2: Distribution, Utility, Technical Services staff and Information Technology consultants

- The Water Treatment Supervisor and Water Treatment Lead Operator will remain at the Railroad Water Treatment Plant (WTP) Control Building. The Water Treatment Operator will conduct regular treatment responsibilities, including well checks, plant inspections, basic maintenance, and State-required water quality sampling.
- The Distribution and Utility Departments will generally remain back in the Maintenance/Operations Center and Training/IT Center. These Departments will respond in person to service calls only for the most serious situations such as no water service and/or water line breaks. Customers who have water quality complaints or pressure problems will be responded to with telephone calls in a concerted effort to resolve the problems. Meter reading and basic water distribution maintenance activities will continue to the extent that employees can maintain safe distances from the general public. The Utility Department will continue to conduct CIP work with the understanding that employees need to maintain safe distances from the general public.

Administration:

Administrative personnel will continue to conduct business as normal, except that the Administration Building will be closed to the public. All interaction with the public will be by telephone or email.

Administrative personnel will isolate themselves from Operations personnel and all contact will be conducted through telephone or email.

Meter reading equipment will need to be relocated to the Training/I.T. Center to create social distancing and isolation between Administrative personnel and Operations personnel.

Information Technology:

Thomas Dainat (Consultant) will be posted at the Training/I.T. Center at the Railroad WTP.

Garrett Bigart (Consultant) will be posted at the Administration Building.

Attachment B
Action Plan for Risk Level 4

Attachment B

Action Plan for Risk Level 4

Operations:

Operations will be suspended for the duration of the quarantine period. The length of the quarantine period will be determined by the General Manager based on the circumstances at the time (including prevalence of COVID-19 in the community), and input from health authorities. (estimated to be approximately 14-28 days). During this time:

- One Water Treatment Operator will conduct well checks, plant inspections, and State-required water sampling during normal business hours. If the Treatment Department does not have an Operator available, then a Distribution Operator will take over these responsibilities.
- Two Distribution Operators will conduct patrols throughout Service Area 1 and Service Area 2 during normal business hours.
- All Distribution and Treatment Operators not exhibiting symptoms of COVID-19 will be on call.

After the quarantine period, as declared by the General Manager, Operations staff cleared to return to work will resume duties commensurate to the declared Risk Level.

Administration:

Administration operations will be suspended for the duration of the quarantine period (estimated to be approximately 14-28 days). During this time:

- The Finance Manager and Finance Supervisor will only perform essential duties such as payroll, necessary AP vendor payments, and procurement through remote access from home.
- The Human Resources Administrator, or a delegate, will only perform essential duties as necessary through remote access from home.

After the quarantine period, Administrative staff cleared to return to work will resume duties commensurate to the declared Risk Level.

Information Technology:

Thomas Dainat (Consultant) will work from home and only respond in person to I.T. emergencies if absolutely necessary.

March 17, 2020

TO: Chair and Directors of the Florin Resource Conservation District
FROM: Mark J. Madison, General Manager
SUBJECT: **ELK GROVE WATER DISTRICT OPERATIONS REPORT – FEBRUARY 2020**

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 February. 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 Florin Resource Conservation District (FRCD) Board of Director's (Board) review is the EGWD's February 2020 Operations Report.

Present Situation

The EGWD February 2020 Operations Report highlights are as follows:

- **Operations Activities Summary** – Three-hundred ninety-five (395) door hangers were placed for past due balances which resulted in 45 shutoffs. We received zero water pressure complaints and zero water quality complaints.
- **Production** – The Combined Total Service Area 1 production graph on page 13 shows that production during the month of February increased 37.57 percent compared to February 2019 and is 14.07 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 – FEBRUARY 2020

Page 2

page 14 shows that customer use during the month of February, compared to February 2013, was down by 8.87 percent.

- **Static and Pumping Level Graphs** – The first quarter soundings are shown and indicate that the static water levels in deeper zones have risen slightly compared to the first quarter of 2018. 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 February:
 - Staff examined faults with three (3) chemical dosing pumps at the Railroad Water Treatment Plant.
 - Staff aided with installation, programming, testing and troubleshooting of a new Variable Frequency Drive on booster pump #6 at the Railroad Water Treatment Plant.
 - In order to determine the source of a differential pressure irregularity, staff disassembled and inspected components on one of the Hytrol valves on Filter Vessel #8 at the Railroad Water Treatment Plant.
 - Staff examined concerns with the Well #14D pump motor. We then aided with the installation of a spare motor from critical inventory.
 - Staff used a hydraulic lift to remove the radio components at Well #3 Mar-Val. These devices are to be reused for a preliminary experiment involving the radios at Well 4D and 11D.
- **Cross Connection Control Program 2020** – EGWD issued 40 testing notices for the month. Pursuant to the notices, 25 devices passed. Of the remaining 15, seven (7) devices passed the second test and eight (8) were not tested by the due date.
- **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 two (2) service line leaks and zero main line leaks during February.

March 17, 2020

ELK GROVE WATER DISTRICT OPERATIONS REPORT – FEBRUARY 2020

Page 3

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

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

The EGWD Operations Report provides an ongoing review of EGWD's operations, and therefore, conforms with Strategic Goal No. 1, Governance and Customer Engagement, of the Strategic Plan 2020-2025.

FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully submitted,



MARK J. MADISON
GENERAL MANAGER

MJM/ah

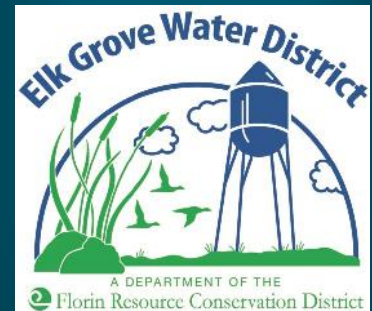
EGWD

OPERATIONS REPORT

February 2020



Elk
Grove
Water
District



Elk Grove Water District
Operations Report
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Operations Activities Summary

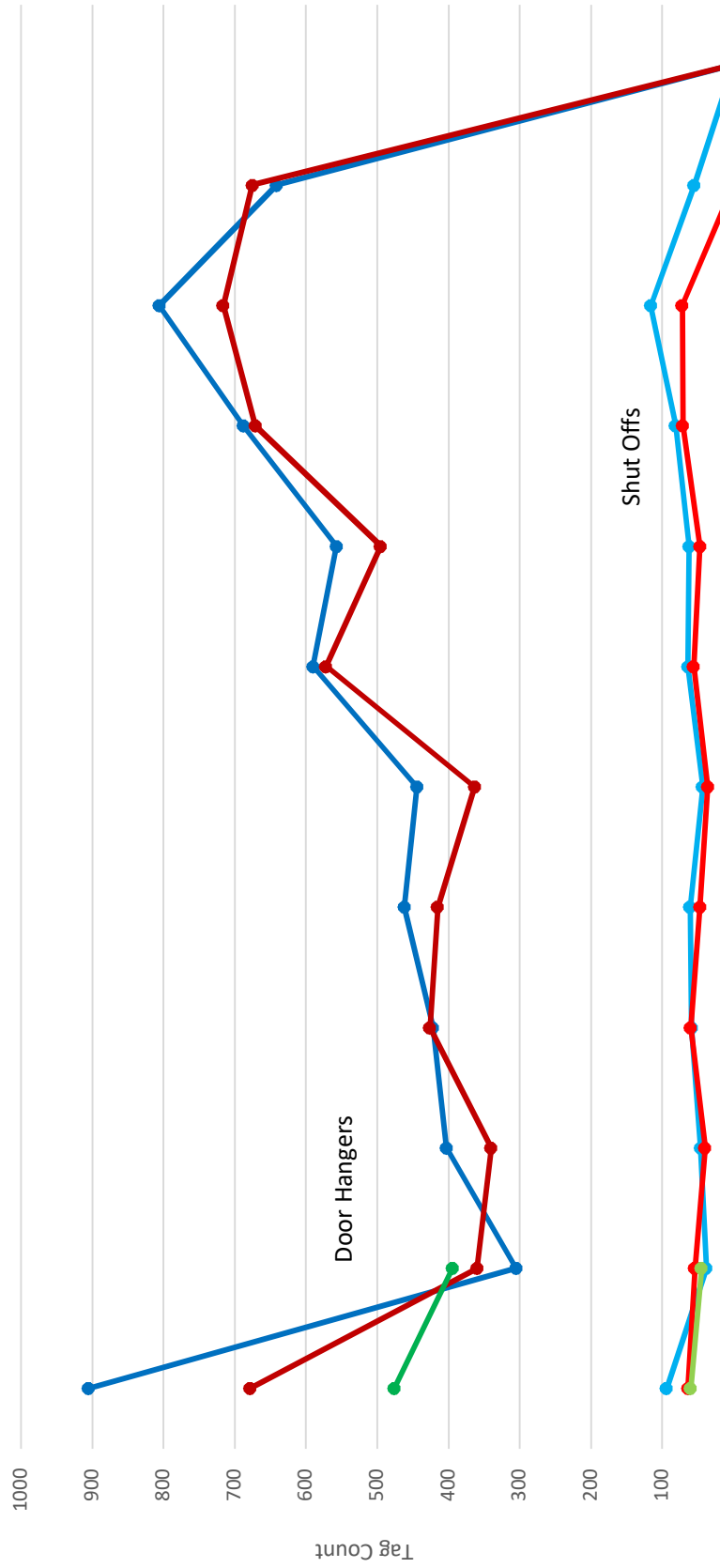
<u>Service Requests:</u>	February -20		YTD (Since Jan. 1, 2020)	
<u>Department</u>	<u>Service Request</u>	<u>Hours</u>	<u>Service Request</u>	<u>Hours</u>
Distribution				
Door Tags	395	25	871	50
Shut offs	45	4.5	111	11.5
Turn ons	38	6	68	12.5
Investigations	23	5.75	50	12.5
USA Locates	163	40.75	478	119.5
Customer Complaints				
-Pressure	0	0	1	.50
-Water Quality	0	0	0	0
-Other	0	0	0	0

<u>Work Orders:</u>	February -20		YTD (Since Jan. 1, 2020)	
<u>Department</u>	<u>Work Orders</u>	<u>Hours</u>	<u>Work Orders</u>	<u>Hours</u>
Treatment:				
Preventative Maint.	22	55	49	103.5
Corrective Maint.	6	80.5	14	151
Water Samples	15	40	33	93
Distribution:				
Meters Installed	104	52.25	114	57.25
Meter Change Out	14	7	89	46.25
Preventative Maint.				
-Hydrant Maintenance (135)	137	23	278	61
-Valve Exercising (120)	121	24.5	241	50.5
-Other	0	0	0	0
Corrective Maint.				
-Leaks	2	34.5	6	108.75
-Other	2	1.25	8	5.5
Valve Locates	0	0	0	0
Utility:				
Corrective Maint.	0	0	0	0



Elk Grove Water District

Door Hangers and Shut Off Tags



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018 Door Hangers	905	305	403	422	462	444	590	557	688	806	641	0
2018 Shut Offs	94	38	46	59	61	43	64	62	81	116	55	0
2019 Door Hangers	678	360	340	426	415	363	572	495	671	716	675	0
2019 Shut Offs	64	54	40	60	47	36	56	47	71	72	0	0
2020 Door Hangers	476	394										
2020 Shut Offs	60	45										



Elk Grove Water District

Monthly Production

Well 1D School -- Feb. 2020

Selected Month Production
4,360,953 Gallons

Average GPM:
1,781

Motor:

Volts: 472
 Volts (Rated): 460
 RPM: 1787
 RPM (Rated): 2115
 Amps A: 177
 Amps A (Rated): 222
 Amps B: 178
 Amps B (Rated): 222
 Amps C: 173
 Amps C (Rated): 222

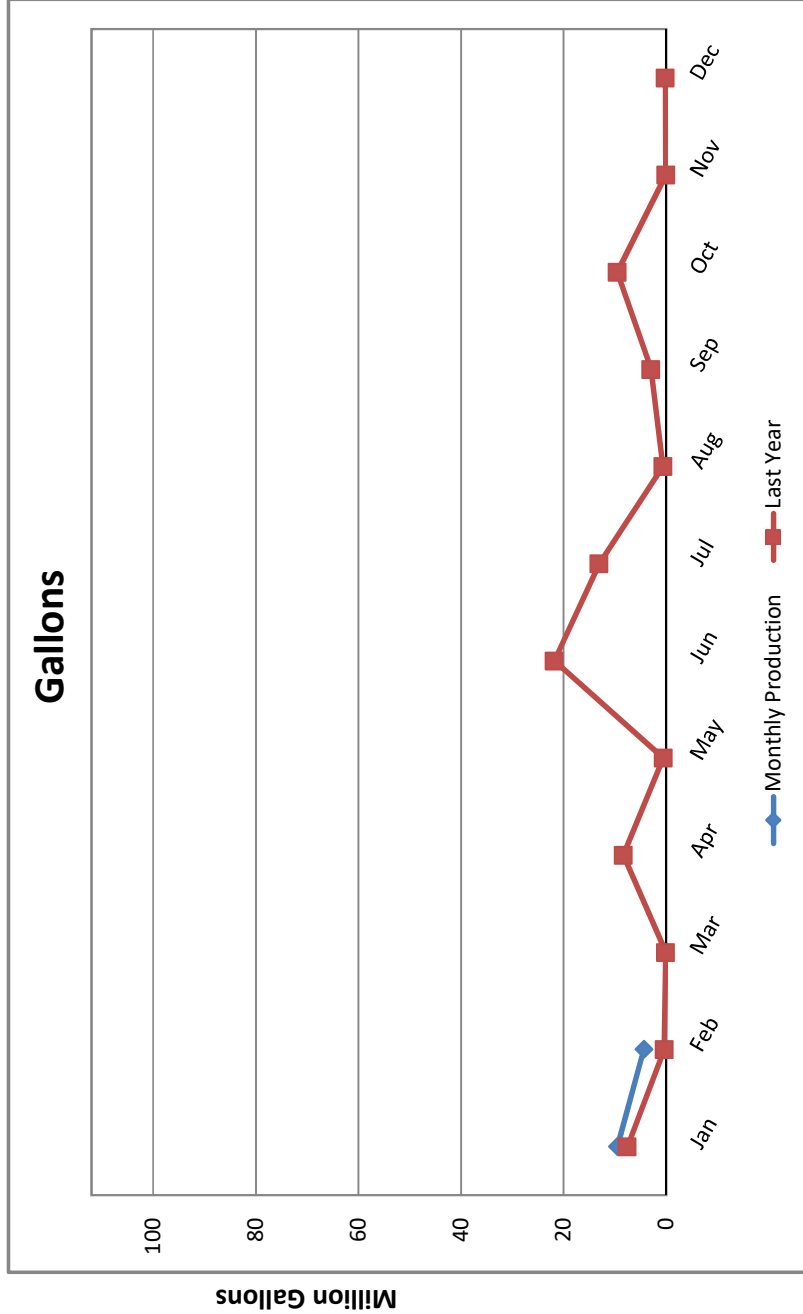
Motor Temp: 111.7 F
 Hour Meter: 40.80
 KW Hour Total: 4,960

Chlorine:

Dosing: 1.51 mg/L
 Demand: 0.48 mg/L
 Residual: 1.03 mg/L

Vibration Reading:

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





Elk Grove Water District

Monthly Production

Well 4D Webb -- Feb. 2020

Selected Month Production
16,274,011 Gallons

Average GPM:
1,704

Motor:

Volts: 486
Volts (Rated): 460
RPM: 1589
RPM (Rated): 1775
Amps A: 186
Amps A (Rated): 225
Amps B: 185
Amps B (Rated): 225
Amps C: 185
Amps C (Rated): 225

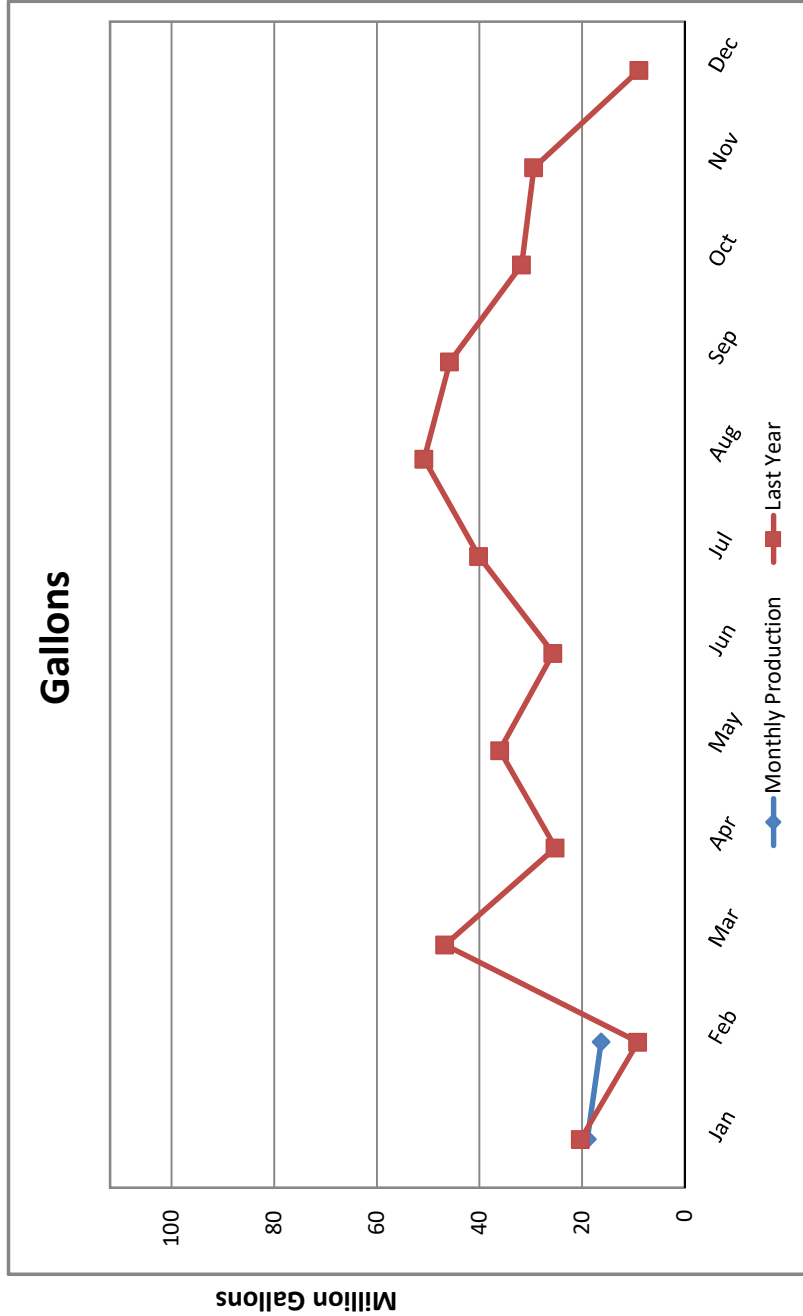
Motor Temp: 133.1 F
Hour Meter: 159.10
KW Hour Total: 22,920

Chlorine:

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

Vibration Reading:

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





Elk Grove Water District

Monthly Production

Well 11D Dino -- Feb. 2020

Selected Month Production
15,268,903 Gallons

Average GPM:
1,694

Motor:

Volts: 482
Volts (Rated): 460
RPM: 1725
RPM (Rated): 1775
Amps A: 201
Amps A (Rated): 225
Amps B: 201
Amps B (Rated): 225
Amps C: 191
Amps C (Rated): 225

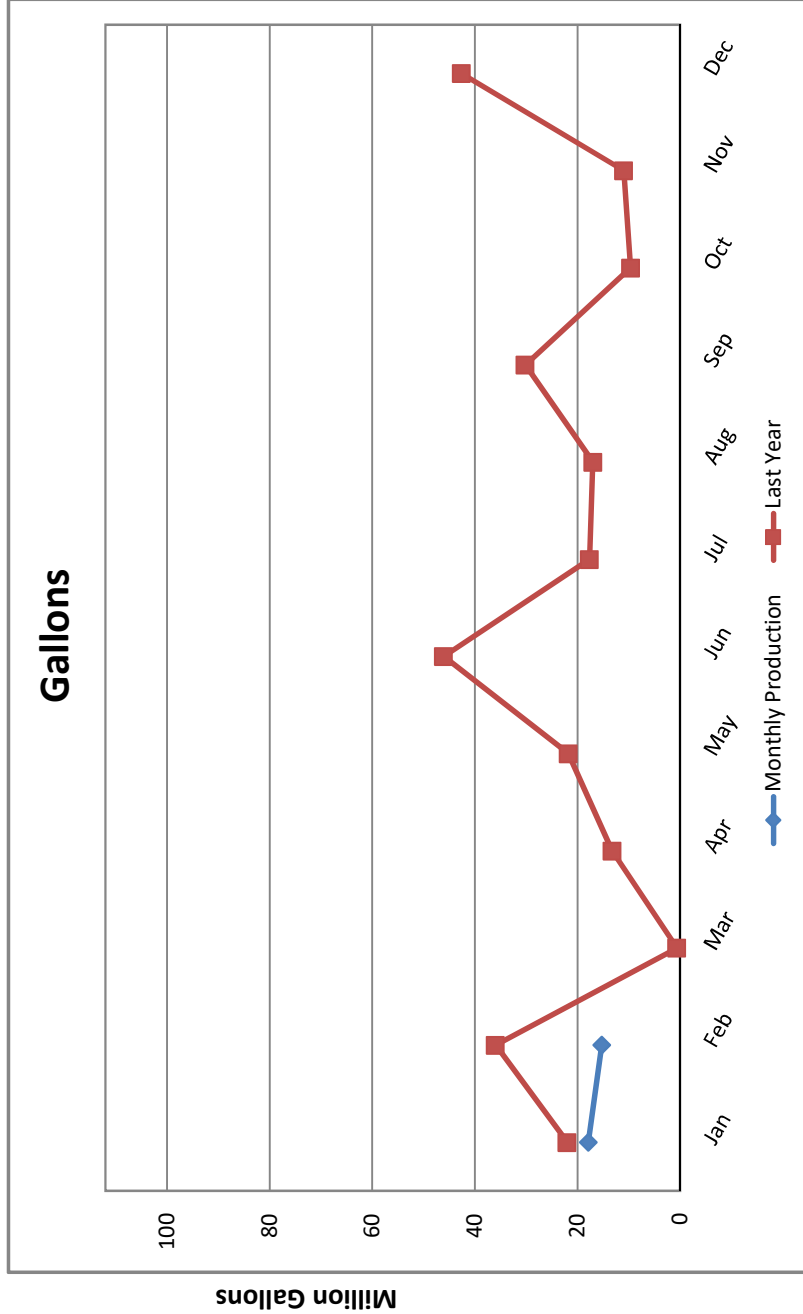
Motor Temp: 116.2 F
Hour Meter: 150.20
KW Hour Total: 23,520

Chlorine:

Dosing: 1.6 mg/L
Demand: 0.51 mg/L
Residual: 1.09 mg/L

Vibration Reading:

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





Elk Grove Water District

Monthly Production

Well 14D Railroad -- Feb. 2020

Selected Month Production
32,531,954 Gallons

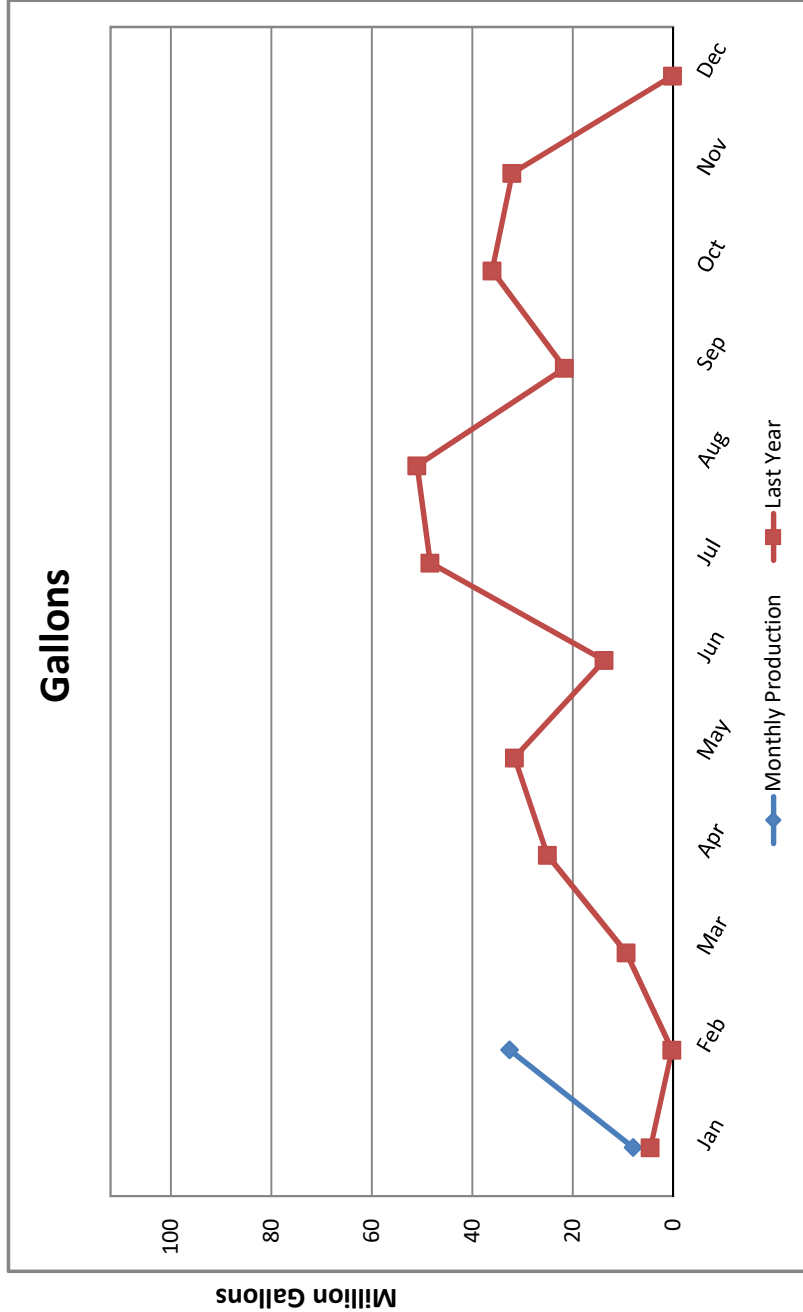
Average GPM:
1,495

Motor:
Volts: 478
Volts (Rated): 460
RPM: 1784
RPM (Rated): 1785
Amps A: 164
Amps A (Rated): 171
Amps B: 161
Amps B (Rated): 171
Amps C: 158
Amps C (Rated): 171

Motor Temp.: 135.2 F
Hour Meter: 362.70
KW Hour Total: 99,680
(KWH total is for the entire facility)

Chlorine:
Dosing: 1.77 mg/L
Demand: 0.57 mg/L
Residual: 1.2 mg/L

Vibration Reading:
Base Line: 0.02 in/sec
Current: 0.04 in/sec





Elk Grove Water District

Monthly Production

Well 8 Williamson -- Feb. 2020
(Submersible)

Selected Month Production
14,912 Gallons

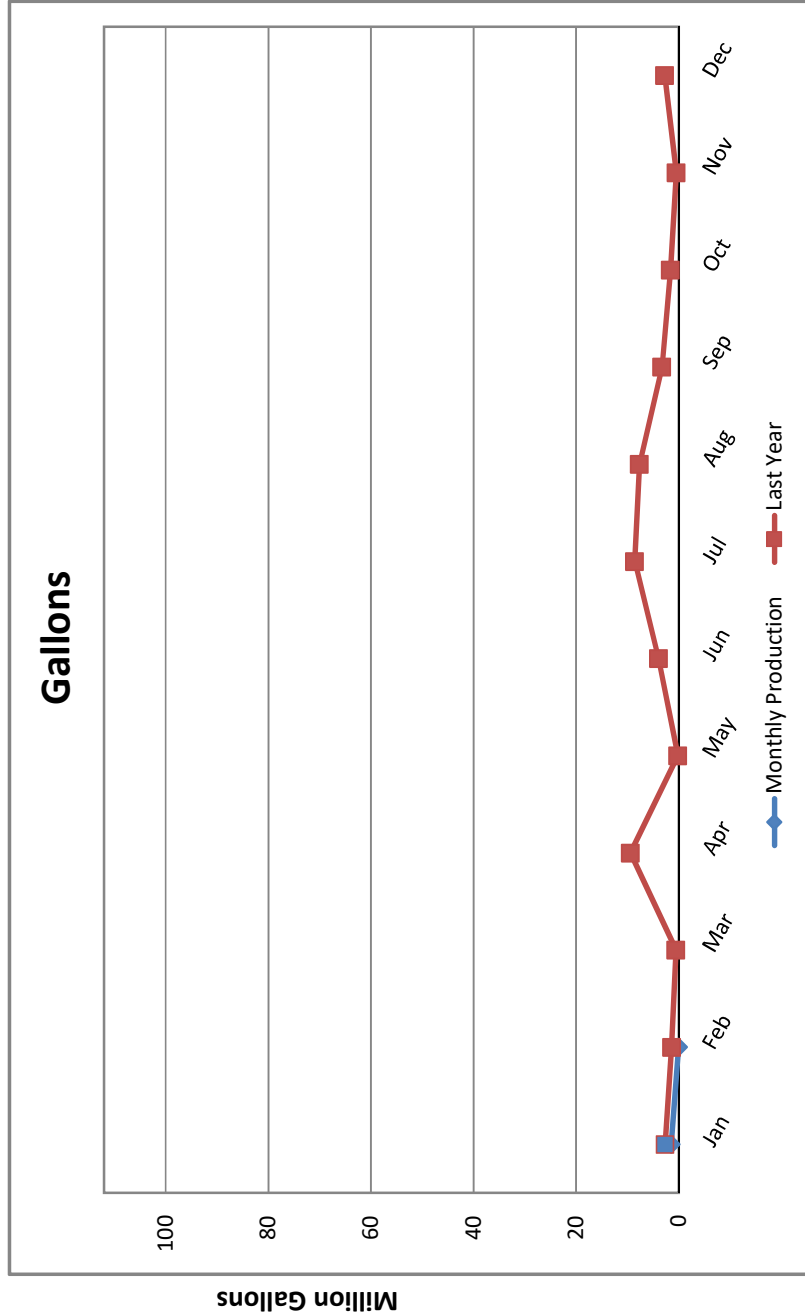
Average GPM: 621

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: 0.40
KW Hour Total: 78

Chlorine:
Dosing: 1.45 mg/L
Demand: 0.25 mg/L
Residual: 1.2 mg/L





Elk Grove Water District

Monthly Production

Well 9 Polhemus -- Feb. 2020
(Submersible)

Selected Month Production
862,000 Gallons

Average GPM: 403

Motor:

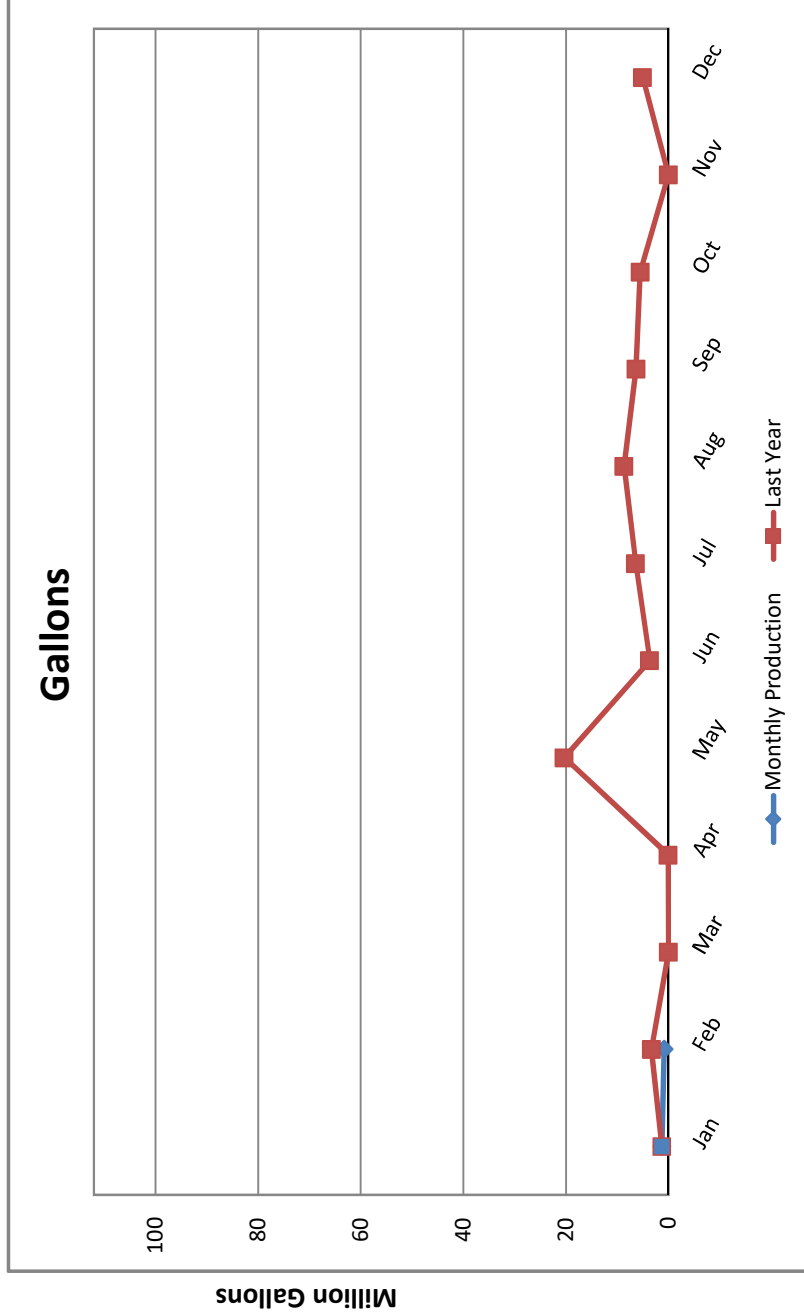
Volts: 478
Volts (Rated): 460

Amps A: 58
Amps A (Rated): 65
Amps B: 57
Amps B (Rated): 65
Amps C: 62
Amps C (Rated): 65

Hour Meter: 35.60
KW Hour Total: 1,471

Chlorine:

Dosing: 1.7 mg/L
Demand: 0.55 mg/L
Residual: 1.15 mg/L





Elk Grove Water District

Monthly Production

Well 13 Hampton -- Feb. 2020

Selected Month Production
608,118 Gallons

Average GPM: 965

Motor:

Volts: 476
 Volts (Rated): 460
 RPM: 1784
 RPM (Rated): 1785
 Amps A: 104
 Amps A (Rated): 141
 Amps B: 104
 Amps B (Rated): 141
 Amps C: 107
 Amps C (Rated): 141

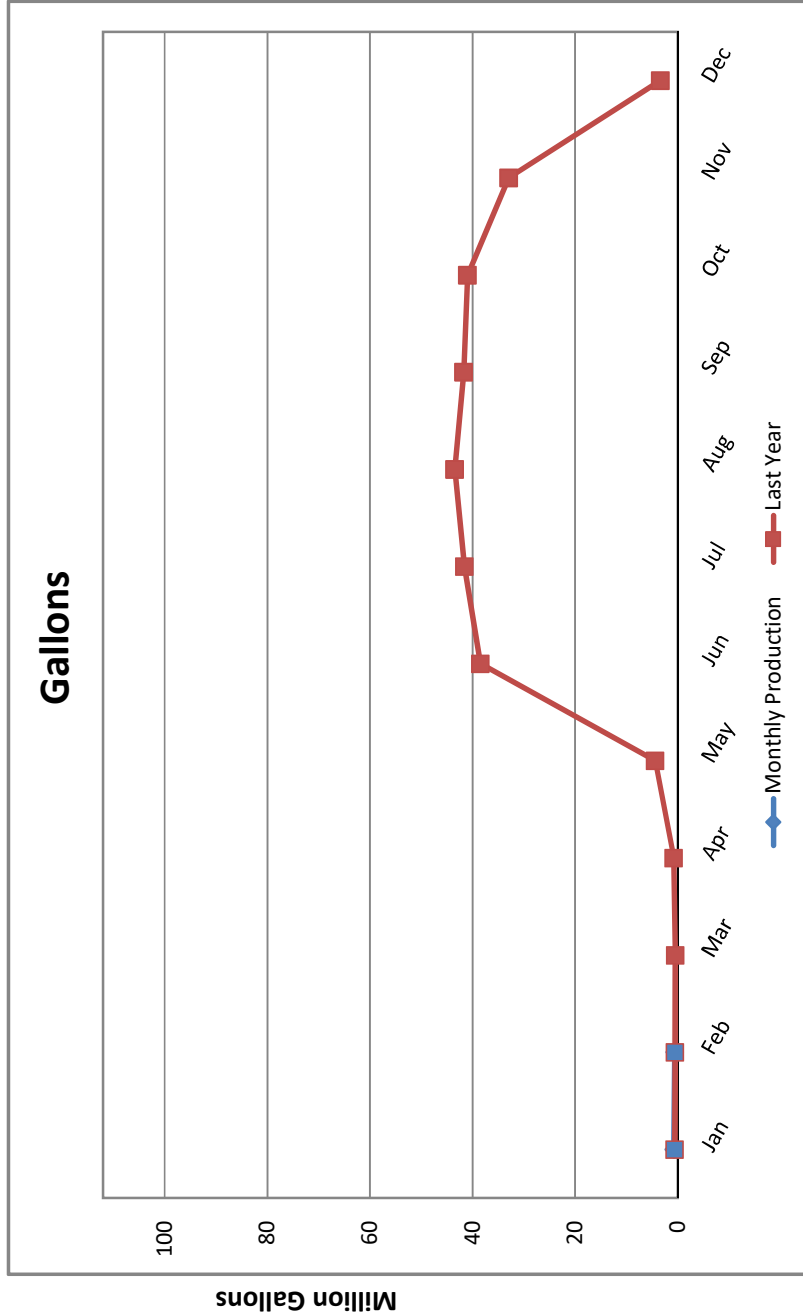
Motor Temp.: 110.8 F
 Hour Meter: 10.50
 KW Hour Total: 2,160

Chlorine:

Dosing: 1.21 mg/L
 Demand: 0.43 mg/L
 Residual: 0.78 mg/L

Vibration Reading:

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



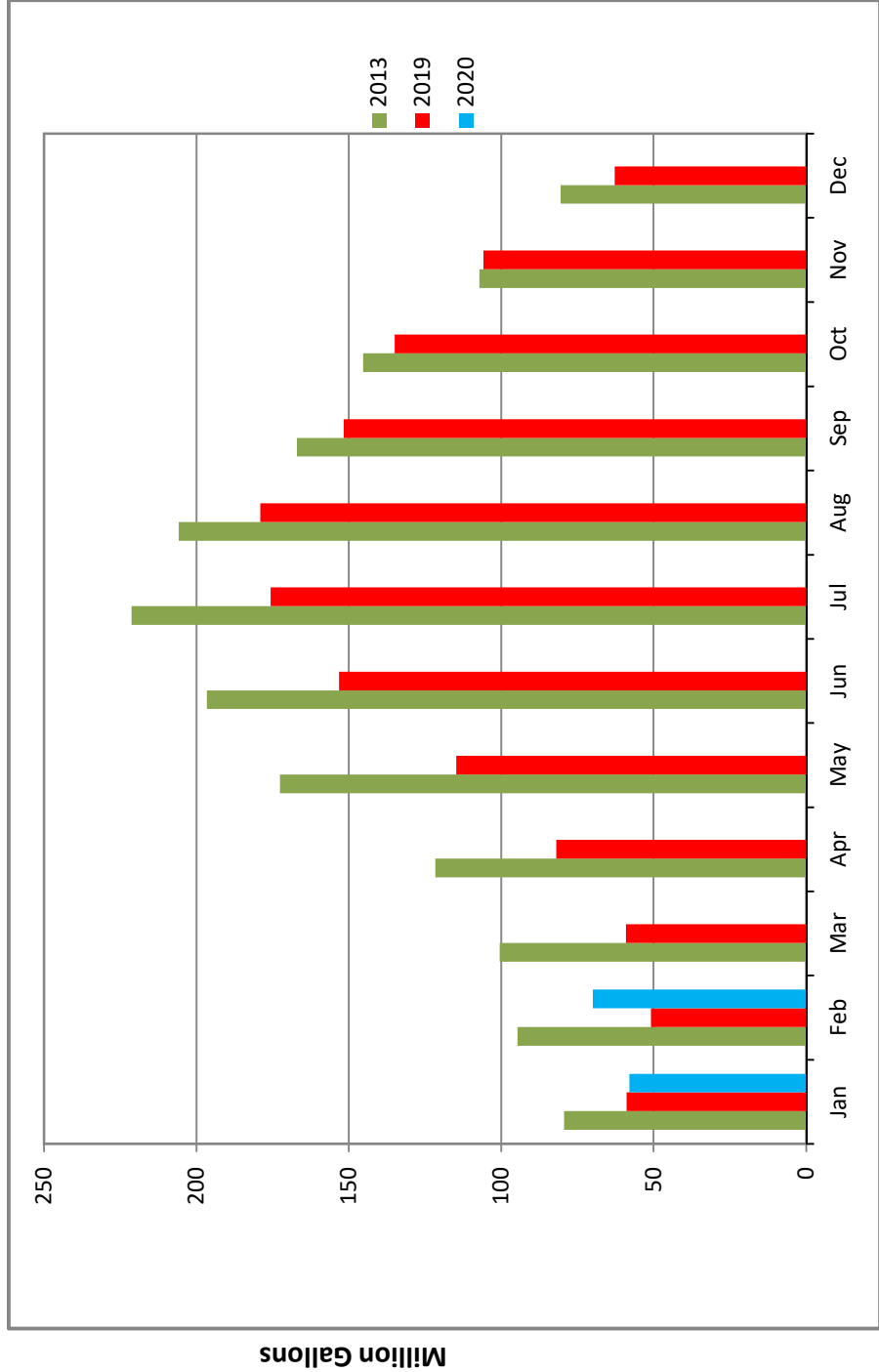


Elk Grove Water District

Combined Total Production

Service Area 1

Feb-2020



Current Month Production:

69,920,851 Gallons

Highest Day Demand of the Month:

3,372,000

Date of Occurrence

22-Feb-20

Highest Day Demand of the Calendar Year:

3,372,000

Date of Occurrence

22-Feb-20

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

Current Month:

0.00 in

Year To Date:

6.14 in

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

Feb. 2019

7.45 in

Year To Date:

16.55 in

Last Year Total:

24.37 in

Temperature:

This Month High

77 F

This Month Low

32 F

This Month Average

53.85 F

FEB-19 High

63 F

FEB-19 Low

31 F

FEB-19 Average

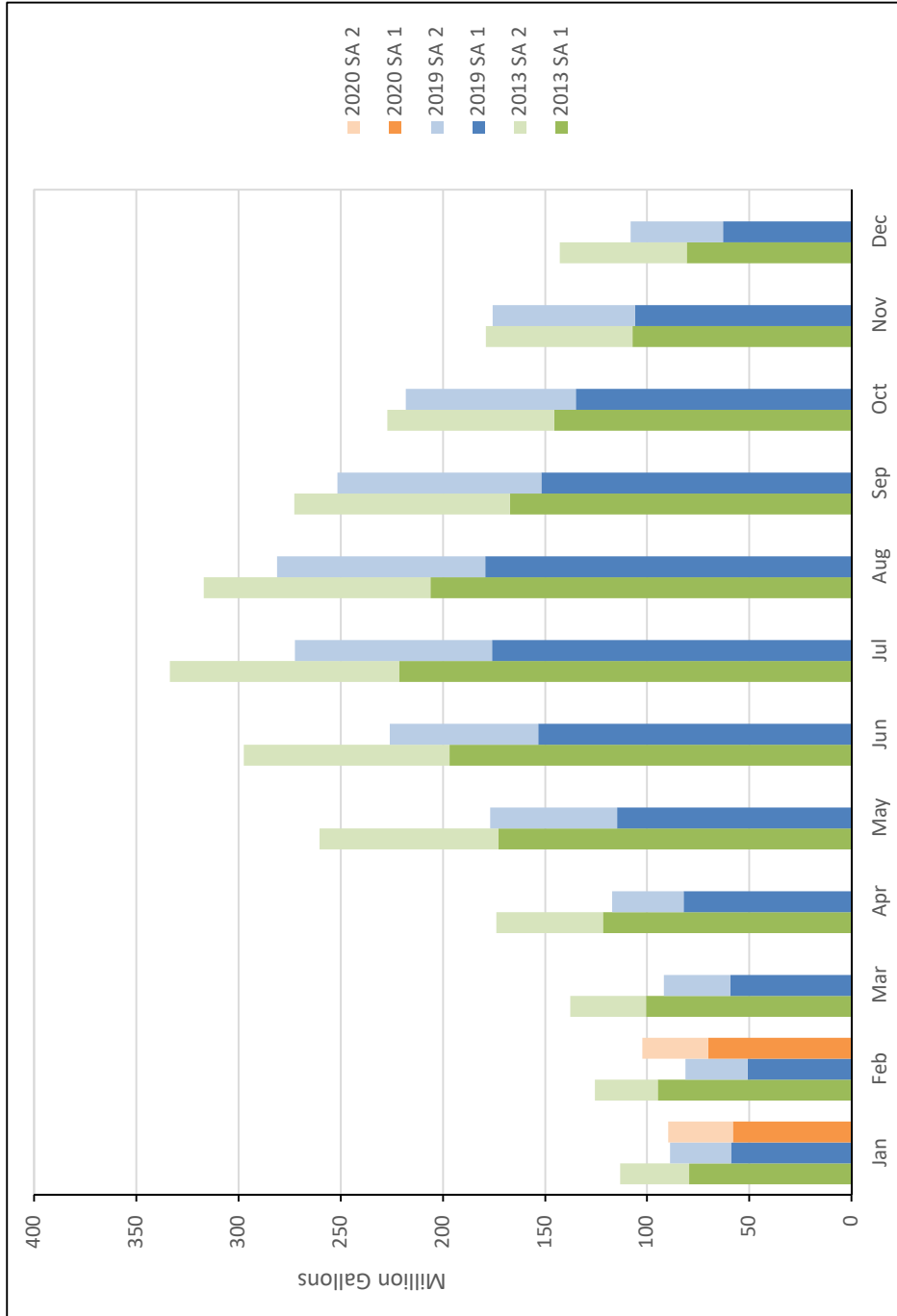
47.45 F



Elk Grove Water District

Total Demand/Production

Feb-2020



Current Month Demand/Production:
102,336,927 Gallons
Reduction From Feb 2013: 8.87%
GPCD: 77.0 Gallons per Day
R-GPCD: 64.7 Gallons per Day

Service Area 1
Active Connections: 7,934
Current Month Demand/Production:
69,920,851 Gallons
Reduction From Feb 2013: 14.07%
GPCD: 84.5 Gallons per Day
R-GPCD: 67.9 Gallons per Day

Service Area 2
Active Connections: 4,669
Current Month Demand/Production:
32,416,076 Gallons
Reduction From Feb 2013: -4.81%
GPCD: 64.6 Gallons per Day
R-GPCD: 58.2 Gallons per Day

Elk Grove Water District Water Usage

		Monthly Production (gallons)											
		January	February	March	April	May	June	July	August	September	October	November	December
2013													
GW (SA1)		68,254,916	81,368,191	100,542,522	121,613,523	172,623,839	196,557,137	221,335,388	205,880,850	166,997,536	145,352,530	107,186,459	80,494,167
Purchased (SA2)		33,769,956	30,929,052	36,942,972	51,914,200	87,470,372	100,709,224	112,128,192	110,885,764	105,417,136	81,665,892	71,505,060	62,165,532
Total		102,024,872	112,297,243	137,485,494	173,527,723	260,094,211	297,266,361	333,463,580	316,716,614	272,414,672	227,018,422	178,691,519	142,659,699
2017													
GW (SA1)		59,973,881	50,320,832	61,080,559	68,658,752	137,599,305	155,472,951	180,086,739	173,684,119	152,475,400	131,390,808	76,619,642	67,874,741
Purchased (SA2)		26,951,188	28,184,640	28,756,860	34,167,892	48,653,660	87,003,620	96,535,384	104,766,376	98,979,848	84,154,488	61,788,540	34,228,480
Total		86,925,069	78,505,472	89,837,419	102,826,644	186,252,965	242,476,571	276,622,123	278,450,495	251,455,248	215,545,296	138,408,182	102,103,221
2018													
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
2020													
GW (SA1)													
Purchased (SA2)													
Total													
% Reduction from 2013		12.13%	8.87%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

*Notes

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

SA1 = Service Area 1, SA2 = Service Area 2. SA1 is all groundwater (GW) production. SA2 is all purchased water from SCWA.

Actual Recorded Prod. (Jan. 2013) - Service Area 1

Actual Recorded Prod. (Feb. 2013) - Service Area 1

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

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

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

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

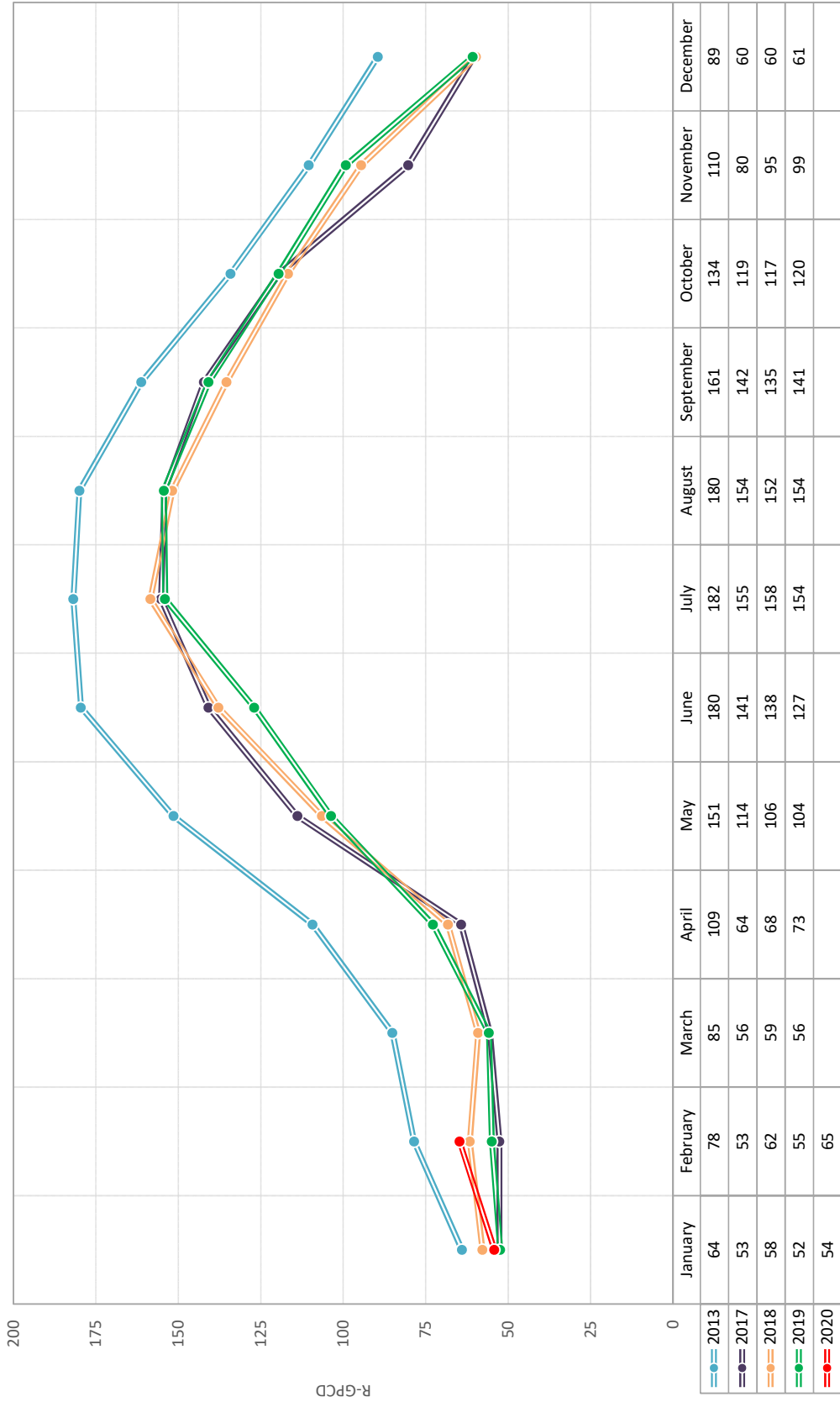
Calc'd Jan. 2013 Prod. = (Feb. 2013 Prod. Data Calc'd / Feb. 2013 Prod. Data Actual) x Jan. 2013 Prod. Data Actual = 68,254,916

Service Area 2	Consumption	
	# Accts	CCF Gallons
2020		
Jan	2,544	42,438
Feb	4,656	43,337
Mar		0
Apr		0
May		0
Jun		0
Jul		0
Aug		0
Sep		0
Oct		0
Nov		0
Dec		0



EGWD COMBINED R-GPCD

● 2013
 ● 2017
 ● 2018
 ● 2019
 ● 2020



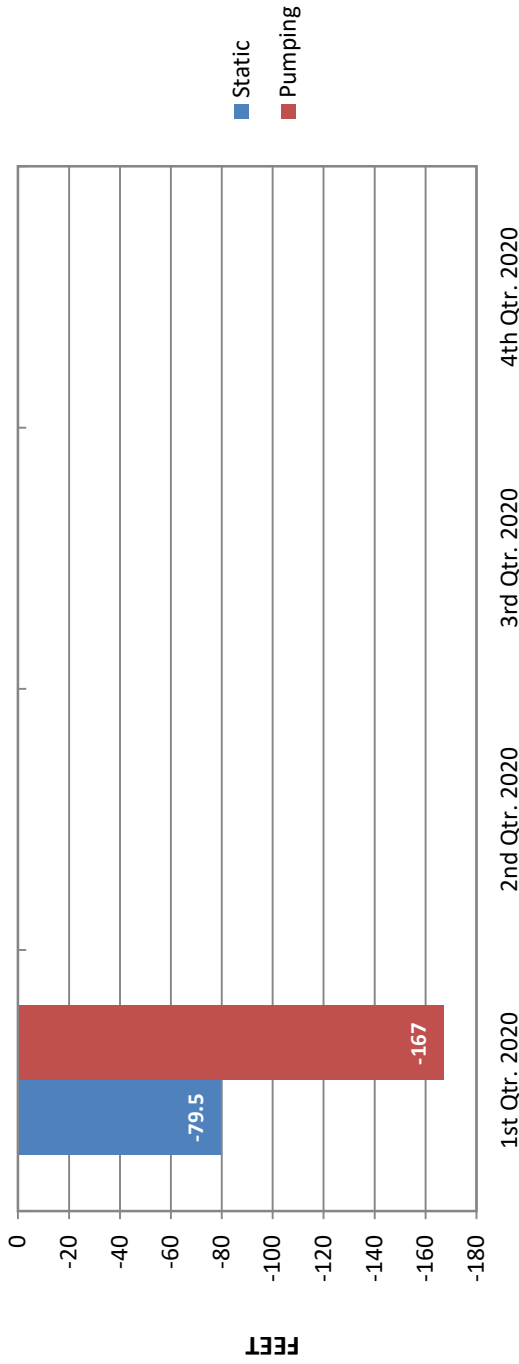
R-GPCD = Residential Gallons per Capita per Day



Elk Grove Water District

Static and Pumping Levels

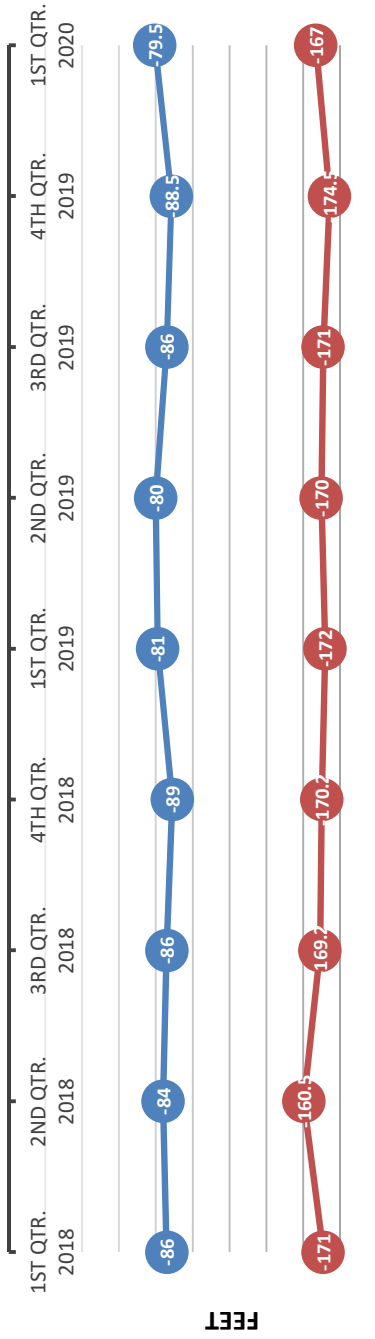
Well 1D School St



Latest Well Sounding

Static: 79.5 Ft
 Pumping: 167 Ft
 Drawdown: 87.5 Ft
 GPM: 1,840
 Specific Capacity: 21.023

Sounding Quarter/Year



Latest Sand Tester Results:

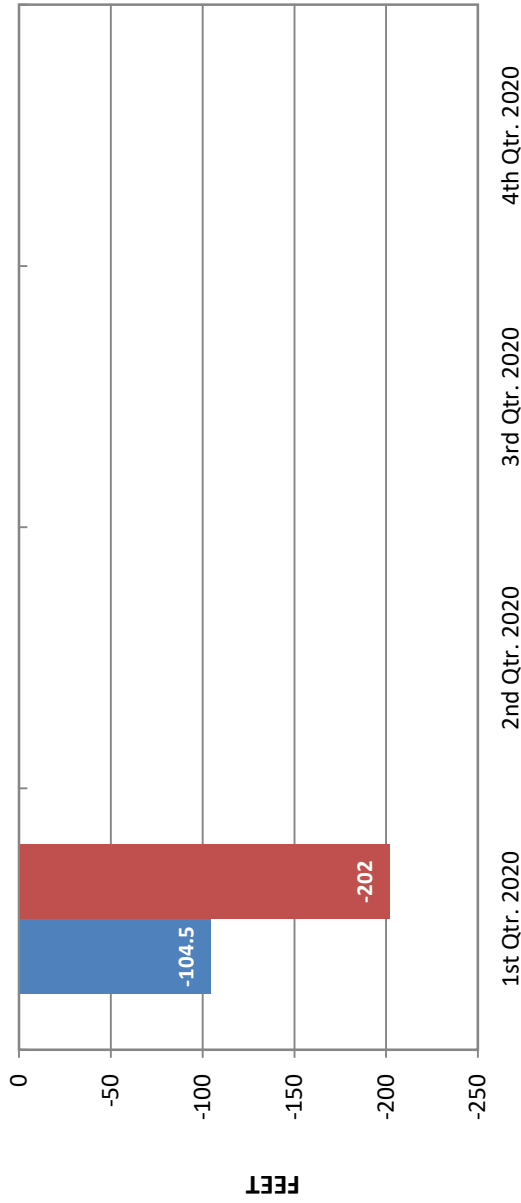
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

Well 4D Webb St

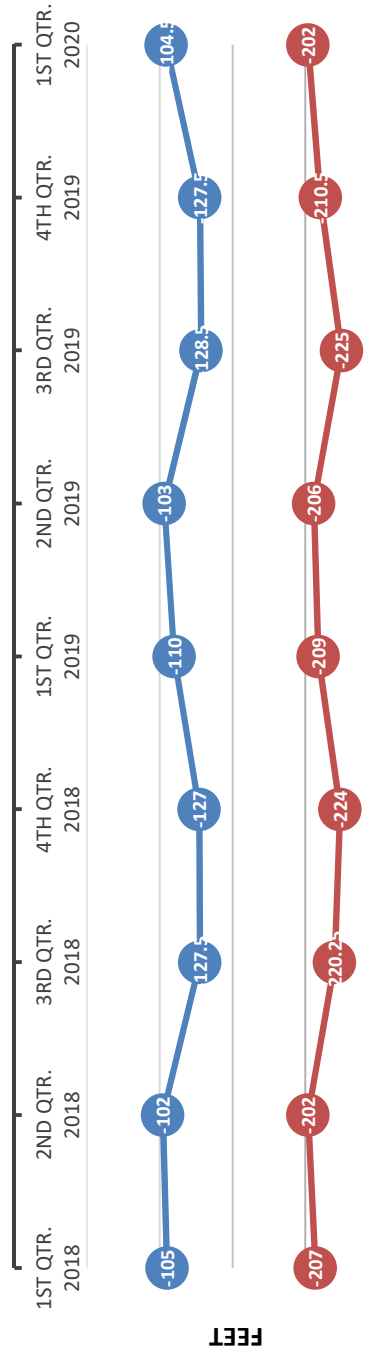


Latest Well Sounding

Static: 104.5 Ft
Pumping: 202 Ft
Drawdown: 97.5 Ft
GPM: 1,538
Specific Capacity: 15.776

■ Static
 ■ Pumping

Sounding Quarter/Year



Latest Sand Tester Results:

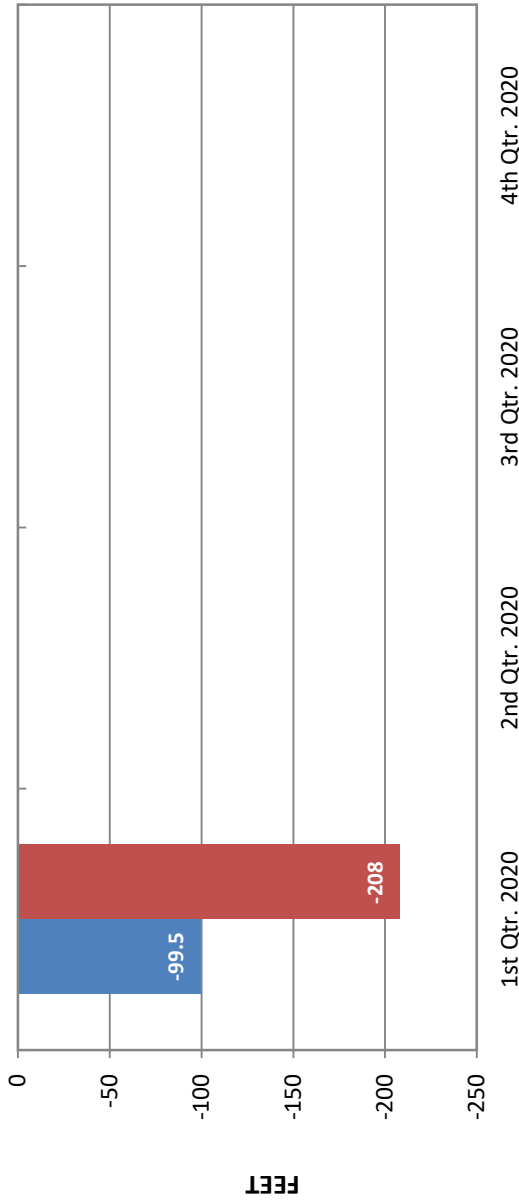
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

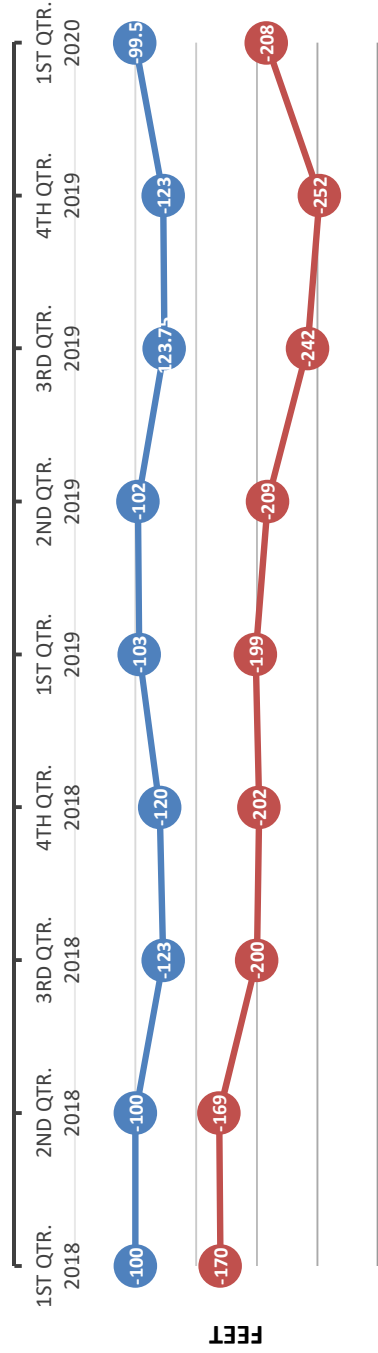
Well 11D Dino



Latest Well Sounding

Static: 99.5 Ft
Pumping: 208 Ft
Drawdown: 108.5 Ft
GPM: 1,428
Specific Capacity: 13.164

Sounding Quarter/Year



Latest Sand Tester Results:

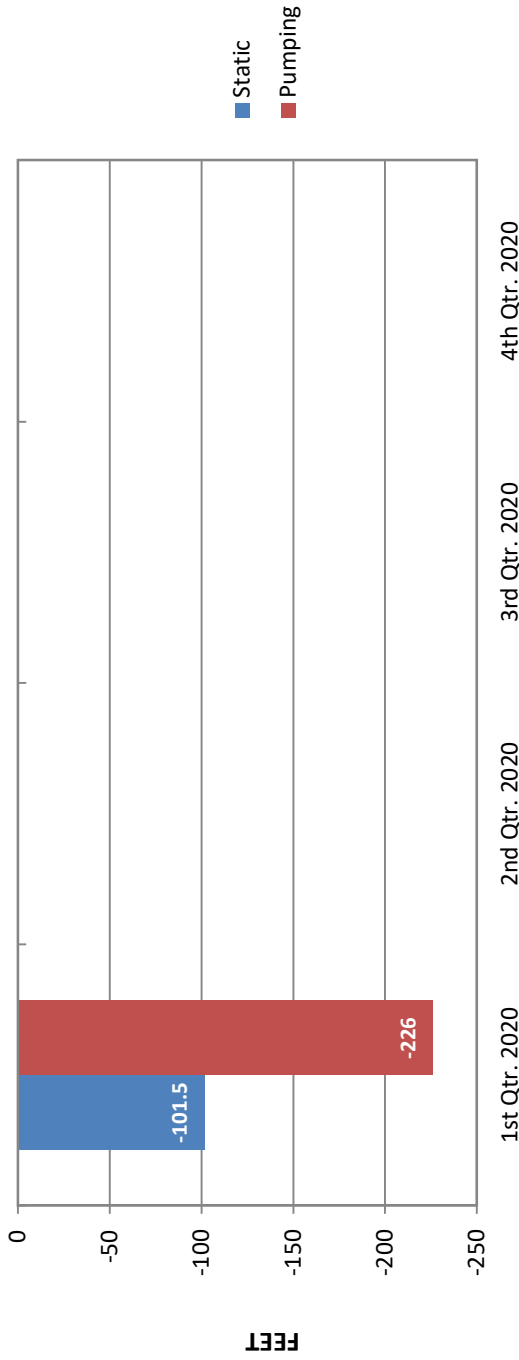
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

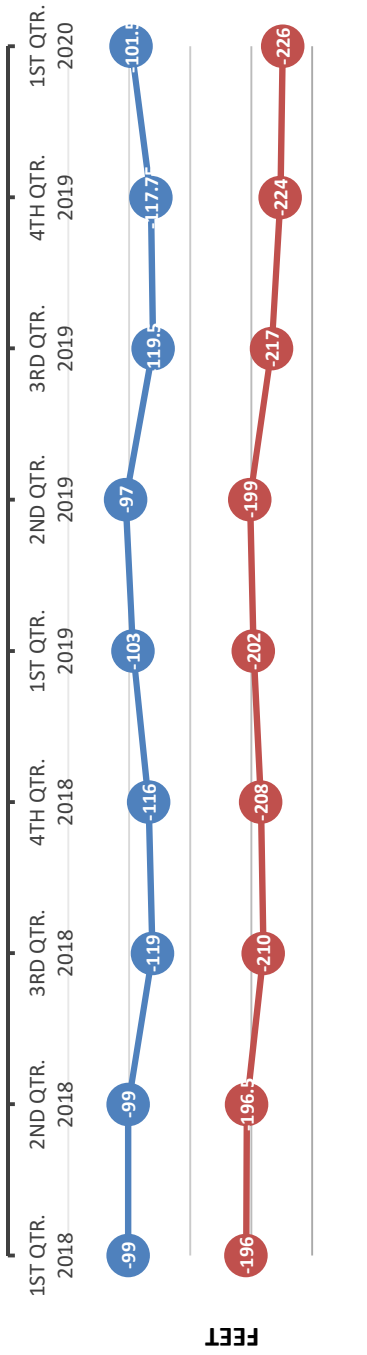
Well 14D Railroad



Latest Well Sounding

Static: 101.5 Ft
Pumping: 226 Ft
Drawdown: 124.5 Ft
GPM: 1,566
Specific Capacity: 12.576

Sounding Quarter/Year



Latest Sand Tester Results:

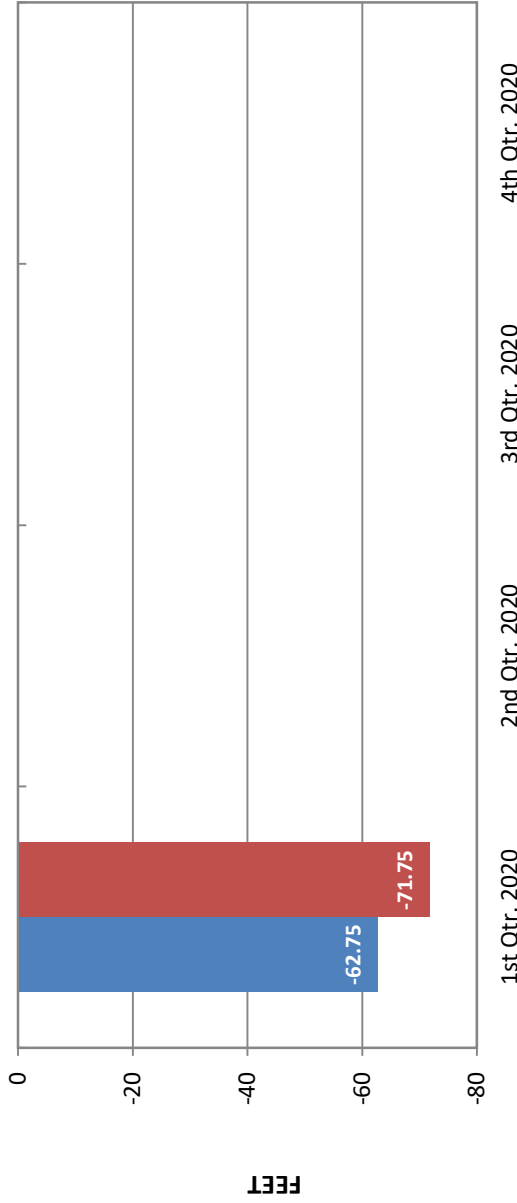
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

Well 8 Williamson

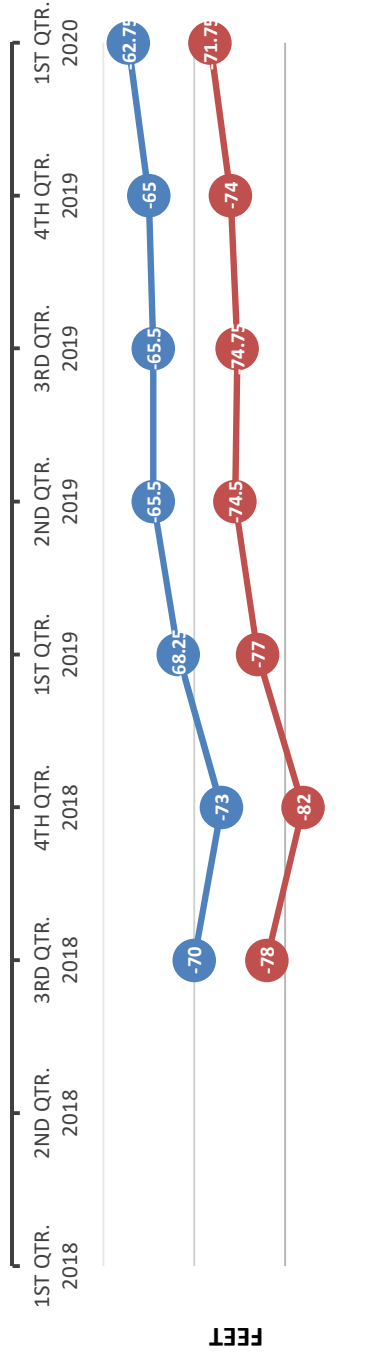


Latest Well Sounding

Static: 62.75 Ft
Pumping: 71.75 Ft
Drawdown: 9 Ft
GPM: 548
Specific Capacity: 60.841

■ Static
■ Pumping

Sounding Quarter/Year



Latest Sand Tester Results:

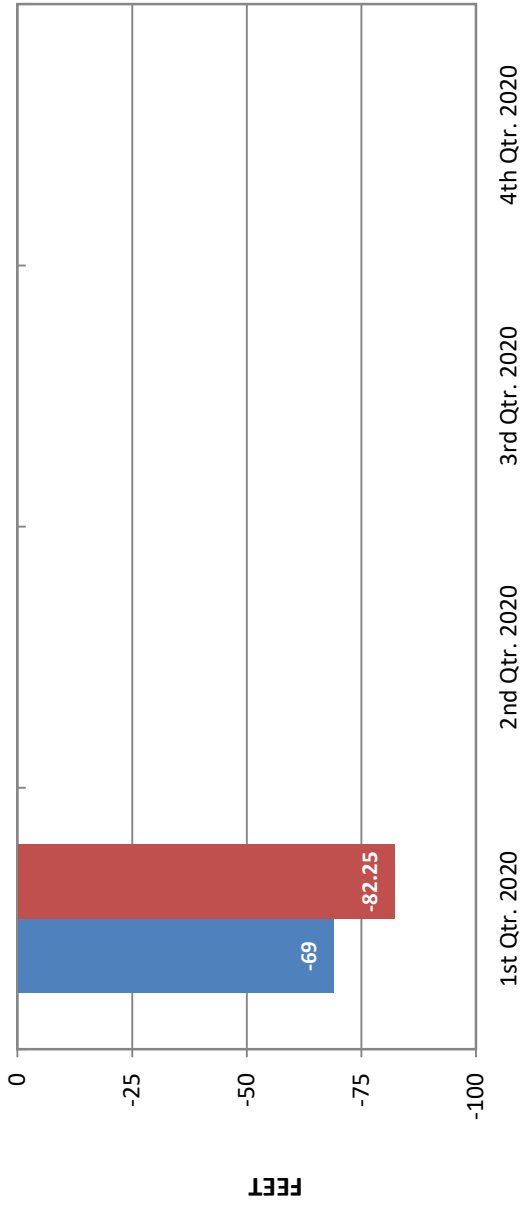
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

Well 9 Polhemus

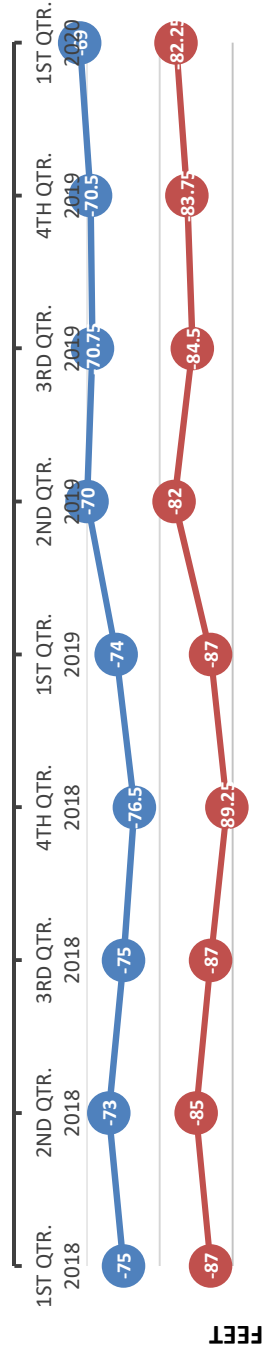


Latest Well Sounding

Static: 69 Ft
 Pumping: 82.25 Ft
 Drawdown: 13.25 Ft
 GPM: 460
 Specific Capacity: 34.717

■ Static
 ■ Pumping

Sounding Quarter/Year



Latest Sand Tester Results:

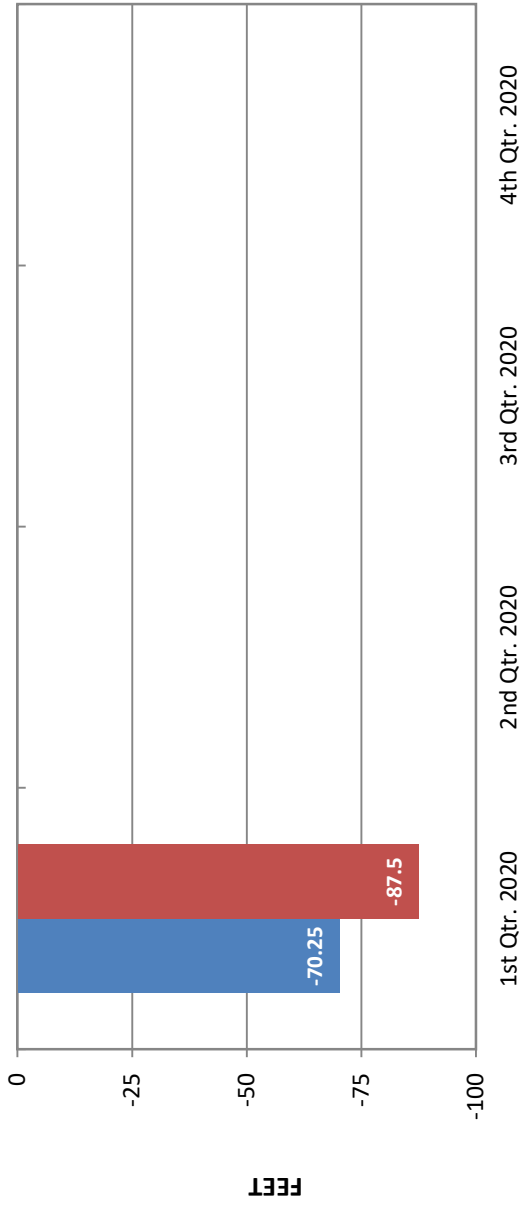
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

Well 13 Hampton

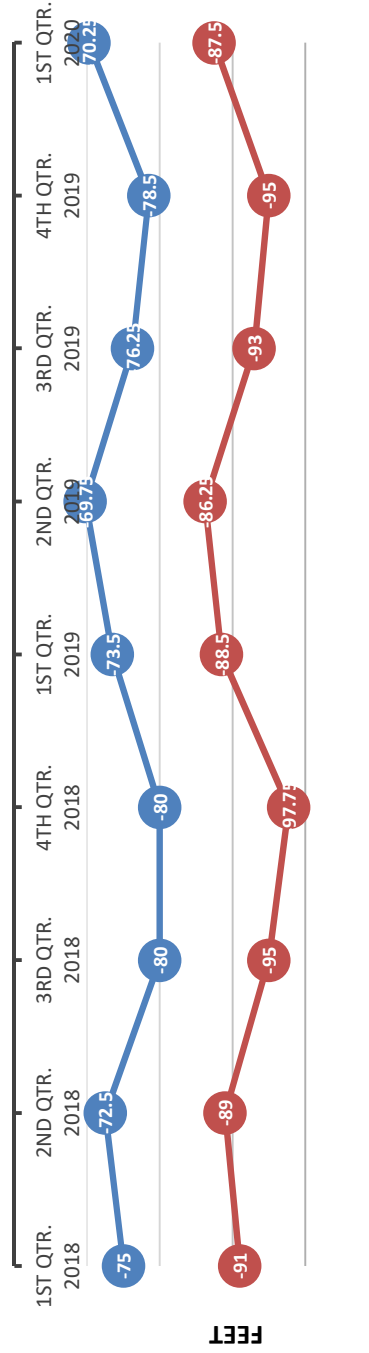


Latest Well Sounding

Static: 70.25 Ft
 Pumping: 87.5 Ft
 Drawdown: 17.25 Ft
 GPM: 883
 Specific Capacity: 51.196

■ Static
 ■ Pumping

Sounding Quarter/Year



Latest Sand Tester Results:

15 Min: < 5 ppm

**Monthly Sample Report - February 2020
Water System: Elk Grove Water System**

Sampling Point: 01 - 8693 W. Camden			
Sample Date	Sample Class	Sample Name	Collection Occurrence
2/4/2020	Distribution System	Bacteriological	Week
2/11/2020	Distribution System	Bacteriological	Week
2/18/2020	Distribution System	Bacteriological	Week
2/25/2020	Distribution System	Bacteriological	Week
2/4/2020	Distribution System	TTHM's and HAA5	Quarterly

Sampling Point: School Well 01D - Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence
2/4/2020	Source Water	PFAS	Once

Sampling Point: 02 - 9425 Emerald Vista			
Sample Date	Sample Class	Sample Name	Collection Occurrence
2/4/2020	Distribution System	Bacteriological	Week
2/11/2020	Distribution System	Bacteriological	Week
2/18/2020	Distribution System	Bacteriological	Week
2/25/2020	Distribution System	Bacteriological	Week

Sampling Point: 03 - 8809 Valley Oak			
Sample Date	Sample Class	Sample Name	Collection Occurrence
2/4/2020	Distribution System	Bacteriological	Week
2/11/2020	Distribution System	Bacteriological	Week
2/18/2020	Distribution System	Bacteriological	Week
2/25/2020	Distribution System	Bacteriological	Week

Sampling Point: Webb Well 04D - Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence
2/11/2020	Source Water	PFAS	Once

Sampling Point: 04 - 10122 Glacier Point

Sample Date	Sample Class	Sample Name	Collection Occurrence
2/4/2020	Distribution System	Bacteriological	Week
2/11/2020	Distribution System	Bacteriological	Week
2/18/2020	Distribution System	Bacteriological	Week
2/25/2020	Distribution System	Bacteriological	Week

Sampling Point: 05 - 9230 Amsden Ct.

Sample Date	Sample Class	Sample Name	Collection Occurrence
2/4/2020	Distribution System	Bacteriological	Week
2/11/2020	Distribution System	Bacteriological	Week
2/18/2020	Distribution System	Bacteriological	Week
2/25/2020	Distribution System	Bacteriological	Week
2/4/2020	Distribution System	TTHM's and HAA5	Quarterly

Sampling Point: 06 - 9227 Rancho Dr.

Sample Date	Sample Class	Sample Name	Collection Occurrence
2/4/2020	Distribution System	Bacteriological	Week
2/11/2020	Distribution System	Bacteriological	Week
2/18/2020	Distribution System	Bacteriological	Week
2/25/2020	Distribution System	Bacteriological	Week

Sampling Point: 07 - AI Gates Park Mainline Dr.

Sample Date	Sample Class	Sample Name	Collection Occurrence
2/4/2020	Distribution System	Bacteriological	Week
2/11/2020	Distribution System	Bacteriological	Week
2/18/2020	Distribution System	Bacteriological	Week
2/25/2020	Distribution System	Bacteriological	Week

Sampling Point: - Williamson Well 8 Raw Water

Sample Date	Sample Class	Sample Name	Collection Occurrence
-------------	--------------	-------------	-----------------------

Sampling Point: 09 - 9436 Hollow Springs Wy.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
2/4/2020	Distribution System	Bacteriological	Week
2/11/2020	Distribution System	Bacteriological	Week
2/18/2020	Distribution System	Bacteriological	Week
2/25/2020	Distribution System	Bacteriological	Week
2/4/2020	Distribution System	Fluoride	Monthly
2/4/2020	Distribution System	TTHM's and HAA5	Quarterly

Sampling Point: Polhemus Well 9 Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence

Sampling Point: 09 - 8417 Blackman Wy.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
2/4/2020	Distribution System	Bacteriological	Week
2/11/2020	Distribution System	Bacteriological	Week
2/18/2020	Distribution System	Bacteriological	Week
2/25/2020	Distribution System	Bacteriological	Week

Sampling Point: 10 - 9373 Oreo Ranch Cir.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
2/4/2020	Distribution System	Bacteriological	Week
2/11/2020	Distribution System	Bacteriological	Week
2/18/2020	Distribution System	Bacteriological	Week
2/25/2020	Distribution System	Bacteriological	Week

Sampling Point: Dino Well 11D - Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence
2/4/2020	Source Water	PFAS	Once

Sampling Point: Hampton Well 13 - Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence
2/4/2020	Source Water	Fe, Mn, As, Total	Weekly
2/11/2020	Source Water	Fe, Mn, As, Total	Weekly
2/18/2020	Source Water	Fe, Mn, As, Total	Weekly
2/25/2020	Source Water	Fe, Mn, As, Total	Quarterly

Sampling Point: Hampton WTP Effluent			
Sample Date	Sample Class	Sample Name	Collection Occurrence
2/4/2020	Treated Effluent	Fe, Mn, As, Total	Weekly
2/11/2020	Treated Effluent	Fe, Mn, As, Total	Weekly
2/18/2020	Treated Effluent	Fe, Mn, As, Total	Weekly
2/25/2020	Treated Effluent	Fe, Mn, As, Total	Weekly

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

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

Sampling Point: Railroad WTP Effluent			
Sample Date	Sample Class	Sample Name	Collection Occurrence
2/4/2020	Treated Plant Effluent	WTP Eff - Fe,Mn,As,Al Total	Month
2/4/2020	Treated Plant Effluent	WTP Eff - Fe,Mn,As,Al Dissolved	Month

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

Sampling Point: Special Distribution/Construction Samples

Sample Date	Sample Class	Sample Name	Collection Description
2/11/2020	Treated Water	Bacteriological	Storage Tank#1 Diving Inspection
2/13/2020	Treated Water	Bacteriological	Storage Tank#1 Diving Inspection
		<u>Monthly Total</u>	<u>Yearly Total</u>
		55	119
		4	23
		0	

Colots

Black = Scheduled

Green = Unscheduled

Red = Incomplete Sample



March 3, 2020

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

WASTEWATER SOURCE CONTROL MONTHLY COMPLIANCE REPORT

Enclosed is the Wastewater Source Control Monthly Compliance Report Form from Elk Grove Water District for February 2020.

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



March 3, 2020

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

MONTHLY SUMMARY OF DISTRIBUTION SYSTEM COLIFORM MONITORING

Enclosed is the Monthly Summary of Distribution System Coliform Monitoring report from Elk Grove Water District for February 2020.

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 above the printed name.

STEVE SHAW
WATER TREATMENT SUPERVISOR

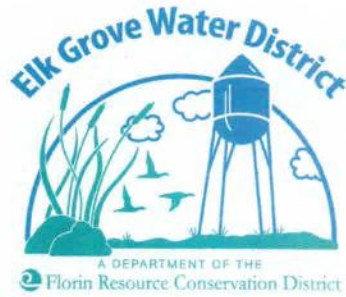
MONTHLY SUMMARY OF REVISED TOTAL COLIFORM RULE DISTRIBUTION SYSTEM MONITORING (including triggered source monitoring for systems subject to the Groundwater Rule)

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;">February</p>	Year <p style="text-align: center; font-size: 1.2em;">2020</p>

	Number Required	Number Collected	Number Total Coliform Positives	Number E.coli Positives
1. Routine Samples (see note 1)	40	40	0	0
2. Repeat Samples following samples that are Total Coliform Positive and <i>E. coli</i> Negative (see notes 10 and 11)		0	0	0
3. Repeat Samples following Routine Samples that are Total Coliform Positive and <i>E. coli</i> Positive (see notes 10 and 11)		0	0	0
4. Treatment Technique (TT)/MCL Violation Computation for Total Coliform/ <i>E. coli</i> Positive Samples				
a. Totals (sum of columns)	40	40	0	0
b. If 40 or more samples collected in month, determine percent of samples that are total coliform positive [(total number positive/total number collected) x 100] =	0	%		
c. Did the system trigger... a Level 2 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 Level 1 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	0
6. Invalidated Samples (Note what samples, if any, were invalidated; who authorized the invalidation; and when replacement samples were collected. Attach additional sheets, if necessary.)				
7. Summary Completed By: Steve Shaw				
Signature 	Title <p style="text-align: center; font-size: 1.2em;">Water Treatment Supervisor</p>	Date <p style="text-align: right; font-size: 1.2em;">3/3/2020</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.**



March 3, 2020

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

MONTHLY SUMMARY OF THE HAMPTON GROUNDWATER TREATMENT PLANT

Enclosed is the Monthly Summary of the Hampton GWTP report from Elk Grove Water District for February 2020.

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

Hampton GWTP Monthly Report

PWS Number: 34110008-013

Month: February

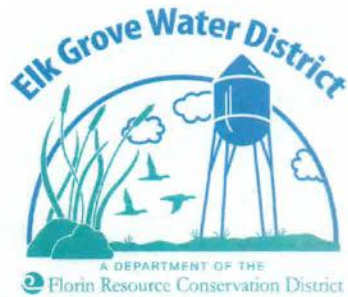
GWTP Name: Hampton Water Treatment Plant

Date	Hour Meter	Run Hours	Production Meter	Well Production	Backwash Meter	Backwash Waste Meter	Weekly In-House Monitoring (mg/L) R (Raw) T (Treated) As (ug/L)									
							Date	Fe, R	Fe, T	Mn, R	Mn, T	As, R	As, T	Weekly Average		
last day	13832.4		831021515		16059561	18663525	2/4/2020	0.012	0.008	0.036	0.013	<2	<2	6.9	to	7.5
1	13832.4	0	831021515	0	16059561	18663525	2/11/2020	0.014	0.022	0.034	0.012	<2	<2	6.9	to	7.5
2	13832.4	0	831021515	0	16059561	18663525	2/18/2020	0.005	0.033	0.025	0.006	3	<2	CI2		0.59
3	13832.4	0	831021515	0	16059561	18663525	2/25/2020	0.005	0.2	0.072	0.001	<2	<2	Week 2: 6.9	to	7.3
4	13832.4	0	831085041	63526	16059561	18663525								CI2		0.64
5	13833.5	1.1	831085041		16059561	18663525								Week 3: 6.9	to	7.6
6	13833.5	0	831085041	0	16059561	18663525								CI2		0.59
7	13833.5	0	831085041	0	16059561	18663525								Week 4: 6.9	to	7.6
8	13837.5	4	831323069	238028	16059561	18663525								CI2		0.55
9	13838.9	1.4	831399951	76882	16066733	18668221								Week 5:	to	
10	13838.9	0	831399951	0	16066733	18668221								CI2		
11	13840.6	1.7	831498354	98403	16070284	18679693								CI2		
12	13840.6	0	831498354	0	16070284	18679693								CI2		
13	13840.6	0	831498354	0	16070284	18679693								CI2		
14	13840.6	0	831498354	0	16070284	18679693								CI2		
15	13840.6	0	831498354	0	16070284	18679693								CI2		
16	13840.6	0	831498354	0	16070284	18679693								CI2		
17	13840.6	0	831498354	0	16070284	18679693								CI2		
18	13840.6	0	831498354	0	16070284	18679693								CI2		
19	13842.1	1.5	831585511	87157	16070284	18683036								CI2		
20	13842.1	0	831585511	0	16070284	18683036								CI2		
21	13842.1	0	831585511	0	16070284	18683036								CI2		
22	13842.1	0	831585511	0	16070284	18683036								CI2		
23	13842.1	0	831585511	0	16070284	18683036								CI2		
24	13842.1	0	831585511	0	16070284	18683036								CI2		
25	13842.1	0	831585511	0	16070285	18683036								CI2		
26	13842.9	0.8	831629633	44122	16070285	18683036								CI2		
27	13842.9	0	831629633	0	16070285	18683036								CI2		
28	13842.9	0	831629633	0	16070285	18683036								CI2		
29	13842.9	0	831629633	0	16070285	18683036								CI2		
30		0		0												
31		0		0												
Total		10.5		608,118	10,724	19,511										

Total Gallons Sodium Hypochlorite:	5.25 Gal
Pounds per day	0.2117 Lbs/Day
Dosage (Milligrams Per Liter @ 12.5% Cl)	1.8 mg/L
Total Gallons Ferric Chloride:	3.88 Gal
Dosage (Milligrams Per Liter @ 38% FeCl)	.65mg/L
Total Gallons Sodium Hydroxide:	5.5 Gal
Dosage (Gallons Per Hour @ 30% NaOH)	0.48 Gal/Hr
Total Gallons Sulfuric Acid :	3.73 Gal
Dose (Gallons Per Hour @ 93% H2SO4)	0.33 Gal/Hr
Total Backwashed	10,724 Gal
Total Water Pumped	608,118 Gal
Total Backwash Waste Meter	19,511 Gal
Total Water Treated	608,118 Gal

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

Prepared By: Steve Shaw Date: 3/3/2020



March 3, 2020

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

MONTHLY FLUORIDATION MONITORING REPORT

Enclosed is the Monthly Summary of the Fluoridation Monitoring from Elk Grove Water District for February 2020.

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", with a long horizontal stroke extending to the right.

STEVE SHAW
WATER TREATMENT SUPERVISOR

ELK GROVE WATER DISTRICT AREA 2

DISTRIBUTION SYSTEM

MONTHLY FLUORIDATION MONITORING REPORT

February-20

Week Location of Sample Monitoring Results (mg/L)

Week	Location of Sample	Date	Time	Results
1	Hollow Springs	2/4/2020	9:29 AM	0.57
1	Al Gates Park	2/4/2020	10:06 AM	0.48
1	Oreo Ranch	2/4/2020	10:33 AM	0.65
1	Blackman	2/4/2020	12:01 PM	0.51
2	Hollow Springs	2/11/2020	10:08 AM	0.52
2	Al Gates Park	2/11/2020	10:29 AM	0.61
2	Oreo Ranch	2/11/2020	10:45 AM	0.69
2	Blackman	2/11/2020	12:14 PM	0.62
3	Hollow Springs	2/18/2020	11:02 AM	0.73
3	Al Gates Park	2/18/2020	11:15 AM	0.58
3	Oreo Ranch	2/18/2020	11:40 AM	0.62
3	Blackman	2/18/2020	12:35 AM	0.68
4	Hollow Springs	2/25/2020	9:25 AM	0.6
4	Al Gates Park	2/25/2020	9:50 AM	0.56
4	Oreo Ranch	2/25/2020	10:12 AM	0.56
4	Blackman	2/25/2020	11:48 PM	0.76
5	Hollow Springs			
5	Al Gates Park			
5	Oreo Ranch			
5	Blackman			

Monthly fluoride split sample results:

Date: 2/4/2020

Water System Results: 0.57 mg/L

Approved Lab: 0.72 mg/L

Contact Name: Steve Shaw

Telephone : (916) 585-9386

System PWS Number: 3410008

Elk Grove Water District

Preventative Maintenance Program

Groundwater Wells

		Monthly												Semi-annual			Annual				
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	1ST 6-MO.	2ND 6-MO.	Refer.	2020				
Well 14D Railroad	Initials	AH	BW																		
	Date	1/14/20	2/10/20																		
	W.O.#	18424	18564																		
		Sect: 7.1														Sect: 7.2			Sect: 7.3		
Well 4D Webb	Initials	AH	AH																		
	Date	1/8/20	2/6/20																		
	W.O.#	18425	18565																		
		Sect: 8.1														Sect: 8.2			Sect: 8.3		
Well 11D Dino	Initials	AH	AH																		
	Date	1/9/20	2/4/20																		
	W.O.#	18426	18566																		
		Sect: 9.1														Sect: 9.2			Sect: 9.3		
Well 1D School	Initials	AH	AH																		
	Date	1/3/20	2/4/20																		
	W.O.#	18427	18567																		
		Sect: 13.1														Sect: 13.2			Sect: 13.3		
Well 8 Williamson	Initials	BW	AH																		
	Date	1/8/20	2/7/20																		
	W.O.#	18428	18568																		
		Sect: 11.1														Sect: 11.4			Sect: TBD		
Well 9 Polhemus	Initials	AH	AH																		
	Date	1/7/20	2/9/20																		
	W.O.#	18429	18569																		
		Sect: TBD														Sect: TBD			Sect: TBD		
Well 13 Hampton	Initials	AH/BW	AH																		
	Date	1/13/20	2/4/20																		
	W.O.#	18430	18570																		
		Sect: TBD														Sect: TBD			Sect: TBD		

Year: 2020

Elk Grove Water District

Preventative Maintenance Program

Railroad Water Treatment and Storage

Facility

Item	Monthly												Quarterly			Semi-annual			Annual									
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	1st	2nd	3rd	4th	Refer.	1st	6 th	2ND	6 th	MO.	MO.	Refer.	2020	
Clor-Tec System	Section: 4.2	AH 1/15/20 18434	AH/BW 2/24/20 18571											Section: 4.3					Section: 4.4									
Filter System	Section: 5.1	BW 1/2/20 18435	AH 2/6/20 18572											Section: 5.2					Section: 5.3									
Backwash System	Section: 2.1	BW 1/6/20 18436	BW 2/3/20 18573											Section: 2.2					Section: 2.3									
Booster Pumps	Section: 3.1	BW 1/6/20 18437	BW 2/3/20 18574											Section: TBD					Section: 3.2									
LAB														Section: 1.1														
Clear Wells																												
MCC																												

Section: 2.4	AH/BW	2/13/20	18482
Section: 1.2	AH	1/15/20	18604

Year: 2020

Elk Grove Water District

Preventative Maintenance Program

Hampton Village Water Treatment Plant

Item	Monthly												Quarterly			Semi-annual		Annual							
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	1st	2nd	3rd	4th	Refer.	1ST	6-2ND	6-MO.	Refer.	2020	
Chemical Systems	TBD	AH/BW 1/13/20 18431	AH 2/13/20 18561											TBD					TBD						
Filter System	TBD	AH/BW 1/13/20 18432	AH 2/13/20 18561											TBD					TBD						
Backwash System	TBD	AH/BW 1/13/20 18433	AH 2/13/20 18563											TBD					TBD						
LAB																									
MCC																									

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.	2020
Railroad	Initials	AH	AH											Section: TBD	
	Date	1/14/20	2/3/20												
	W.O. #	18438	18557												
Webb	Initials	AH	BW											Section: TBD	BW 1/22/20 18456
	Date	1/8/20	2/11/20												
	W.O. #	18439	18558												
Dino	Initials	AH	BW											Section: TBD	
	Date	1/9/20	2/11/20												
	W.O. #	18440	18559												
Admin.	Initials	AH	AH/BW											Section: TBD	
	Date	1/30/20	2/24/20												
	W.O. #	18441	18560												

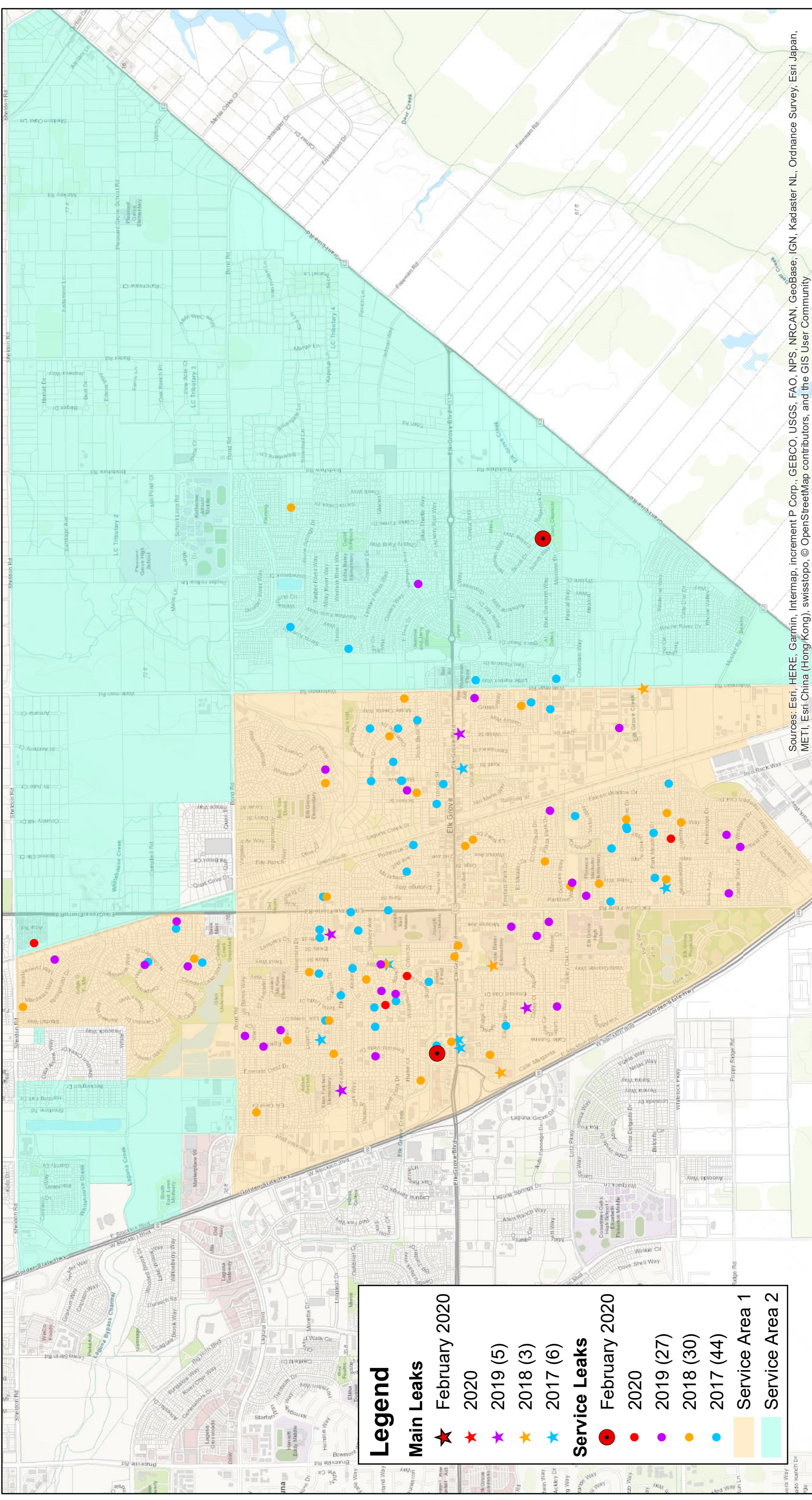
= Load Test

**Elk Grove Water District
Cross Connection Control Program 2020**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Totals
First Test Notices Issued	47	40											87
Passed First Test Notice	39	25											64
Initial Balance	8	15											23
Notices Retracted	4	0											4
New Balance	4	15											19
Second Test Notices Issued	4	15											19
Passed Second Test Notice	0	7											7
Third Test Notice Issued	4	0											4
Passed Third Test Notice	4	0											4
Devices Locked Off	0	0											0
Monthly Outstanding Delinquents	0	8											8
													Total Outstanding Delinquents
													8

Elk Grove Water District
 Safety Meetings/Training
 February 2020

Date	Topic	Attendees	Hosted By
2/3/2020	Using A Spotter	Alan Aragon, Stefan Chanh, David Frederick, Sean Hinton, Bruce Kamilos, Brandon Kent, Jose Mendoza, Sal Mendoza, Michael Montiel, Chris Phillips, Steve Shaw, Brandon Wagner, Marcell Wilson	Ron Lee
2/18/2020	Lock Out - Tag Out	Alan Aragon, Stefan Chanh, David Frederick, James Hinegardner, Sean Hinton, Bruce Kamilos, Brandon Kent, Justin Mello, Jose Mendoza, Michael Montiel, Chris Phillips, Steve Shaw, Brandon Wagner, Marcell Wilson, Vue Xiong	Ron Lee
2/27/2020	Hostile Persons + Slips, Trips, & Falls	Aurelia Camilo, Stefan Chanh, Travis Franklin, David Frederick, Aaron Hewitt, James Hinegardner, Sean Hinton, Bruce Kamilos, Amber Kavert, Brandon Kent, Patrick Lee, Mark Madison, Justin Mello, Jose Mendoza, Sal Mendoza, Michael Montiel, Donella Murillo, Stefani Phillips, Chris Phillips, Cindy Robertson, Steve Shaw, John Vance, Brandon Wagner, Marcell Wilson, Vue Xiong	Dave Caraveo



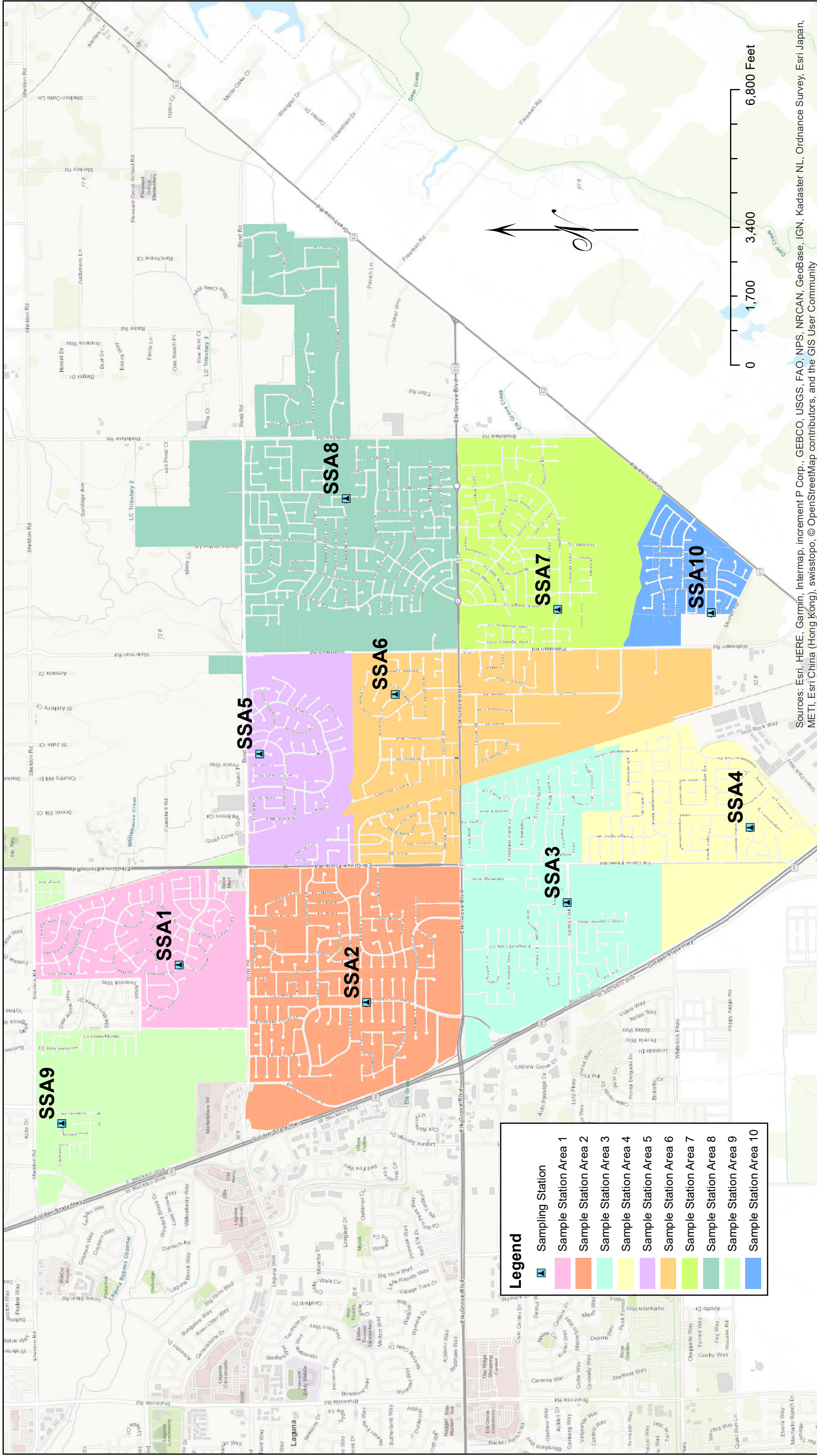
Elk Grove Water District	
Main & Service Line Leaks	
Created by: Travis Franklin	
Date: March 3, 2020	

Elk Grove Water District












Main and Service Line Leaks Map

February 2020	
Main Line Leaks: 0	YTD: 0
Service Line Leaks: 2	YTD: 6
Total Leaks: 2	YTD: 6

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 2
-  Sample Station Area 3
-  Sample Station Area 4
-  Sample Station Area 5
-  Sample Station Area 6
-  Sample Station Area 7
-  Sample Station Area 8
-  Sample Station Area 9
-  Sample Station Area 10

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

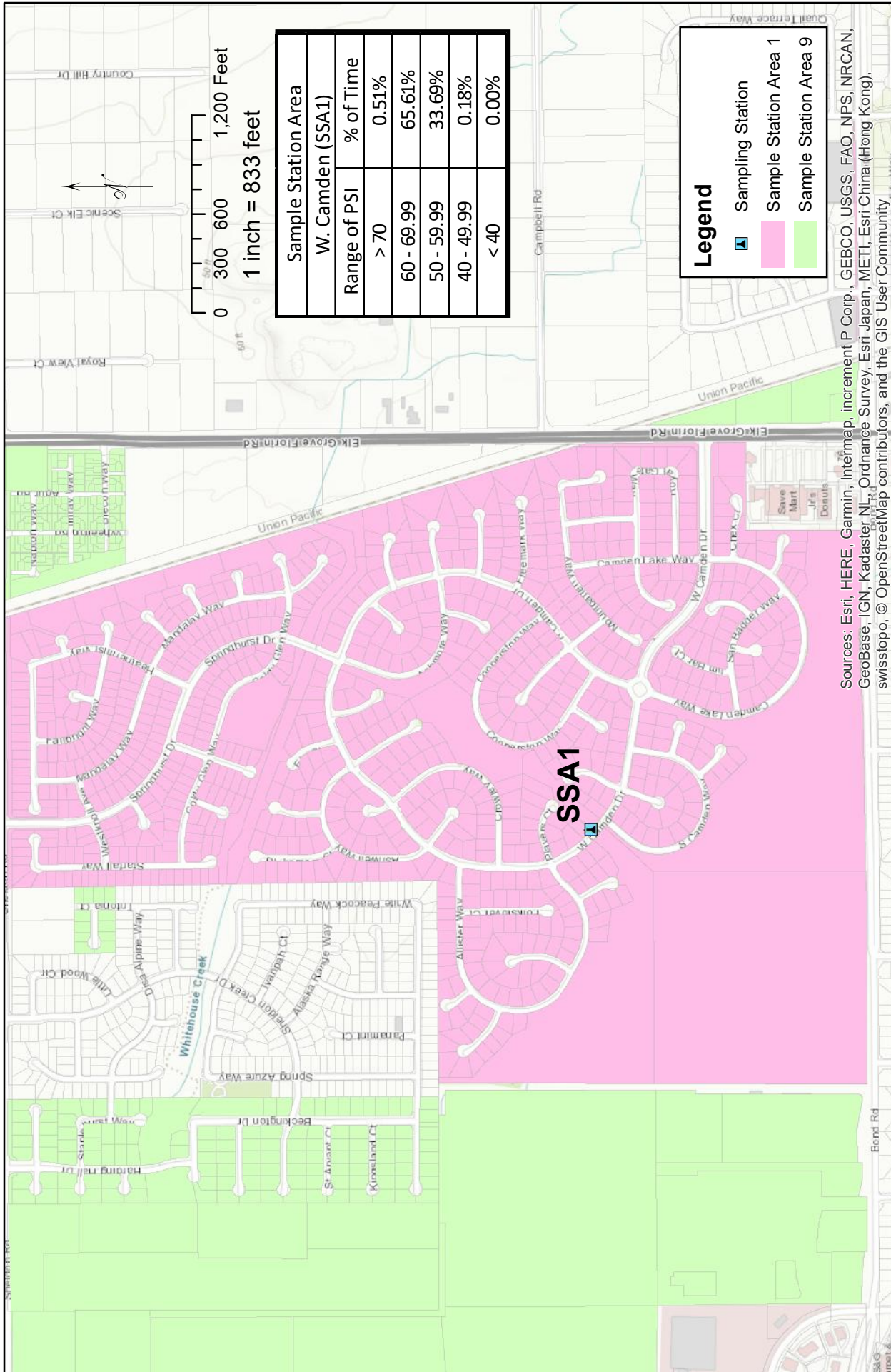
Projected Coordinate System: NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Modified by: Travis Franklin
March 4, 2020

Elk Grove Water District

Sample Station Areas



Sample Stations: 10



Sample Station Area	
W. Camden (SSA1)	
Range of PSI	% of Time
> 70	0.51%
60 - 69.99	65.61%
50 - 59.99	33.69%
40 - 49.99	0.18%
< 40	0.00%

Legend

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

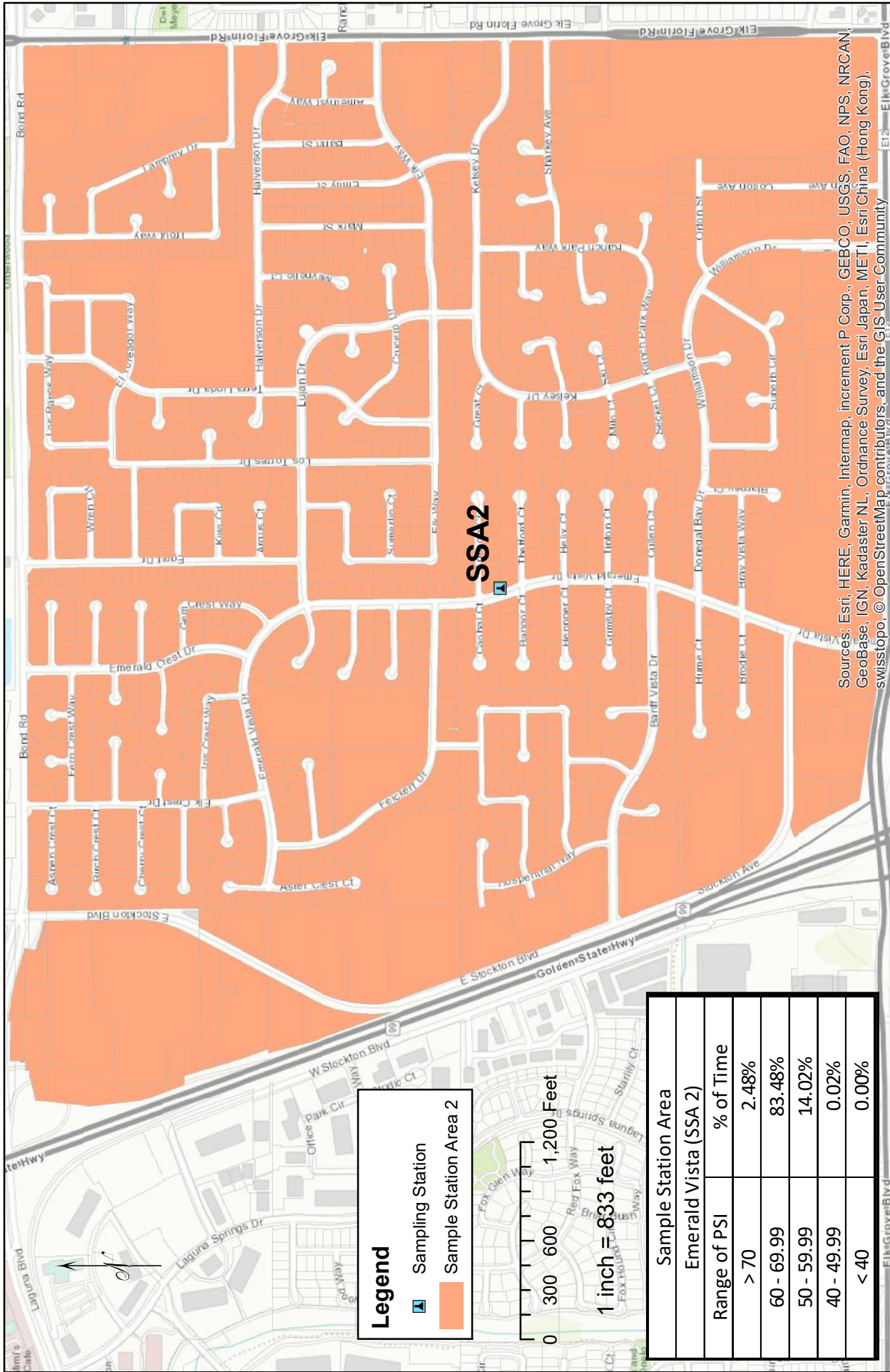
Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source:EGWD GIS database
 Created by: Travis Franklin
 March 4, 2020



Elk Grove Water District
 System Pressure Monitoring



Sample Station #1
 Note: Sample Station takes a reading every 5 minutes.
 February 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	2.48%
60 - 69.99	83.48%
50 - 59.99	14.02%
40 - 49.99	0.02%
< 40	0.00%

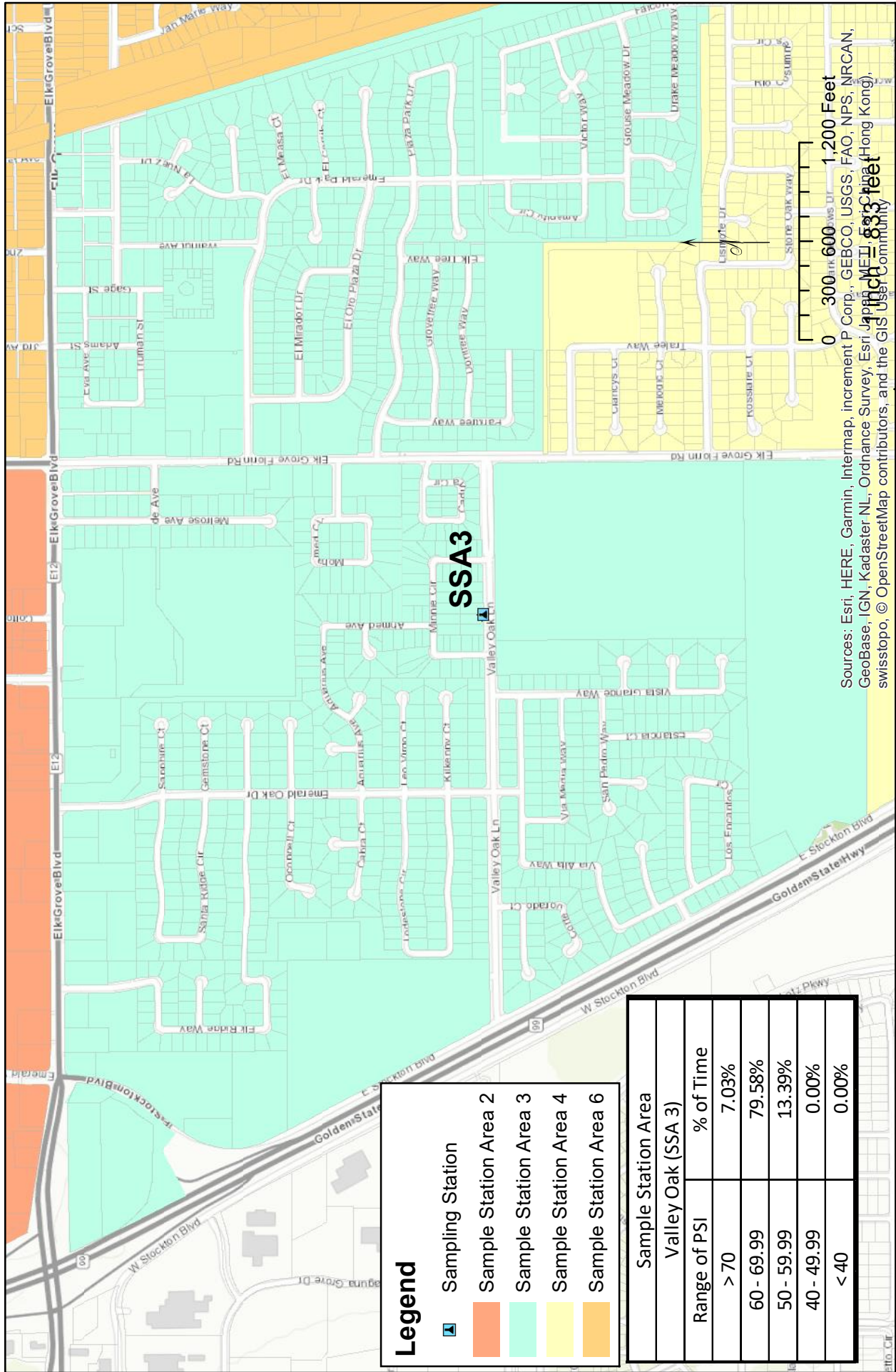


Elk Grove Water District
System Pressure Monitoring

Sample Station #2
 Note: Sample Station takes a reading every 5 minutes.
 February 2020

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 March 4, 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
 March 4, 2020

Elk Grove Water District

System Pressure Monitoring



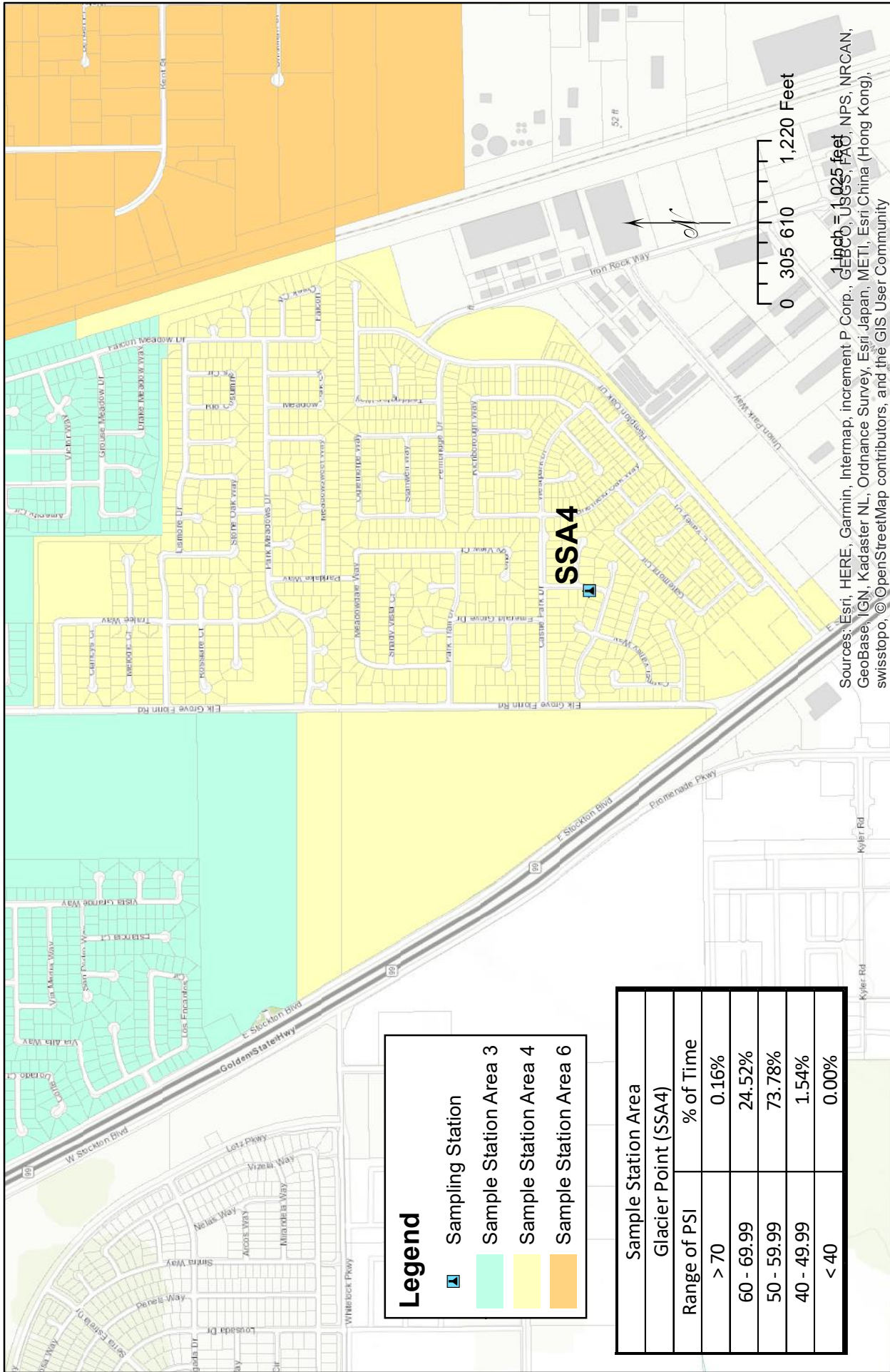
Legend	
	Sampling Station
	Sample Station Area 2
	Sample Station Area 3
	Sample Station Area 4
	Sample Station Area 6

Sample Station Area	
Valley Oak (SSA 3)	
Range of PSI	% of Time
> 70	7.03%
60 - 69.99	79.58%
50 - 59.99	13.39%
40 - 49.99	0.00%
< 40	0.00%

Sample Station #3

Note: Sample Station takes a reading every 5 minutes.

February 2020



Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 March 4, 2020

Elk Grove Water District

System Pressure Monitoring



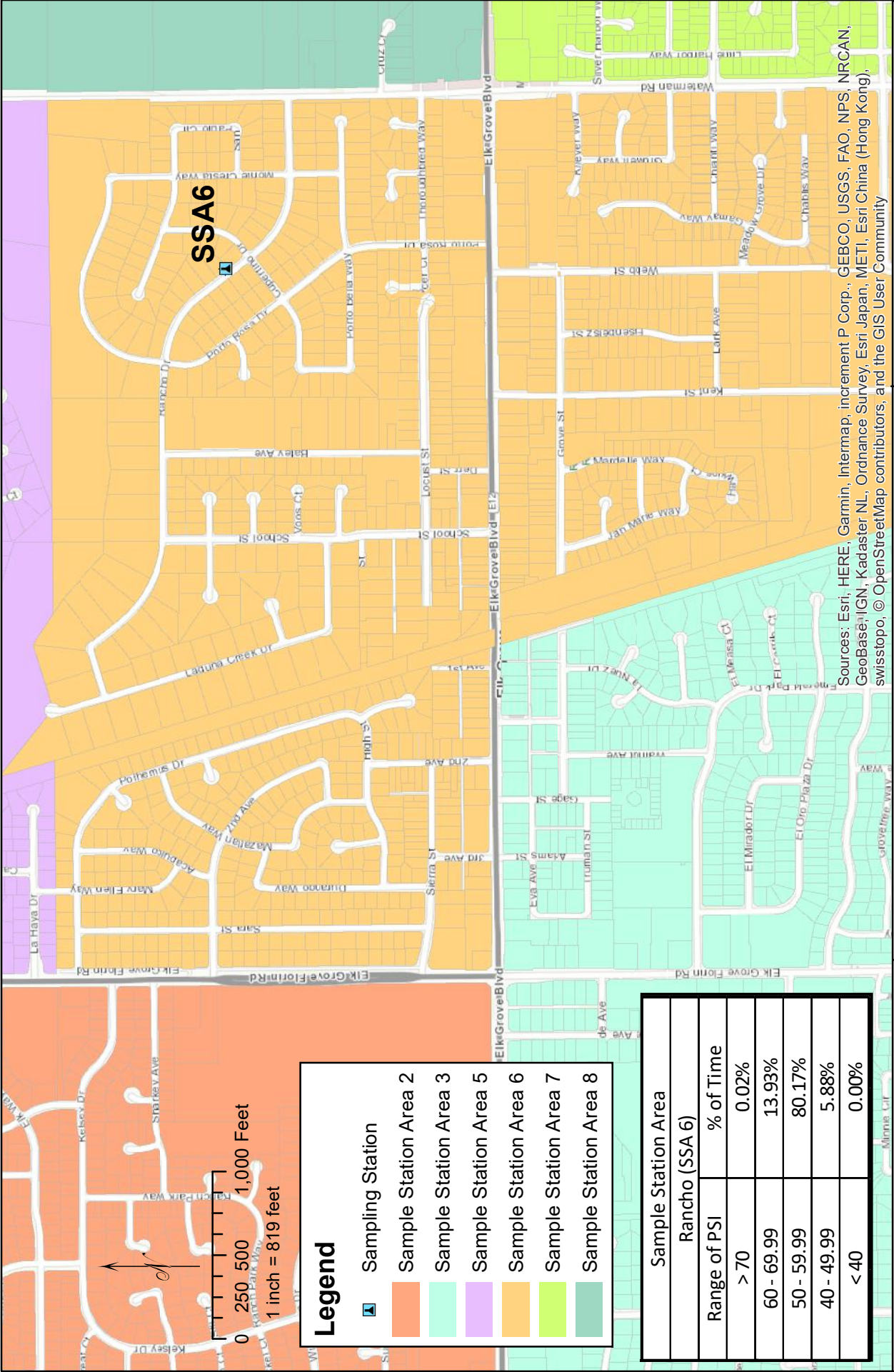
- Legend**
- Sampling Station
 - Sample Station Area 3
 - Sample Station Area 4
 - Sample Station Area 6

Sample Station Area	Glacier Point (SSA4)	% of Time
Range of PSI		
> 70		0.16%
60 - 69.99		24.52%
50 - 59.99		73.78%
40 - 49.99		1.54%
< 40		0.00%

Sample Station #4

Note: Sample Station takes a reading every 5 minutes.

February 2020



SSA6

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	0.02%
	60 - 69.99	13.93%
	50 - 59.99	80.17%
	40 - 49.99	5.88%
	< 40	0.00%

Sample Station #6

Note: Sample Station takes a reading every 5 minutes.

February 2020



Eik Grove Water District
System Pressure Monitoring

Projected Coordinate System:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
March 4, 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
 March 4, 2020

Elk Grove Water District

System Pressure Monitoring



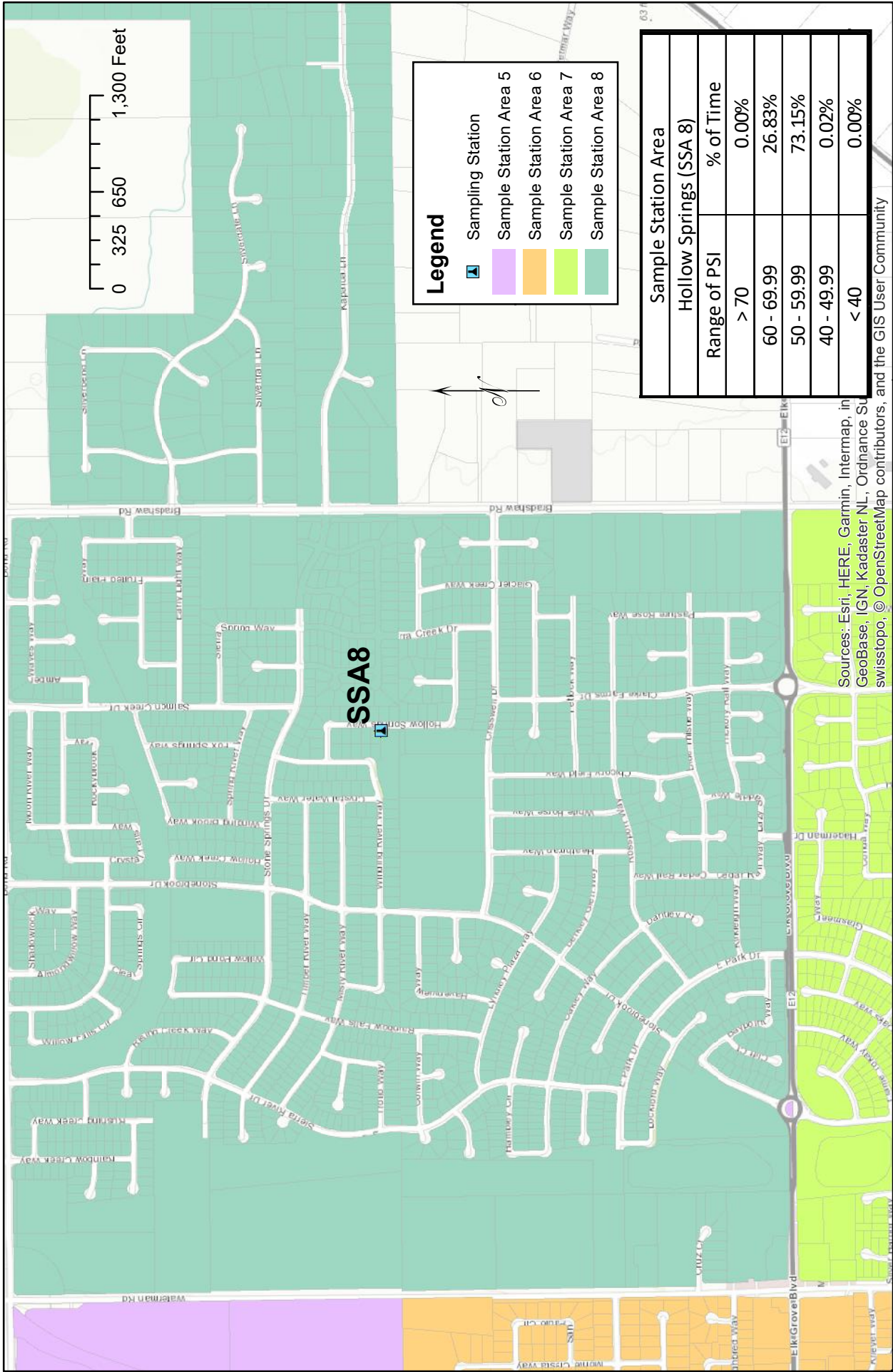
Legend	
	Sampling Station
	Sample Station Area 6
	Sample Station Area 7
	Sample Station Area 8
	Sample Station Area 10

Sample Station Area	
Mainline (SSA 7)	
Range of PSI	% of Time
> 70	1.78%
60 - 69.99	96.07%
50 - 59.99	2.14%
40 - 49.99	0.00%
< 40	0.00%

Sample Station #7

Note: Sample Station takes a reading every 5 minutes.

February 2020



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	26.83%
	50 - 59.99	73.15%
	40 - 49.99	0.02%
	< 40	0.00%

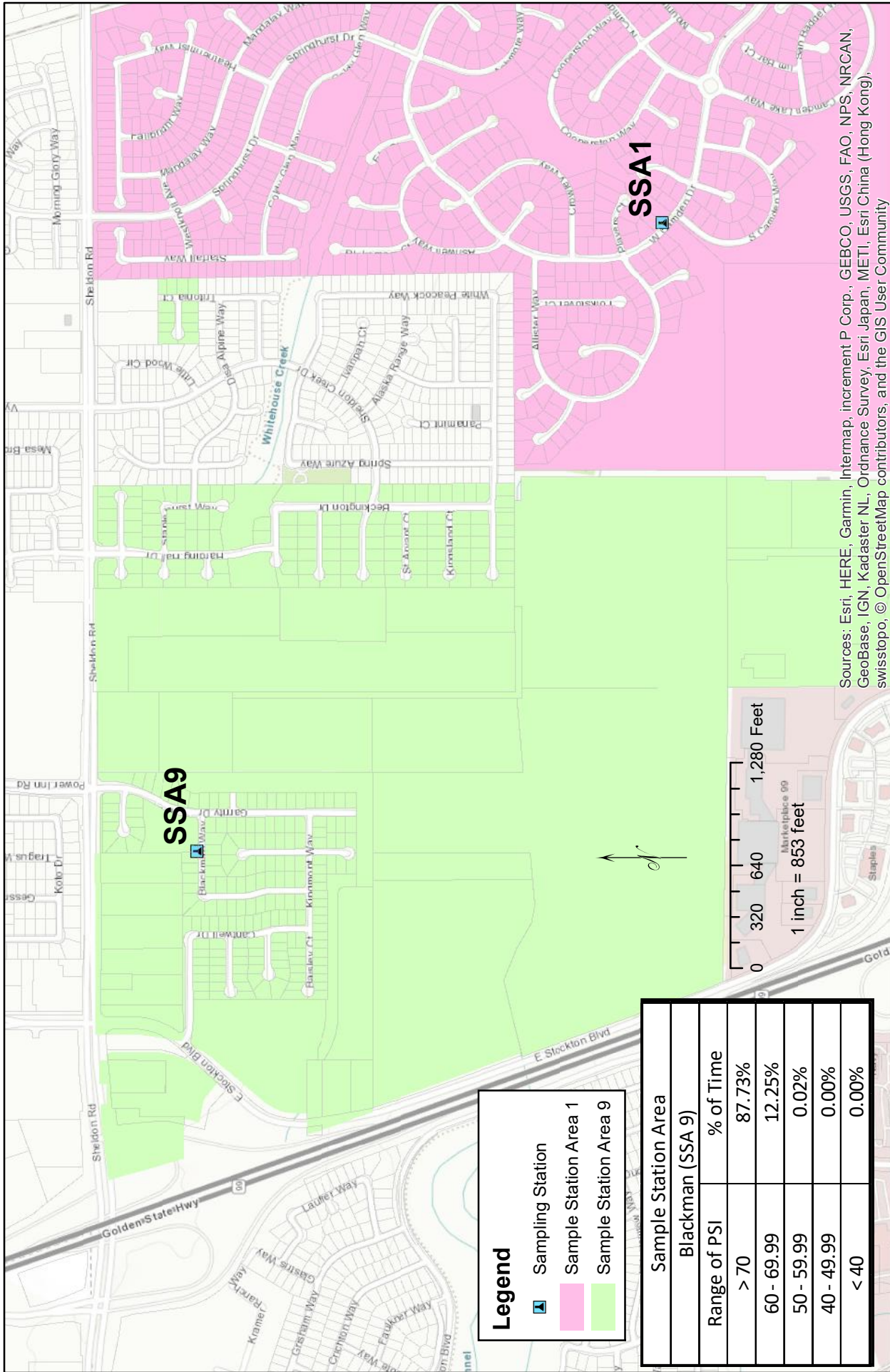
Sources: Esri, HERE, Garmin, Intermap, in GeoBase, IGN, Kadaster NL, Ordnance Survey, swisstopo, © OpenStreetMap contributors, and the GIS User Community

Sample Station #8
 Note: Sample Station takes a reading every 5 minutes.
 February 2020

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
 March 4, 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

Legend

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

Sample Station Area	Blackman (SSA 9)	Range of PSI	% of Time
> 70	87.73%		
60 - 69.99	12.25%		
50 - 59.99	0.02%		
40 - 49.99	0.00%		
< 40	0.00%		

Sample Station #9

Note: Sample Station takes a reading every 5 minutes.

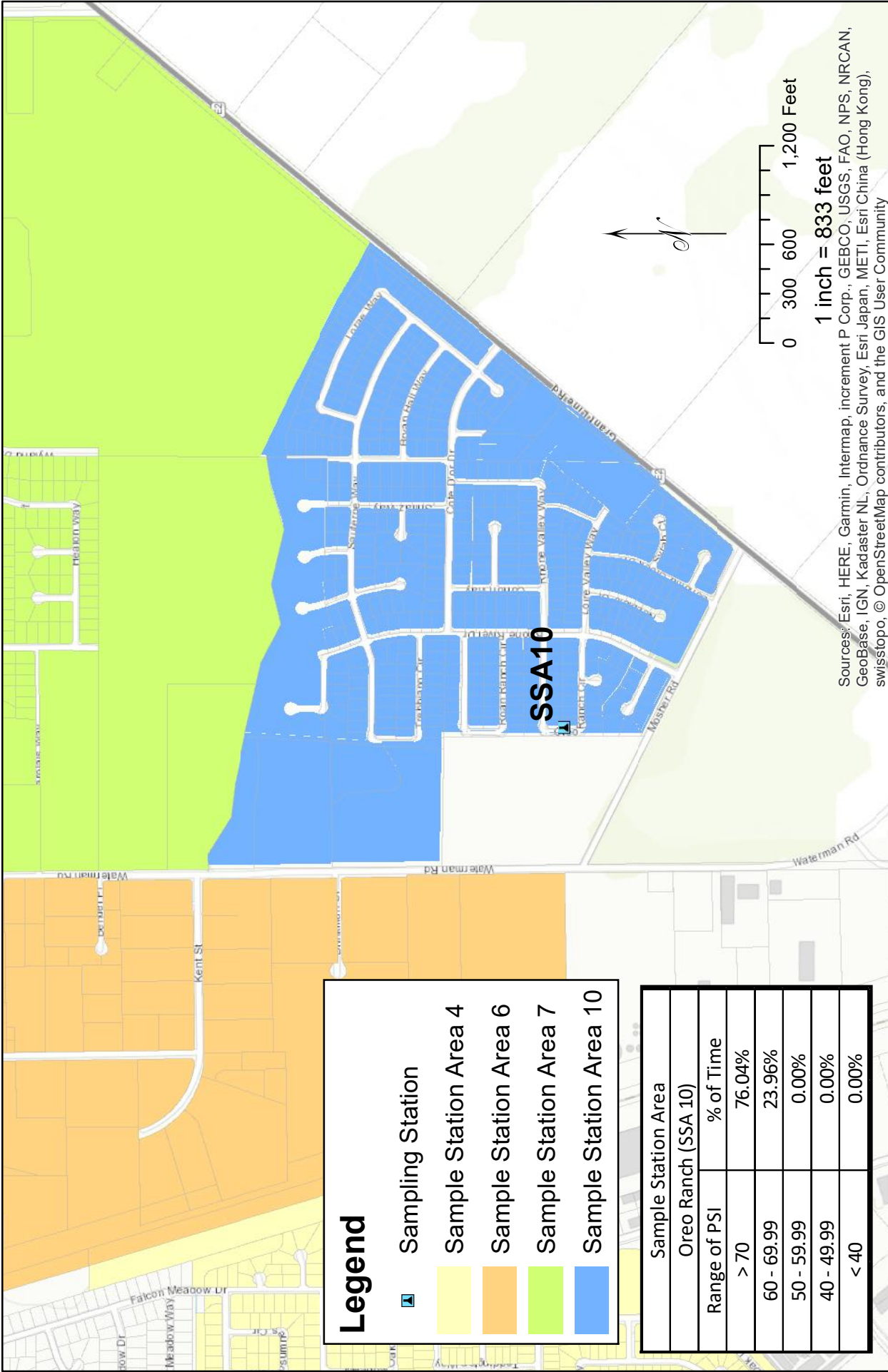
February 2020

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
 March 4, 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	76.04%
	60 - 69.99	23.96%
	50 - 59.99	0.00%
	40 - 49.99	0.00%
	< 40	0.00%

Sample Station #10

Note: Sample Station takes a reading every 5 minutes.

February 2020



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
March 4, 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



March 17, 2020

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Stefani Phillips, Board Secretary

SUBJECT: **FLORIN RESOURCE CONSERVATION DISTRICT ELECTION**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution No. 03.17.20.01, calling the General Election and requesting consolidation with the November 3, 2020 statewide election.

SUMMARY

The Florin Resource Conservation District (FRCD) Board of Directors (Board) individually serve a four (4) year term. Every two (2) years an election is held and the Board must adopt a resolution calling the General Election (Election). The resolution also identifies that the candidates may voluntarily purchase a candidates statement of 200 words at the Registrar of Voters office.

By this action, the Board will adopt Resolution No. 03.17.20.01, calling the Election and requesting the Board of Supervisors of Sacramento County consolidate the regularly scheduled Election with the statewide election in November.

DISCUSSION

Background

Since 2002, the Board has used the Election process to determine who will serve on the FRCD five (5) member board. The Board members individually serve a term of four (4) years. The current Board is comprised of the following five (5) members: Bob Gray, Lisa Medina, Elliot Mulberg, Tom Nelson, and Sophia Scherman.

Every two (2) years an election is held. Preceeding an election, the Board must adopt a resolution calling the Election. The resolution includes a description of the boundaries that contain the election and its purpose. The resolution also stipulates that candidates may purchase a 200 word candidate statement, which will be included in the voter's pamphlet. At the Regular Board Meeting on March 23, 2016, the Board voted in favor of having candidates pay for their voluntary candidate statement at the Registrar of Voters office.

FLORIN RESOURCE CONSERVATION DISTRICT ELECTION

Page 2

Present Situation

The District will have two (2) Board members whose terms will end in December 2020, Directors Lisa Medina and Sophia Scherman.

It is staff's recommendation that the Board adopt Resolution No. 03.17.20.01, calling the Election and requesting condolidation with the November 3, 2020 statewide election.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

The General Election provides an opportunity for public involvement in the selection of the FRCD Board and thereby conforms with Strategic Goal No. 1, Governance and Customer Engagement, of the Strategic Plan 2020-2025.

FINANCIAL SUMMARY

The financial impact of the Election is anticipated to be approximately \$213, 888. The number of registered voters is subject to change prior to the Election. The final date for voter registration in the county of Sacramento is November 3, 2020 (election day).

Respectfully submitted,



STEFANI PHILLIPS
HUMAN RESOURCES ADMINISTRATOR

RESOLUTION NO. 03.17.20.01

**A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS CALLING THE GENERAL ELECTION
AND REQUESTING CONSOLIDATION WITH THE
NOVEMBER 3, 2020 STATEWIDE ELECTION**

WHEREAS, a General Election will be held within the Florin Resource Conservation District (“District”) that will affect the Sacramento County on November 3, 2020, for the purpose of electing two Directors; and

WHEREAS, a statewide General Election will be held within the County of Sacramento (“County”) on the same day;

WHEREAS, Election Code §10403 requires jurisdictions to file with the Board of Supervisors, and a copy with the Registrar of Voters, a resolution requesting consolidation with a statewide election.

THEREFORE, BE IT RESOLVED that the District requests the Board of Supervisors of Sacramento County to consolidate the regularly scheduled General Election with the statewide election to be held on November 3, 2020.

BE IT FURTHER RESOLVED, that a candidate for District Director shall pay at the Voter Registration and Elections office the estimated cost of having a candidate’s statement included in the voter’s pamphlet, pursuant to Elections Code §13307(c). The limitation on the number of words that a candidate may use in his or her candidate’s statement is 200 words.

BE IT FURTHER RESOLVED, that the District agrees to reimburse the Registrar of Voters for actual costs incurred to conduct the General Election, such costs to be calculated by the method set forth in the County’s current Election Cost Allocation Procedures.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2020.

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Nelson
Chair of the Board of Directors

ATTEST:

Stefani Phillips
Board Secretary

Approved as to form:

Richard E. Nosky
District Legal Counsel

March 17, 2020

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Stefani Phillips, Board Secretary

SUBJECT: **BOARD POLICIES**

RECOMMENDATION

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

1. Adopt Resolution No. 03.17.20.02, amending and replacing the California Public Records Act Request Policy; and
2. Adopt Resolution No. 03.17.20.03, amending and replacing the Legal Counsel Policy with the Legal Services Policy; and
3. Adopt Resolution No. 03.17.20.04, amending and replacing the Legislative Advocacy Policy with the Legislative and Regulatory Advocacy Policy; and
4. Adopt Resolution No. 03.17.20.05, amending and replacing the Purchasing of Products Containing Recycled Materials Policy; and
5. Adopt Resolution No. 03.17.20.06, amending and replacing the Travel Procedures and Expenditures Policy; and
6. Adopt Resolution No. 03.17.20.07, amending and replacing Appendix D – Travel Procedures and Expenditures Policy contained in the Employee Policy Manual

SUMMARY

One (1) of the Specific Key Objectives stated in the Elk Grove Water District (EGWD) Fiscal Year 2019-20 Operating Budget is to “Complete the review and update of all Board policies” (Policies). Staff, with the assistance of Regional Government Services (RGS), General Counsel Ren Nosky, and Board Working Groups (BWG) have prepared and reviewed the following draft amended Policies: California Public Records Act Request Policy, Legal Services Policy, Legislative and Regulatory Advocacy Policy, Purchasing of Products Containing Recycled Materials Policy, and Travel Procedures and Expenditures Policy, including a revision to the Employee Policy Manual (Manual) Travel Procedures, Appendix D.

BOARD POLICIES

Page 2

By these actions, if approved, the Florin Resource Conservation District (District) Board of Directors (Board) will: 1) Adopt Resolution No. 03.17.20.02, amending and replacing the California Public Records Act Request Policy; and 2) Adopt Resolution No. 03.17.20.03, amending and replacing the Legal Counsel Policy with the Legal Services Policy; and 3) Adopt Resolution No. 03.17.20.04, amending and replacing the Legislative Advocacy Policy with the Legislative and Regulatory Advocacy Policy; and 4) Adopt Resolution No. 03.17.20.05, amending and replacing the Purchasing of Products Containing Recycled Materials Policy; and 5) Adopt Resolution No. 03.17.20.06, amending and replacing the Travel Procedures and Expenditures Policy; and 6) Adopt Resolution No. 03.17.20.07, amending and replacing Appendix D – Travel Procedures and Expenditures Policy contained in the Manual.

DISCUSSION

Background

On June 19, 2019, the Board adopted Resolution No. 06.19.19.01, approving the EGWD Fiscal Year 2019-20 Operating Budget. One (1) of the Specific Key Objectives in the Operating Budget is to “Complete the review and update of all Board policies” by June 2020.

Most of the Policies needed an update to meet current laws, regulations, and guidelines, as well as new formatting. The Policies provide guidelines for the Board and staff to follow while conducting District business. Staff retained RGS to assist with updating the Policies.

Present Situation

Staff, with the assistance of RGS, General Counsel Ren Nosky, and BWG’s have prepared draft amended Policies.

A summary of the substantive changes the BWG’s developed relative to each of the proposed Policies (Attached) is provided below:

1. California Public Records Act Request Policy

Board Working Group: Bob Gray and Sophia Scherman

BOARD POLICIES

Page 3

The District's California Public Records Act Request previously cited what the District must comply with by law. With the amendment and replacement, the policy has been condensed to eliminate exemptions, which have been replaced with the referral to the Government Code sections where they may be found. The policy has been enhanced to include the costs associated with printing standard copies of public records.

2. Legal Services Policy

Board Working Group: Tom Nelson and Bob Gray

The District's Legal Counsel Policy previously did not differentiate between General Counsel and other legal counsel. With the amendment and replacement of the Legal Counsel Policy, the Legal Services Policy has established the variances. Changes to the proposed policy include establishing the authority and procedural requirements of not only the Board, but also the District officers, as well as the addition of general procedures and rules for procuring outside legal counsel.

3. Legislative and Regulatory Advocacy Policy

Board Working Group: Bob Gray and Lisa Medina

The District's Legislative Advocacy Policy did not require substantive changes. With the amendment and replacement of the Legislative Advocacy Policy, the Legislative and Regulatory Advocacy Policy has added missing components. Changes to the proposed policy include a title change to reflect the addition of regulatory matters. It also includes language allowing the General Manager to express a position in the best interest of the District, which reflects the majority position of the Board when it is not practical to inform the Board beforehand.

4. Purchasing of Products Containing Recycled Materials Policy

Board Working Group: Bob Gray and Lisa Medina

The District's Purchasing of Products Containing Recycled Materials Policy did not require substantive changes. The one (1) change that was made to the proposed policy was the addition of a sentence encompassing the District's commitment to sustainability.

BOARD POLICIES

Page 4

5. Travel Procedures and Expenditures Policy

Board Working Group: Bob Gray and Tom Nelson

The District's Travel Procedures and Expenditures Policy previously encompassed both the Board and staff. On June 19, 2019, the Board adopted the Employee Policy Manual, which includes a Travel Procedures and Expenditures Policy as Appendix D, applicable only to staff. This proposed policy applies only to the Board, eliminating any language or sections related to staff.

Additional changes to the policy include providing a maximum daily allowance as opposed to a maximum per meal allowance, based on the current IRS published Maximum Federal Per Diem Rates in effect for the highest cost area of California at the time of travel. A caveat to this change would be if a Board member attends a meeting or conference where a meal is provided and prepaid, the appropriate reductions must be made from the daily allowance based on the meal allowance identified by the IRS published Maximum Federal Rates.

6. Employee Policy Manual – Appendix D, Travel Procedures and Expenditures Policy

The Employee Policy Manual was updated and adopted by the Board on June 19, 2019. The update of the Manual includes the Travel Procedures and Expenditures Policy as Appendix D, which eliminated any language related to the Board. In coordination with the Board's proposed Travel Procedures and Expenditures Policy, the BWG and staff propose an amendment to the Manual, Appendix D to reflect the same provisions as provided in the Board's Travel Procedures and Expenditures Policy, as follows:

Providing a maximum daily allowance as opposed to a maximum per meal allowance, based on the current IRS published Maximum Federal Per Diem Rates in effect for the highest cost area of California at the time of travel. A caveat to this change would be if an employee attends a meeting or conference where a meal is provided and prepaid, the appropriate reductions must be made from the daily allowance based on the meal allowance identified by the IRS published Maximum Federal Rates.

BOARD POLICIES

Page 5

Staff recommends the Board 1) Adopt Resolution No. 03.17.20.02, amending and replacing the California Public Records Act Request Policy; and 2) Adopt Resolution No. 03.17.20.03, amending and replacing the Legal Counsel Policy with the Legal Services Policy; and 3) Adopt Resolution No. 03.17.20.04, amending and replacing the Legislative Advocacy Policy with the Legislative and Regulatory Advocacy Policy; and 4) Adopt Resolution No. 03.17.20.05, amending and replacing the Purchasing of Products Containing Recycled Materials Policy; and 5) Adopt Resolution No. 03.17.20.06, amending and replacing the Travel Procedures and Expenditures Policy; and 6) Adopt Resolution No. 03.17.20.07, amending and replacing Appendix D – Travel Procedures and Expenditures Policy contained in the Manual.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

Updating Board policies provides the Board the ability to maintain and oversee compliance of operations and thereby conforms with Strategic Goal No. 1, Governance and Customer Engagement, of the Strategic Plan 2020-2025.

FINANCIAL SUMMARY

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

Respectfully submitted,



STEFANI PHILLIPS
BOARD SECRETARY

Attachments

RESOLUTION NO. 03.17.20.02

A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS AMENDING AND REPLACING THE CALIFORNIA PUBLIC RECORDS ACT REQUEST POLICY

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 California Public Records Act Request Policy was adopted on April 24, 2013;

WHEREAS the District wishes to amend and replace the California Public Records Act Request Policy;

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 Resolution No. 03.17.20.02, amending and replacing the California Public Records Act Request Policy as incorporated herein, and attached hereto as Exhibit “A”.

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.

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Nelson
Chair of the Board of Directors

Attest:

Stefani Phillips
Board Secretary

Approved as to form:

Richard E. Nosky
District Legal Counsel

EXHIBIT “A”

**FLORIN RESOURCE CONSERVATION DISTRICT
“CALIFORNIA PUBLIC RECORDS ACT REQUEST POLICY”**

[Attached behind this cover page]

Policy Type: Florin Resource Conservation District Board of Directors
Policy Title: California Public Records Act Request Policy
Date Adopted:
Resolution No:
Date Amended:

I. PURPOSE

The purpose of this policy is to affirm the public's right to access Florin Resource Conservation District (District) records and to set forth the District procedure to ensure accessibility of information to members of the public in accordance with the California Public Records Act (CPRA). Under the CPRA, Government Code sections 6250-6276.48, the public has the right to view or obtain non-exempt District records.

II. POLICY

This policy prescribes that the District review and follow the CPRA guidelines, as it may be amended from time to time. If there are any conflict between this policy and the CPRA, the CPRA shall prevail.

III. RECORDS REQUEST

- A. Responsibility - It is the responsibility of the General Manager to respond to CPRA requests for District documents. Decisions as to what documents may or may not be subject to disclosure shall be made in accordance with the CPRA, and under the guidance of District counsel.
- B. Response to Request - The District will acknowledge receipt of a CPRA request and give the requesting party an estimated date and time when the records will be made available using the following guidelines:
 - 1. The records will be made available, during normal business hours, either by photocopying, scanning or inspection of original records at the District office with a District staff member present.
 - 2. The District will deliver the requested documents within 10 business days from the receipt of the request.
 - 3. The time may be extended in unusual circumstances by no more than 14 business days through written notice from the General Manager to the requesting party. Unusual circumstances include, but are not limited to, requests that require an extended search, when the records requests are voluminous, or when the request requires consultation with another agency.
- C. Production of Documents - The District will make available the requested documents in accordance with Section III, B above.
 - 1. The District is not required to prepare new records in response to a request, or to compile, synthesize, summarize, or index information or records in a form that does not exist at the time of the request.
 - 2. Upon any request for a copy of public records which reasonably describes an identifiable record or information produced therefrom and which is not otherwise exempt from disclosure, the District shall make the records promptly available to the requestor.
 - 3. Should any request for public records contain exempt information including, but not limited to that listed under Government Code sections 6253.5 and 6254, any portion that

can reasonably be segregated of such record shall be provided to any person requesting such record after redacting portions which are exempt from disclosure by law.

- a. The District will justify withholding a record by demonstrating the record is exempt under the express provisions of Government Code sections 6254 and 6254.16 and any other applicable statute or by demonstrating that the public interest served by not making the record available clearly outweighs the public interest served by disclosing the record. Written notice of intent to withhold records stating the reasons for withholding the records and an estimated time for when releasable documents will be furnished will be provided to the person requesting the record within 10 days of receipt of the request, or later if unusual circumstances apply, as required by Government Code sections 6253, subsection (c) and 6255, subsection (b). Any written notice stating the reasons for withholding records shall include the names and titles or positions of each person responsible for the denial, as required by Government Code section 6253, subdivision (d).

D. Cost to Produce Documents - The District may charge for the reproduction of documents pursuant to the Political Reform Act of 1974 and the District's Schedule of Charges, Rates, Fees, and Deposits. The charge for each page of standard black and white letter or legal size photocopies will be 10 cents and each page of color photocopies will be 15 cents. Large format documents, maps, and similar specialized documents will be charged at cost. The estimated total cost will be relayed to the requestor prior to reproduction.

1. The District may charge the requestor for the direct costs of reproduction for any document photocopied and delivered.
2. The District shall not charge for documents reproduced and transmitted solely by electronic means if the recipient is willing to accept the documents by email, or is willing to provide an electronic device upon which to copy the documents.
3. The District will not charge for staff time to produce the documents.
4. The General Manager has the authority to waive production costs in the interest of making the documents transparent and accessible.

RESOLUTION NO. 03.17.20.03

**A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION
DISTRICT BOARD OF DIRECTORS AMENDING AND
REPLACING THE LEGAL COUNSEL POLICY
WITH THE LEGAL SERVICES POLICY**

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 Legal Counsel Policy was adopted on September 23, 2009;

WHEREAS the District wishes to amend and replace the Legal Counsel Policy;

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 Resolution No. 03.17.20.03, amending and replacing the Legal Counsel Policy as incorporated herein with the Legal Services Policy, attached hereto as Exhibit “A”.

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.

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Nelson
Chair of the Board of Directors

Attest:

Stefani Phillips
Board Secretary

Approved as to form:

Richard E. Nosky
District Legal Counsel

EXHIBIT “A”

FLORIN RESOURCE CONSERVATION DISTRICT

“LEGAL SERVICES POLICY”

[Attached behind this cover page]

Policy Type: Florin Resource Conservation District Board of Directors
Policy Title: Legal Services Policy
Date Adopted:
Resolution No:
Date Amended:

I. PURPOSE

The purpose of this policy is to establish the Florin Resource Conservation District (District) Board of Directors (Board) authority in retaining the District's General Counsel and other legal counsel. This policy also establishes District officers' authority and procedural requirements for retaining outside legal counsel.

II. POLICY

This policy includes, but is not limited to, services provided by the General Counsel and other outside legal counsel such as litigation, investigations, transactions in real estate and finance, contract negotiations, and water-related matters.

III. PROCUREMENT

- A. The Board shall have the sole authority to retain General Counsel. The General Manager and appropriate staff shall be involved with the Board on all aspects relating to such appointment, as directed by the Board.
 - 1. The General Counsel shall have such powers and duties as delineated in the District Bylaws and as directed by the Board.
 - 2. Staff shall work directly with the General Counsel in completing his or her assigned responsibilities and tasks.

- B. General procedures and rules for procuring outside legal counsel are as follows:
 - 1. Procurement of outside legal counsel anticipated to cost \$50,000 or less, shall be approved by the General Manager.
 - 2. Procurement of outside legal counsel anticipated to cost more than \$50,000 shall be authorized by the Board.

RESOLUTION NO. 03.17.20.04

A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS AMENDING AND REPLACING THE LEGISLATIVE ADVOCACY POLICY WITH THE LEGISLATIVE AND REGULATORY ADVOCACY POLICY

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 Legislative Advocacy Policy was adopted on September 23, 2009;

WHEREAS the District wishes to amend and replace the Legislative Advocacy Policy;

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 Resolution No. 03.17.20.04, amending and replacing the Legislative Advocacy Policy as incorporated herein with the Legislative and Regulatory Advocacy Policy, attached hereto as Exhibit “A”.

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.

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Nelson
Chair of the Board of Directors

Attest:

Stefani Phillips
Board Secretary

Approved as to form:

Richard E. Nosky
District Legal Counsel

EXHIBIT “A”

FLORIN RESOURCE CONSERVATION DISTRICT

“LEGISLATIVE AND REGULATORY ADVOCACY POLICY”

[Attached behind this cover page]

Policy Type: Florin Resource Conservation District Board of Directors
Policy Title: Legislative and Regulatory Advocacy Policy
Date Adopted:
Resolution No:
Date Amended:

I. PURPOSE

The purpose of this policy is to establish procedures to monitor and/or act on legislation or other regulatory matters, which could potentially affect the Florin Resource Conservation District (District).

II. POLICY

This policy prescribes the District be legislative advocates on any legislation, existing or proposed, that has or potentially could have, an effect upon the District.

III. ADVOCACY

- A. Staff shall research and track proposed legislation, existing or proposed, that could potentially have an effect upon the District. Staff shall also report on such legislation at regular Board meetings, as determined by the General Manager.
- B. The General Manager shall advise and/or recommend to the Board any action to be taken regarding proposed legislation or regulatory matters. The Board shall then decide the course of action to be taken and officially approve action at a regularly scheduled or special Board meeting.
 - 1. In the event that it is not practical to inform the Board beforehand, the General Manager shall have the authority to express a position, support or oppose an item in the best interest of the District and in a manner which reflects the majority position of the Board. The General Manager shall inform the Board of the action at the next regularly scheduled Board meeting.

RESOLUTION NO. 03.17.20.05

**A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION
DISTRICT BOARD OF DIRECTORS AMENDING AND
REPLACING THE PURCHASING OF PRODUCTS
CONTAINING RECYCLED MATERIALS POLICY**

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 Purchasing of Products Containing Recycled Materials Policy was adopted on February 15, 2006;

WHEREAS the District wishes to amend and replace the Purchasing of Products Containing Recycled Materials Policy;

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 Resolution No. 03.17.20.05 amending and replacing the Purchasing of Products Containing Recycled Materials Policy as incorporated herein, attached hereto as Exhibit “A”.

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.

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Nelson
Chair of the Board of Directors

Attest:

Stefani Phillips
Board Secretary

Approved as to form:

Richard E. Nosky
District Legal Counsel

EXHIBIT “A”

FLORIN RESOURCE CONSERVATION DISTRICT

“PURCHASING OF PRODUCTS CONTAINING RECYCLED MATERIALS POLICY”

[Attached behind this cover page]

Policy Type: Florin Resource Conservation District Board of Directors
Policy Title: Purchasing of Products Containing Recycled Materials Policy
Date Adopted:
Resolution No:
Date Amended:

I. PURPOSE

The purpose of this policy is to require the Florin Resource Conservation District (District) to, whenever practical, purchase products containing recycled materials. The use of products containing recycled materials helps the District maintain its commitment to a sustainable environment.

II. POLICY

This policy mandates, when purchasing items to be used by and for the District, products purchased shall contain recycled materials, so long as such purchase is practical and is of equal or a lesser total cost than the purchase of products made from non-recycled material.

RESOLUTION NO. 03.17.20.06

A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS AMENDING AND REPLACING THE TRAVEL PROCEDURES AND EXPENDITURES POLICY

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 Travel Procedures and Expenditures Policy was adopted on April 19, 2017;

WHEREAS the District wishes to amend and replace the Travel Procedures and Expenditures Policy;

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 Resolution No. 03.17.20.06 amending and replacing the Travel Procedures and Expenditures Policy as incorporated herein, attached hereto as Exhibit “A”.

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.

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Nelson
Chair of the Board of Directors

Attest:

Stefani Phillips
Board Secretary

Approved as to form:

Richard E. Nosky
District Legal Counsel

EXHIBIT “A”

**FLORIN RESOURCE CONSERVATION DISTRICT
“TRAVEL PROCEDURES AND EXPENDITURES POLICY”**

[Attached behind this cover page]

Policy Type: Florin Resource Conservation District Board of Directors
Policy Title: Travel Procedures and Expenditures Policy
Date Adopted:
Resolution No:
Date Amended:

I PURPOSE

This policy establishes business travel guidelines for Florin Resource Conservation District (District) Board of Directors (Board members) that are fair, accountable, and transparent.

II. POLICY

This policy affirms that it is in the best interest of the District to invest in the Board members to allow them to stay current and educated about activities, developments, and professional trends affecting their ability to provide high-quality oversight of District operations. As such, travel to attend hearings, meetings, conferences, or other gatherings is of value to the District and its rate payers. This policy applies to all Board members who travel on official business for the District.

III. GENERAL GUIDELINES

- A. Board members are responsible for exercising good judgment when requesting, arranging, and traveling. Good judgment includes being fiscally responsible when spending District funds on travel and related activities. Travel should be thoroughly planned well in advance. Personal business should not be mixed with official business if it will cost the District in dollars or if it will harm the District's interests in any way.
- B. This policy is not intended to address every issue, exception, or contingency that may arise in the course of District travel. Accordingly, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the District's resources.
- C. Prior to travel or expense, funds shall be identified and accounted for in the General Manager's line item budget.
- D. The District's preference is to reimburse a Board member's actual and necessary costs after travel has occurred through receipts, rather than provide funds in advance of travel or expense. However, the District will, on a case-by-case basis, provide travel advances upon request by the Board member and approval of the Finance Manager or designee.
- E. Itemized receipts are required for all business travel expenditures. Itemized receipts include a list and description of each cost incurred, item by item. In addition to the itemized receipt, all travel expenses shall include the following information:
 - The amount of the expenditure;
 - The date and place of the expenditure;
 - The business purpose of the expenditure; and
 - The business relationship to the person(s) entertained, as well as the individual's names.

- F. Business travel expenditures not substantiated with the above information will be deemed non-business related. Board members will be responsible for reimbursement of any non-business related travel expenses within 10 business days of returning from such travel. Non-business related travel expenses paid for directly by Board members will not be eligible for reimbursement by the District. Failure to repay non-business related travel expenses will result in a suspension of future travel.

IV. PROCEDURES

- A. Upon completion of travel, a final accounting of all expenses shall be initialed by the General Manager and submitted to the Finance Department within 10 business days. The final accounting is made by submitting an Expense Reimbursement Form and all receipts with the information detailed in Section III, E above. The Expense Reimbursement Form may be found as Attachment A.
- B. The District will pay all approved expenses including transportation, lodging, registration fees, meals, and any other related expenses for official business in compliance with this policy.
- C. There are two (2) methods of payment for travel expenses:
 - 1. Direct vendor payment in advance. Direct vendor payments are made by the District to an organization to pay for specific travel related costs such as registration fees, lodging and airfare and is the best method of payment;
 - 2. Payment by the Board member to be claimed for reimbursement. Reimbursement for out-of-pocket expenditures are processed after travel has been completed.

V. AUTHORIZED TRAVEL

Expenses incurred by Board members while engaging and/or participating in the following activities and/or events constitute authorized and reimbursable expenses provided all other requirements of this policy are met:

- 1. The seminar, meeting, or conference is mandatory, reimbursable, or otherwise necessary to accomplish key District goals and objectives and is unavailable locally if overnight accommodations are required;
- 2. Communication with representative(s) of regional, state, and national government and their respective agencies and entities on District adopted or authorized policy positions;
- 3. Attendance of educational seminars designed to improve skill and information levels directly related to the Board Member's services to the District;
- 4. Attendance at an approved conference, convention, training, seminar or other meeting;
- 5. Participation in regional, state and national organizations whose activities affect the District's interests;
- 6. Attendance of functions of local civic or community organizations where there is a clear nexus between the event and the District's interest.

VI. UNAUTHORIZED EXPENSES

The following personal expenditures shall not be reimbursed:

- The personal portion of any trip;
- The purchase of alcohol, tobacco, or related costs;
- Political or charitable contributions;
- Family expenses, including those of a partner when accompanying the Board member on official business; child or pet care;
- Entertainment expenses including theatre, shows, movies (either in-room or in theaters). Sporting events, golf, spa treatments, etc.;
- Non-mileage personal automobile expenses including repairs, gasoline, traffic citations, and other expenses;
- Loss of or damage to personal items while on District business; or
- Changes to travel arrangements for personal reasons that could have reasonably been foreseen.

VII. TRANSPORTATION

- A. Air, train, private automobile, or other mode of public transportation shall be selected on the basis of the lowest reasonable cost to the District after all expense items are tabulated.
1. Airfare: Board members shall book the most economical and reasonable mode and class of transportation available that is consistent with scheduling needs. First class travel is prohibited;
 2. Automobile: The District's preferred travel method is to use a District vehicle for official business. If a Board member is traveling without a District employee, they may use a personal vehicle and will be reimbursed as described in section VII, B below;
 3. Car Rental: Rental rates that are reasonable and economical are eligible for reimbursement;
 4. Taxis/Shuttles: Reasonable actual costs for taxi and shuttle fares will be reimbursed including up to a 15 percent gratuity per fare.
- B. Automobile mileage is reimbursable if the Board member is required to use a personal vehicle for travel at the Internal Revenue Service (IRS) rates in effect at the time of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include reimbursable expenses such as bridge and road tolls, which are also reimbursable. Proof of insurance must be presented if requested.
- C. Reimbursement for personal auto usage for business will be calculated per the current IRS guidelines, based on the following:
1. If a Board member drives round-trip from his or her residence to a meeting, training function or airport, the round-trip mileage from their residence to the event is reimbursable at the current IRS approved rate.
 2. The District highly encourages carpooling to save District resources, and to be eco-friendly.

VIII. LODGING

- A. The District will pay for or reimburse for lodging expenses when travel on official district business reasonably requires an overnight stay. Lodging shall be booked at the most economical and reasonable rates for lodging that is in a location that is reasonable and convenient in relation to the Board member's official business needs. For lodging in connection with a conference or organized educational activity, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Board member at the time of booking. If the group rate is not available, the Board member shall use comparable lodging.
- B. It is recommended that Board member inquire with the Finance Manager or designee about the use of the Claim for Exemption from Transit Occupancy Tax when possible.
- C. While determining appropriate lodging arrangements, Board members shall take into consideration the start and end times as well as the duration of the event. Board members generally shall not book prior evening overnight accommodations for travel within the local vicinity, which includes the Sacramento area or a round trip distance of 100 miles or less. Additionally, Board members shall not book overnight accommodations for the same day the event ends. Any exception to this shall be pre-approved by the Finance Manager or designee.

IX. MEAL EXPENSES

- A. Documented meal expenses, including gratuity, shall be reimbursed by the District up to the maximum daily allowance in accordance with current IRS published Maximum Federal Per Diem Rates in effect for the highest cost area of California at the time of travel. The District will reimburse for documented meal expenditures, including gratuity, up to the Maximum Federal Rate. Documentation shall include all items as outlined in Section III, E of this policy.
- B. The Finance Department shall provide the current IRS published Maximum Federal Rates and the applicable guidelines, including time departure reductions. The Finance Department shall account for meals that are provided at a meeting (a group lunch advertised in a conference brochure, for example). If a meal is provided as part of a meeting or conference, the appropriate reductions must be made from the daily allowance based on the meal allowance identified by the IRS published Maximum Federal Rates.
- C. If the Board member did not use the paid meal provided at a meeting or conference and incurred a personal meal expense, the Board member may be reimbursed for the applicable meal with proper documentation if the Board member can provide a compelling reason why the paid meal was not used.
- D. Meal expenses, including gratuity, in excess of the Maximum Federal Rate will not be reimbursed without approval of the Finance Manager. The Board member may receive reimbursement above the Maximum Federal Rate if a compelling reason can be demonstrated.

X. MISCELLANEOUS EXPENSES

- A. Board members will be reimbursed for actual telephone, internet, fax, parking, tolls, tipping (meals fall under the Maximum Federal Rates), taxi, or other reasonable expenses which shall be supported by receipts. Where receipts are not available, a signed declaration of expenditure may be accepted by the Finance Manager at his or her discretion.
- B. Board members shall make every effort to use cost effective means to park vehicles overnight. The District recommends overnight parking in the hotel where the Board member is staying. Valet parking, while not encouraged, is allowed if it is the only means available for reasonable and safe parking.

XI. SPOUSES AND GUESTS

Spouses and guests may accompany Board members on District travel and at conferences, seminars, and meetings. However, any additional costs associated with the participation of a spouse or guest is the Board member's responsibility.

XII. EXPENSES TO ACCOMMODATE DISABILITIES

This policy shall not be construed to limit the District's ability to reimburse Board members for necessary expenses in excess of that which is otherwise permitted under this policy where such additional expenses are necessary to accommodate for a disability.

XIII. RATES

The Finance Department is responsible for updating the Maximum Federal Rates published by the U.S. General Services Administration (GSA) annually on October 1st. The Finance Department shall also update the IRS allowed mileage reimbursement rate on January 1st of each year or as any changes are implemented by the IRS.

XIV. UNFORESEEN AND UNCONTROLLABLE NATURAL EVENTS

Unforeseen and uncontrollable natural events are directly and exclusively results from the occurrence of natural causes that could not have been prevented by the exercise of foresight or caution. Examples include: earthquake, flood, hurricane, and tornado. During such an event, the District will work with the Board member to make lodging, meal, travel, and other reasonable accommodations.

RESOLUTION NO. 03.17.20.07

**A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION
DISTRICT BOARD OF DIRECTORS AMENDING AND REPLACING
APPENDIX D - TRAVEL PROCEDURES AND EXPENDITURES POLICY
CONTAINED IN THE EMPLOYEE POLICY MANUAL**

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 Employee Policy Manual, Appendix D - Travel Procedures and Expenditures Policy was adopted on June 19, 2019;

WHEREAS the District wishes to amend and replace the Employee Policy Manual, Appendix D - Travel Procedures and Expenditures Policy;

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 Resolution No. 03.17.20.07 amending and replacing the Employee Policy Manual, Appendix D - Travel Procedures and Expenditures Policy as incorporated herein, attached hereto as Exhibit “A”.

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.

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Nelson
Chair of the Board of Directors

Attest:

Stefani Phillips
Board Secretary

Approved as to form:

Richard E. Nosky
District Legal Counsel

EXHIBIT “A”

FLORIN RESOURCE CONSERVATION DISTRICT

**“EMPLOYEE POLICY MANUAL, APPENDIX D –
TRAVEL PROCEDURES AND EXPENDITURES POLICY”**

[Attached behind this cover page]

APPENDIX D

TRAVEL PROCEDURES AND EXPENDITURES POLICY

I. PURPOSE

It is in the best interest of the District to invest in the employees to allow them to stay current and educated about activities, developments, and professional trends affecting their ability to provide high-quality job performance, which includes external and internal customer service. As such, travel to attend hearings, meetings, conferences, or other gatherings is of value to the District and its rate payers.

II. POLICY

This policy establishes business travel guidelines for employees that are fair, accountable, and transparent.

This policy applies to all District employees who travel on official business for the District. Contract employees and consultants are not covered under this policy, and they will be governed by the contractual agreement between their company and the District.

III. GENERAL GUIDELINES

- A. Employees are responsible for exercising good judgment when requesting, arranging, and traveling. Good judgment includes being fiscally responsible when spending District funds on travel and related activities. Travel should be thoroughly planned well in advance. Personal business should not be mixed with official business if it will cost the District in dollars or lost time, or if it will harm the District's interests in any way.
- B. This policy is not intended to address every issue, exception, or contingency that may arise in the course of District travel. Accordingly, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the District's resources.
- C. Prior to travel or expense, funds shall be identified and accounted for in each department's line item budget.
- D. The District's preference is to reimburse an employee's actual and necessary costs after travel has occurred through receipts, rather than provide funds in advance of travel or expense. However, the District will, on a case-by-case basis, provide travel advances upon request by the employee and approval of the Finance Manager or designee.
- E. Itemized receipts are required for all business travel expenditures. Itemized receipts include a list of each cost incurred, item by item. For example, an itemized receipt for a lunch establishment would include the cost of the hamburger, fries, soda plus tax and tip on separate lines. In addition to the itemized receipt, all travel expenses shall include the following information:
 - The amount of the expenditure;
 - The date and place of the expenditure;
 - The business purpose of the expenditure; and
 - The business relationship to the person(s) entertained, as well as the individual's names.

- F. Business travel expenditures not substantiated with the above information will be deemed non-business related. Non-business travel related expenses paid for with District issued credit card or a travel advancement will be repaid to the District by the employee within ten (10) business days of returning from such travel. Non-business related travel expenses paid for directly by employees will not be eligible for reimbursement by the District. Failure to repay non-business related travel expenses will result in a suspension of future travel and/or withholding such amounts from the employee's paycheck, as well as disciplinary action, up to and including termination.

IV. PROCEDURES

- A. Upon completion of travel, a final accounting of all expenses shall be approved by the appropriate manager or supervisor and submitted to the Finance Department within ten (10) business days. The final accounting is made by submitting all receipts with the information detailed in Section III, E above along with any relevant District credit card statements.
- B. The District will pay all approved expenses including transportation, lodging, registration fees, meals, and any other related expenses for official business in compliance with this policy.
- C. There are four (4) methods of payment for travel expenses:
 - 1. Direct vendor payment by check in advance. Direct vendor payments are made by the District to an organization to pay for specific travel related costs such as registration fees, lodging and airfare and is the best method of payment;
 - 2. Use of a District issued credit card. Credit cards are issued and used pursuant to District policy.
 - 3. Payment by the employee to be claimed for reimbursement. Reimbursement for out-of-pocket expenditures are processed after travel has been completed; or
 - 4. Travel advance. Travel advances are provided to the employee prior to travel and may be provided upon request subject to approval by the Finance Manager or designee. If the employee fails to reconcile expenses upon returning to work, they shall forfeit the ability to receive future advances.

V. AUTHORIZED TRAVEL

Expenses incurred by employees while engaging and/or participating in the following activities and/or events constitute authorized and reimbursable expenses provided all other requirements of this policy are met:

- 1. The seminar, meeting, or conference is mandatory, reimbursable, or otherwise necessary to accomplish key District or employee goals and objectives and is unavailable locally if overnight accommodations are required;
- 2. Communication with representative(s) of regional, state, and national government and their respective agencies and entities on District adopted or authorized policy positions;
- 3. Attendance of educational seminars designed to improve skill and information levels;
- 4. Attendance at an approved conference, convention, training, seminar or other meeting;
- 5. Participation in regional, state and national organizations whose activities affect the District's interests;

6. Attendance of functions of local civic or community organizations where there is a clear nexus between the event and the employee's job.

VI. UNAUTHORIZED EXPENSES

The following personal expenditures shall not be reimbursed:

- The personal portion of any trip;
- The purchase of alcohol, tobacco, or related costs;
- Political or charitable contributions;
- Family expenses, including those of a partner when accompanying the employee on official business; child or pet care;
- Entertainment expenses including theatre, shows, movies (either in-room or in theaters). Sporting events, golf, spa treatments, etc.;
- Non-mileage personal automobile expenses including repairs, gasoline, traffic citations, and other expenses;
- Loss of or damage to personal items while on District business; or
- Changes to travel arrangements for personal reasons that could have reasonably been foreseen.

VII. TRANSPORTATION

- A. Air, train, private automobile, or other mode of public transportation shall be selected on the basis of the lowest reasonable cost to the District after all expense items are tabulated, including travel time salary costs.
 1. Airfare: Employees shall book the most economical and reasonable mode and class of transportation available that is consistent with scheduling needs. First class travel is prohibited;
 2. Automobile: The District's preferred travel method is to utilize a District vehicle for official business. If a District vehicle is not available the employee may use a personal vehicle and will be reimbursed as described in section VII, B below;
 3. Car Rental: Rental rates that are reasonable and economical are eligible for reimbursement;
 4. Taxis/Shuttles: Reasonable actual costs for taxi and shuttle fares will be reimbursed including up to a 15 percent gratuity per fare.
- B. Automobile mileage is reimbursable if the employee is required to use a personal vehicle for travel at the IRS rates in effect at the time of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include reimbursable expenses such as bridge and road tolls, which are also reimbursable. Proof of insurance must be presented if requested.
- C. Reimbursement for personal auto usage for business will be calculated per the current IRS guidelines, based on the following:
 1. If an employee drives round-trip from her or his residence to work function, including driving to an airport, the round-trip mileage the employee would have driven from his or her residence to work must be subtracted from the round-trip mileage. Any excess mileage is reimbursable to the employee at the current IRS approved rate.

2. If an employee drives from work to a meeting, training function or airport, the round-trip mileage from the District facility to the event is reimbursable at the current IRS approved rate.
3. Employees who receive a car allowance will not receive any additional mileage/travel reimbursement.
4. In instances where more than one (1) employee is traveling to the same event, the employee that receives a car allowance shall drive if both employees are departing and returning near the same time from the same location.
5. The District highly encourages carpooling to save District resources, and to be eco-friendly.

VIII. TRAVEL TIME AND HOURS WORKED

- A. The following principles shall be applied when determining hours worked for the purposes of calculating work hours and proper compensation, in compliance with the Fair Labor Standards Act.
 1. Travel time to and from an airport or public transportation terminal is considered hours worked.
 2. Time spent for air travel or other means of public transportation when required by the District shall be considered hours worked. Travel time shall include actual hours for travel, up to one and one half hours of wait time prior to departure of the flight and shall conclude upon arrival at the hotel or when returning, upon return to the employee's home.
 3. Employees are required to take the most expedient and efficient means of travel possible to meet the needs of the District. Therefore, an employee who opts to drive a personal vehicle instead of taking air travel or other faster means of travel, shall only record the time he or she would have received had they traveled via a faster mode of transportation reasonably available. For example, an employee may prefer to drive to San Diego, taking nine (9) hours, rather than flying which takes one and one half hours plus the one and one half hours of wait time prior to the departure of the flight. The employee shall only record three (3) hours of work time on their timesheet.
 4. If an employee is required to report to work at a location other than the normal work location, the travel time to and from the other location may be considered work time if travel to that location falls outside the definition of ordinary home to work travel. For example, an employee living in Stockton being asked to report to Roseville would be compensated for the travel time to/from their Elk Grove work place to the Roseville location. However, an employee living in Rocklin reporting to the Roseville location would not record travel time as hours worked since it would be less than their normal home to work commute time.
 5. Managers and supervisors should be mindful of employee's schedules and try to reduce/prevent over-time as a result of travel whenever possible. Additionally, managers and supervisors shall use their discretion when accounting for multiple attendees at events and the impact related to the specific mode of transportation.
- B. Ordinary home to work travel shall not be considered as hours worked. If an employee is required by the District to conduct business on the way to work, the employee shall record all hours worked from the onset of that activity to the time the employee reaches the workplace to begin his or her shift. For example, if an employee is directed to pick up supplies on their way into the office, the employee shall record hours from the time

they make the stop to pick up those supplies to the time they arrive at the worksite through the completion of their shift, less normal meal periods

IX. LODGING

- A. The District will pay for or reimburse for lodging expenses when travel on official district business reasonably requires an overnight stay. Lodging shall be booked at the most economical and reasonable rates for lodging that is in a location that is reasonable and convenient in relation to the employee's official business needs. For lodging in connection with a conference or organized educational activity, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the traveler at the time of booking. If the group rate is not available, the traveler shall use comparable lodging.
- B. It is recommended that employees inquire with the Finance Manager or designee about the use of the Claim for Exemption from Transit Occupancy Tax when possible.
- C. While determining appropriate lodging arrangements, employees shall take into consideration the start and end times as well as the duration of the event. Employees generally shall not book prior evening overnight accommodations for travel within the local vicinity, which includes the Sacramento area or a round trip distance of 100 miles or less. Additionally, employees shall not book overnight accommodations for the same day the event ends. Any exception to this shall be pre-approved by the Finance Manager or designee.

X. MEAL EXPENSES

- A. Documented meal expenses, including gratuity, shall be reimbursed by the District up to the maximum daily allowance in accordance with current IRS published Maximum Federal Per Diem Rates in effect for the highest cost area of California at the time of travel. The District will reimburse for documented meal expenditures, including gratuity, up to the Maximum Federal Rate. Documentation shall include all items as outlined in Section III, E of this policy.
- B. The Finance Department shall provide the current IRS published Maximum Federal Rates and the applicable guidelines, including time departure reductions. The Finance Department shall account for meals that are provided at a meeting (a group lunch advertised in a conference brochure, for example). If a meal is provided as part of a meeting or conference, the appropriate reductions must be made from the daily allowance based on the meal allowance identified by the IRS published Maximum Federal Rates.
- C. If the employee did not use the paid meal provided at a meeting or conference and incurred a personal meal expense, the employee may be reimbursed for the applicable meal with proper documentation if the employee can provide a compelling reason why the paid meal was not used.

- D. Meal expenses, including gratuity, in excess of the Maximum Federal Rate will not be reimbursed without approval of the Finance Manager. The employee may receive reimbursement above the Maximum Federal Rate if a compelling reason can be demonstrated.

XI. MISCELLANEOUS EXPENSES

- A. Employees will be reimbursed for actual telephone, internet, fax, parking, tolls, tipping (meals fall under the Maximum Federal Rates), taxi, or other reasonable expenses which shall be supported by receipts. Where receipts are not available, a signed declaration of expenditure may be accepted by the Finance Manager at his or her discretion.
- B. Employees shall make every effort to utilize cost effective means to park vehicles overnight. The District recommends overnight parking in the hotel where the employee is staying. Valet parking, while not encouraged, is allowed if it is the only means available for reasonable and safe parking.

XII. CASH ADVANCES

- A. Employees may request a cash advance to cover anticipated expenses while traveling or conducting business on behalf of the District. The request for an advance should be submitted to the Finance Manager or designee no more than 30 days before and no less than ten (10) days prior to the disbursement. Every effort should be made to request the cash advance ahead of the normal check run date occurring prior to the disbursement.
- B. Upon request, the Finance Manager or designee shall determine if a cash advance is necessary and appropriate. Employees who have a District issued credit card are not eligible for a cash advance, unless credit cards are not accepted.
- C. Any unused advance must be returned to the District within ten (10) calendar days of the employee's return along with supporting receipts documenting advance expenditures. If the employee fails to reconcile expenses upon their return, they forfeit the ability to receive future advances.

XIII. SPOUSES AND GUESTS

Spouses and guests may accompany employees on District travel and at conferences, seminars, and meetings. However, any additional costs associated with the participation of a spouse or guest is the employee's responsibility.

XIV. EXPENSES TO ACCOMMODATE DISABILITIES

This policy shall not be construed to limit the District's ability to reimburse travelers for necessary expenses in excess of that which is otherwise permitted under this policy where such additional expenses are necessary to accommodate for a disability.

XV. RATES

The Finance Department is responsible for updating the Maximum Federal Rates published by the U.S. General Services Administration (GSA) annually on October 1st. The Finance Department shall also update the IRS allowed mileage reimbursement rate on January 1st of each year or as any changes are implemented by the IRS.

XVI. UNFORESEEN AND UNCONTROLLABLE NATURAL EVENTS

Unforeseen and uncontrollable natural events are directly and exclusively results from the occurrence of natural causes that could not have been prevented by the exercise of foresight or caution. Examples include: earthquake, flood, hurricane, and tornado. During such an event, the District will work with the employee to make lodging, meal, travel, and other reasonable accommodations. However, the District shall not pay overtime costs associated with such events.

March 17, 2020

TO: Chair and Directors of the Florin Resource Conservation District
FROM: Mark J. Madison, General Manager
SUBJECT: **OUTSIDE AGENCY MEETINGS REPORT**

RECOMMENDATION

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

SUMMARY

The Outside Agency Meetings Report 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

Each month, staff reports 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 February 18, 2020 were as follows:

- 2/18 Cosumnes Community Services District/EGWD Joint Staff Meeting
(Madison, Kamilos, Ramos)
- 2/20 Regional Aquifer Storage and Recovery Feasibility Assessment Progress Meeting
(Kamilos)
- 3/06 California Special Districts Association Legislative Committee Meeting
(Mulberg, Madison)

OUTSIDE AGENCY MEETINGS REPORT

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- 3/10 DWR Urban Water Management Plan Guidebook Development Workshop
(Kamilos)
- 3/11 Sacramento Central Groundwater Authority Regular Board Meeting
(Madison, Kamilos)
- 3/13 ACWA 2020 Legislative Committee Meeting
(Madison)

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

Participating and actively engaging in outside agency meetings conforms with Strategic Goal No. 7, Water Industry Leadership, of the Strategic Plan 2020-2025.

FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully submitted,



MARK J. MADISON
GENERAL MANAGER

March 17, 2020

TO: Chair and Directors of the Florin Resource Conservation District
FROM: Jeff Ramos, Interim Program Manager
SUBJECT: **LEGISLATIVE UPDATE**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors authorize the General Manager to sign the attached letter of opposition to Assembly Bill 2093.

SUMMARY

There are several bills that have been introduced in the 2020 legislative session that could potentially impact the Florin Resource Conservation District/Elk Grove Water District (District) if passed. These bills are highlighted below. One bill in particular is Assembly Bill 2093 (AB 2093) which would require all public agencies to maintain all transmitted emails related to agency business for at least two years. AB 2093 will burden the District with additional costs related to data storage and will result in vast amounts of insignificant emails, including spam, being stored as public records. Staff has prepared the attached letter of opposition to AB 2093 and recommends that the Florin Resource Conservation District Board of Directors authorize the General Manager to sign the letter.

DISCUSSION

Background

The Florin Resource Conservation District (FRCD) Board of Directors (Board) is periodically updated on legislative and regulatory issues.

Present Situation

The following bills have been introduced in the 2020 legislative session that could potentially impact the District if passed in their current form.

AB 2095 (Cooper) Water theft: enhanced penalties

This bill is the District's proposed legislation to increase penalties for water theft. The bill has been referred to the Assembly Local Government Committee and will be heard on Wednesday, March 25th at 1:30pm. The California Special District Association (CSDA) Legislative Committee reviewed the bill at their last committee meeting and voted to

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LEGISLATIVE UPDATE

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Support in Concept. The Irvine Ranch Water District has proposed a few modifications to the bill language, which the District's legal counsel is currently reviewing. We expect CSDA to change their recommendation to Support in April.

In addition, the Association of California Water Agencies Legislative Committee reviewed the bill at their committee meeting on Friday March 13th. Staff will give the Board a verbal update on the committee's recommendation at the March Regular Board Meeting.

AB 2093 (Gloria) Public records: writing transmitted by electronic mail: retention

This bill would, unless a longer retention period is required by statute or regulation, or established by the Secretary of State pursuant to the State Records Management Act, require a public agency, for purposes of the California Public Records Act, to retain and preserve for at least two (2) years every public record, as defined, that is transmitted by electronic mail. CSDA has taken an Oppose position on this bill. The District has prepared an opposition letter to this legislation (Attached). Staff recommends that the Board authorize the General Manager to sign the letter.

AB 2182 (Rubio, Blanca) Emergency backup generators: water and wastewater facilities: exemption

This bill would provide that use of an alternative power source by an essential public service provider to power a critical facility during a planned de-energization event initiated by electric utilities is considered emergency use even if an official emergency has not been declared by the State or local government. This use shall not be subject to any local, regional or state regulation regarding the operation of an alternative power source. CSDA has taken a Support position on this bill.

AB 2303 (Aguiar-Curry) Resource conservation districts

This bill would make non-substantive changes to section 9162 of the Public Resources Code related to the formation of a new resource conservation district. CSDA has taken a Watch position on this bill. Staff will monitor this bill for any significant changes to the bill in the future.

AB 2324 (Friedman) Urban water use

Current law requires the Department of Water Resources, in coordination with the State Water Resources Control Board (SWRCB), to conduct necessary studies and investigations, as prescribed, and make a recommendation to the Legislature, by January

LEGISLATIVE UPDATE

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1, 2020, on the feasibility of developing and enacting water loss reporting requirements for urban wholesale water suppliers. This bill would repeal these provisions. CSDA has taken a Watch position on this bill.

AB 2623 (Arambula) Sustainable groundwater management

This bill would make non-substantive changes to section 10720.9 of the Water Code related to the consideration of the policies of the act, and any adopted groundwater sustainability plans, when revising or adopting policies, regulations, or criteria, or when issuing orders or determinations. CSDA has taken no position on this bill. Staff will monitor this bill for any significant changes to the bill in the future.

SB 931 (Wieckowski) Local government meetings: agenda and documents

Current law authorizes a person to request that a copy of an agenda, or a copy of all the documents constituting the agenda packet, of any meeting of a legislative body, be mailed to that person. This bill would require a legislative body to email a copy of the agenda or a copy of all the documents constituting the agenda packet if so requested. By requiring local agencies to comply with these provisions, this bill would impose a state-mandated local program. CSDA has taken an Oppose position on this bill.

SB 998 (Moorlach) Local government: investments

This bill would prohibit local agencies that have less than \$100,000,000 of investment assets under management from investing more than 25% of their moneys in eligible commercial paper. The bill also restricts investing more than 10% of an agency's total investment assets in the commercial paper and medium-term notes of any single issuer. CSDA has taken a Support position on this bill.

SB 1056 (Portantino) Drinking water: testing: perfluoroalkyl and polyfluoroalkyl substances

This bill would require the SWRCB, on or before January 1, 2022, to certify a methodology or methodologies for testing drinking water, groundwater and surface water for perfluoroalkyl and polyfluoroalkyl substances and to accredit qualified laboratories in California to analyze these substances pursuant to the adopted methodology or methodologies. CSDA has taken no position on this bill.

LEGISLATIVE UPDATE

Page 4

SB 1217 (Dahle) Urban water use targets: indoor residential water use

Existing law requires the state to achieve a 20% reduction in urban water use in California by December 31, 2020. Existing law also requires an urban retail water supplier to adopt one of the specified methods for determining its urban water use target, including estimating the per capita daily water use using the sum of 55 gallons per capita daily for indoor residential water use. This bill would revise the method of estimating the per capita daily water use to require an urban retail water supplier to use, instead of 55 gallons per capita daily for indoor residential use, a standard that complies with the urban retail water suppliers' own criteria for indoor residential water use. CSDA has taken no position on this bill.

It is still early in the legislative process therefore staff will continue to monitor these bills along with any other bills which may affect District operations.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

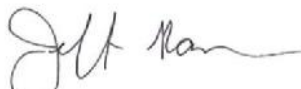
STRATEGIC PLAN CONFORMITY

Tracking active legislation complies with the District's Water Industry Leadership goals of the 2020-2025 Strategic Plan.

FINANCIAL SUMMARY

There is no direct financial impact associated with this report.

Respectfully submitted,



JEFF RAMOS
INTERIM PROGRAM MANAGER

Attachment



March 18, 2020

The Honorable Todd Gloria
California State Assembly
State Capitol
Sacramento, CA 95814

RE: Assembly Bill 2093 (Gloria) – Oppose [As Introduced]

Dear Assembly Member Gloria:

The Florin Resource Conservation District/Elk Grove Water District (District) is respectfully opposed to your Assembly Bill 2093, which will require all public agencies to maintain all transmitted emails related to agency business for at least two years. Our District provides water supply to over 45,000 residents within the City of Elk Grove.

To be clear, this is not a transparency bill, it is a data storage bill. The public will have no greater access to public records under AB 2093, nor will they have less. This bill creates no new disclosures or exemptions of records. This bill only mandates that public agencies retain all emails related to agency business for two years and avoids the constitutionally required mandate subvention process declaring that the provisions of the bill are in furtherance of the California Public Records Act (CPRA).

While this measure is intended to improve public access to government records, in practice it will merely increase the burdens for both public agencies and CPRA requesters. The vast majority of emails consist of auto-replies, spam, and insignificant routine communications of minimal public interest. As the bulk of these emails increase, the burden to search through them and locate responsive records in the event of a CPRA request rises accordingly. Under the CPRA, the requester may be required to bear the cost of this data extraction - and indiscriminately mandating that emails be retained will thus make CPRA requests more expensive, perversely impeding public access. Moreover, for those costs that cannot be passed on to the requester, the public agency has no source for reimbursement, and must divert funds from other public programs. Compelling public agencies to retain masses of routine emails - which neither the sender nor recipient otherwise thought important enough to save - imposes significant burdens on all concerned for minimal public benefit. This point is corroborated by the Department of Finance's analysis of AB 1184 (Gloria, 2019), a bill that is completely identical to AB 2093 that was vetoed by Governor Newsom. In their analysis of

9257 Elk Grove Blvd. Elk Grove, CA 95624 (916) 685-3556 Fax (916) 685-5376

March 18, 2020
The Honorable Todd Gloria

RE: Assembly Bill 2093 (Gloria) – Oppose [As Introduced]

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AB 1184, the Department of Finance wrote that “[t]he retention of non-pertinent e-mails and the need to search through those e-mails, particularly for less specific CPRA requests, increases the amount of time needed to complete CPRA requests. This makes compliance with the CPRA more difficult in these instances and *produces worse outcomes for persons and entities submitting those requests* [emphases added].”

To further underscore this point, the Governor’s veto message of AB 1184 read “[t]his bill does not strike the appropriate balance between the benefits of greater transparency through the public’s access to public records, and the burdens of a dramatic increase in records-retention requirements, including associated personnel and data-management costs to taxpayer.”

AB 2093 will add millions of dollars in costs annually to the state and local agencies, including water districts. Public agencies will be forced to pay for additional data storage space, as well as hire additional staff to sort through the millions of emails that are exempt from disclosure under the CPRA, but mandated to be retained under AB 2093 in order to respond to public records act requests. Without the ability to be reimbursed for this costly unfunded mandate, public agencies will be forced to either raise fees and taxes or cut services to the communities they serve.

It is for these reasons that the Florin Resource Conservation District/Elk Grove Water District must respectfully oppose AB 2093 (Gloria). Please contact me at (916) 685-3556 or mmadison@eqwd.org if you have any questions about our position.

Sincerely,

MARK J. MADISON
GENERAL MANAGER

cc: Rachel Mason, Legislative Assistant, Office of Assembly Member Todd Gloria
[Rachel.mason@asm.ca.gov]
Dillon Gibbons, Senior Legislative Representative, California Special Districts
Association [advocacy@cdda.net]

March 17, 2020

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Mark J. Madison, General Manager

SUBJECT: **AMENDMED AND RESTATED AGREEMENT FOR GENERAL COUNSEL SERVICES BETWEEN THE FLORIN RESOURCE CONSERVATION DISTRICT AND JRG ATTORNEYS AT LAW**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors authorize the General Manager to execute the proposed Amended and Restated Agreement for General Counsel Services, between the Florin Resource Conservation District and JRG Attorneys at Law.

SUMMARY

On December 19, 2018, the Florin Resource Conservation District (FRCD) Board of Directors (Board) approved an agreement with the Nosky Legal Group to provide interim General Counsel services to the FRCD. This agreement was for a term of one (1) year, which ended on December 19, 2019.

It is recommended that this agreement be amended and restated, thus retaining the General Counsel services of Richard E. Nosky for another three (3) years. It should be noted that, despite a three (3) year term, the agreement contains a Termination of Services provision that allows the District to terminate services at any time, subject to written notice.

By this action, if approved, the Board would authorize the General Manager to execute the attached Amended and Restated Agreement for General Counsel Services (Attached) with JRG Attorneys at Law to provide General Counsel legal services.

DISCUSSION

Background

On December 19, 2018, the Board approved an agreement with the Nosky Legal Group to provide interim General Counsel services to the FRCD. This agreement was for a term of one (1) year, which ended on December 19, 2019, and Mr. Nosky was specifically designated in this agreement to serve as General Counsel to the FRCD.

**AMENDMED AND RESTATED AGREEMENT FOR GENERAL COUNSEL SERVICES
BETWEEN THE FLORIN RESOURCE CONSERVATION DISTRICT AND JRG
ATTORNEYS AT LAW**

Page 2

On May 1, 2019, Mr. Nosky assumed the position of Partner with the law firm JRG Attorneys and the agreement was assigned to JRG Attorneys with no change to any of the terms and conditions within the agreement.

Present Situation

The present agreement between the FRCD and the JRG Attorneys expired on December 19, 2019. Since that time, Mr. Nosky's services have continued under an implied contract and all terms and conditions have remained unchanged.

At this time, it is recommended that the previous contract be amended and restated to continue Mr. Nosky's services for an extended period of time.

The proposed agreement specifies a three (3) year term, which will maintain stability for the FRCD. It should be noted, however, that this agreement includes a Termination of Services section which allows the Board to terminate Mr. Nosky's services at any time, for convenience, subject to the issuance of a written notice.

ENVIRONMENTAL CONSIDERATIONS

Environmental considerations are not applicable to this agreement.

STRATEGIC PLAN CONFORMITY

The proposed agreement complies with the newly adopted FRCD/Elk Grove Water District Strategic Plan 2020-2025 by complying with District policies implied under Strategic Goal 1 – Governance and Customer Engagement.

FINANCIAL SUMMARY

The financial terms of this agreement are specified in the original proposal and agreement. This agreement does not contain a not-to-exceed amount as the scope of work is undefined.

March 17, 2020

**AMENDMED AND RESTATED AGREEMENT FOR GENERAL COUNSEL SERVICES
BETWEEN THE FLORIN RESOURCE CONSERVATION DISTRICT AND JRG
ATTORNEYS AT LAW**

Page 3

Respectfully submitted,



MARK J. MADISON, P.E.
GENERAL MANAGER

Attachment

AMENDED AND RESTATED AGREEMENT FOR GENERAL COUNSEL SERVICES

This Agreement is entered into this 17th day of March 2020 (“Agreement”), by and between the Florin Resource Conservation District, a California special district authorized under Division 9 of the California Public Resources Code (“District”) and JRG Attorneys at Law, a California professional corporation (“Firm”), collectively referred to as the “Parties.”

RECITALS:

- A. District previously entered into an Agreement for Interim General Counsel Services with Nosky Legal Group (the “NLG Agreement”) on June 20, 2018; and
- B. District amended the NLG Agreement on December 19, 2018, appointing Nosky Legal Group as its General Counsel;
- C. Nosky Legal Group merged with Firm on May 1, 2019;
- D. The parties wish to amend and restate the Agreement to extend its term, appoint Firm as its General Counsel and to reflect certain other updated terms as documented below.

NOW, THEREFORE, the Parties do hereby agree as follows:

- 1. Scope of Services. Firm has been retained to serve as General Counsel for District, with Richard E. Nosky specifically serving in that role. In addition, Firm shall represent District in other matters as District may assign. As General Counsel, the duties and scope of representation shall include, but not be limited to, the following:
 - A. Attending meetings of the District and its duly elected officials and appointed committees, for which attendance is requested by the Board President or General Manager, unless excused.
 - B. Prepare or approve as to legal form all resolutions, ordinances, contracts, agreements or other legal documents or any other matters that are referred for legal advice, review or handling during the term of this Agreement.
 - C. Provide legal advice on behalf of the District to Board members, the General Manager or other designated personnel as requested
 - D. Monitor and advise the Board of Directors and staff of legislation and case law affecting the District as requested.
 - E. Monitor the activities of any special counsel retained by District as requested.

F. Provide conflict of interest assistance to the Board of Directors and General Manager on behalf of the District and assist board members and staff in seeking advice from the appropriate state and local authorities on such matters.

2. Term. This Agreement shall be effective on March 17, 2020 and shall continue thereafter until March 17, 2023, unless earlier terminated in accordance with the terms herein.

3. Billing Procedures and Rates. Firm shall prepare an itemized monthly billing statement on or about the first day of each month. District shall review Firm's itemized statement and approve payment of authorized charges to Firm as promptly as possible. Firm shall keep time records in one-tenth hour increments. District agrees to pay Firm at the rates listed in **Exhibit A** herein. These rates may be adjusted periodically upon the mutual agreement of the Parties. District shall pay the amount due on all invoices within 30 days.

4. Costs. Firm shall be reimbursed for all out of pocket expenses advanced by Firm. Said costs and expenses shall include, but not be limited to, filing fees, transcriptions, mileage, travel expenses, parking, copying costs and other related costs. All such costs shall be submitted to District for approval as part of the monthly billing statement.

5. Responsibilities of Firm. Firm agrees to provide legal services in the areas of those matters within the scope of services provided in Section 1 of this Agreement.

6. Independent Contractor and Hold Harmless. Firm shall serve as an independent contractor and not as an employee of District. Firm agrees to hold harmless and indemnify District for any claims or losses arising as a result of Firm's negligent or tortious conduct with respect to the services rendered herein.

7. Use of Other Firms. In order to properly and effectively protect the best interests of District in specialized areas of the law, Firm shall have the right to assign legal matters to special counsel, subject to the approval of the General Manager.

8. Indemnification. In the event of any third-party claims brought against Firm or its members for actions taken in the course and scope of their official duties, upon such a determination, District agrees to indemnify and defend Firm and its members against such third-party claims.

9. Insurance. Firm shall maintain professional liability insurance during the term of this Agreement and any extensions thereof in an amount not less than One Million Dollars (\$1,000,000.00).

10. Termination of Services. District may terminate Firm's services at any time by written notice. After receiving such notice, Firm shall cease providing services and cooperate with District in the orderly transfer of all related files and records to District's new General Counsel. Firm may terminate its services at any time with District's

consent or for good cause. Good cause exists if (a) any invoice is not paid within 60 days of its date; (b) District fails to meet any other obligation under this Agreement and continues in such failure for 15 days after written notice to District; (c) District has misrepresented or failed to disclose material facts to Firm, refused to cooperate with Firm, refused to follow its advice on a material matter; or (d) any other circumstance exists in which ethical rules of the legal profession mandate or permit termination, including situations where a conflict of interest arises. If Firm terminates its services, District shall cooperate in effecting such termination. Termination by either party herein shall not relieve District of the obligation to pay for services rendered and costs incurred before Firm's services formally ceased.

11. Entire Agreement. This Agreement contains Firm's entire Agreement about its representation of District herein. Any modifications or additions to this Agreement shall be made in writing.

12. Notices. All notices pertaining this Agreement shall be made in writing and addressed as follows:

If to Firm:

JRG Attorneys at Law
Attn: Richard E. Nosky
318 Cayuga Street
Salinas, CA 93901

If to District:

FRCD
Attn: Mark Madison, General Manager
9257 Elk Grove Boulevard
Elk Grove, CA 95624

13. Conflicts. JRG has no present or contemplated employment that is adverse to District. JRG agrees that it shall not represent clients in matters either litigation or non-litigation against District. However, JRG may have past and present clients or may have future clients, which, from time to time, may have interests adverse to City, and JRG reserves the right to represent such clients in matters not connected with its representation of District. If a potential conflict of interest arises in JRG's representation of two clients, if such conflict is only speculative or minor, JRG shall seek waivers from each client with regards to such representation. However, if real conflicts exist, JRG would withdraw from representing either client in the matter and assist them in obtaining outside special counsel.

14. Interpretation of Agreement and Forum. This Agreement shall be construed and interpreted both as to validity and performance of the parties in accordance with the laws of the State of California. In the event of any dispute hereunder, the forum shall be the Superior Court, Sacramento County.

IN WITNESS WHEREOF, this Agreement is signed and entered into by the Parties on this 17th day of March 2020.

FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT JRG ATTORNEYS AT LAW

By: _____
MARK J. MADISON
GENERAL MANAGER

By: _____
RICHARD E. NOSKY
PARTNER

Dated: _____

Dated: _____

DRAFT

EXHIBIT A

RATES AND COSTS

General Counsel Services

Partners \$255 per hour
Associates \$235 per hour

\$700 flat fee for Regularly Scheduled Board Meetings (inclusive of travel time and closed sessions)

Billing Method

Firm issues billing statement once a month with complete listing of all services rendered and costs charged as follows:

Copies:	AT COST
Mileage:	IRS Rate
Travel time:	\$150 per hour (excluding regular board mtgs)
Postage and out of pocket expenses:	AT COST
Travel (non-local air):	AT COST