

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

## Agenda

Tuesday, June 20, 2023

6:30 PM

### 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 by email request. In addition, such writings may be posted, whenever possible, on the Elk Grove Water District website at [www.egwd.org](http://www.egwd.org). The Board will discuss all items on the agenda and may take action on any item listed as an "Action" item. The Board may discuss items that do not appear on the agenda but will not act on those items unless there is a need to take immediate action and the Board determines by a two-thirds (2/3) vote that the need for action arose after posting of the agenda. If necessary, the Meeting will be adjourned to Closed Session to discuss items on the agenda listed under "Closed Session." At the conclusion of the Closed Session, the meeting will reconvene to "Open Session."

## CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

### Public Comment

This is the opportunity for the public to comment on non-agenda items within the subject matter jurisdiction. Comments are limited to three (3) minutes.

### Page Numbers

## 1. Proclamations and Announcements

Associate Director Comment

Public Comment

## 2. Florin Resource Conservation District Board of Director Appointment

5-8

(Stefani Phillips, Board Secretary)

Associate Director Comment

Public Comment

**Recommended Action/Information: Consider the appointment of one (1) candidate as Director to the Florin Resource Conservation District Board of Directors.**

## 3. Consent Calendar

9-10

(Stefani Phillips, Board Secretary and Patrick Lee, Treasurer)

a. Minutes of Regular Board Meeting of May 16, 2023

11-13

b. Minutes of Special Board Meeting of May 25, 2023

14-15

c. Accounts Payable Check History – May 2023

16-19

d. Board and Employee Expense/Reimbursements – May 2023

20

e. Active Accounts – May 2023

21

f. Bond Covenant Status for FY 2022-23 – May 2023

22

g. CASH - Detail Schedule of Investments– May 2023

23

h. Consultants Expenses – May 2023

24

i. Major Capital Improvement Projects – May 2023

25

Associate Director Comment

Public Comment

**Recommended Action/Information:** Approve Florin Resource Conservation District Consent Calendar items a – i.

- 4. Year to Date Revenues and Expenses Compared to Budget – May 2023** 26-28  
(Patrick Lee, Finance Manager)

Associate Director Comment

Public Comment

**Recommended Action/Information:** Information only.

- 5. Florin Resource Conservation District Associate Director Appointment** 29-37  
(Stefani Phillips, Board Secretary)

Associate Director Comment

Public Comment

**Recommended Action/Information:** Consider the appointment of Kimberly Martin as Associate Director to the Florin Resource Conservation District Board of Directors.

- 6. General Manager Employment Agreement Amendment** 38-45  
(Stefani Phillips, Board Secretary)

Associate Director Comment

Public Comment

**Recommended Action/Information:** Approve the amendment to the Employment Agreement between the Florin Resource Conservation District and Bruce Kamilos.

- 7. Florin Resource Conservation District/Elk Grove Water District Fiscal Year 2023-24 Operating Budget** 46-154  
(Patrick Lee, Finance Manager)

Associate Director Comment

Public Comment

**Recommended Action/Information:** Adopt Resolution No. 06.20.23.01, approving the Florin Resource Conservation District/Elk Grove Water District Fiscal Year 2023-24 Proposed Operating Budget projecting revenues of \$16.397 million and expenses of \$18.492 million and appropriating \$2.095 million from operating reserves to fund expenses in excess of revenues for Fiscal Year 2023-24.

**8. Elk Grove Water District Employee Policy Manual Amendment – Overtime Pay** 155-159  
(Bruce Kamilos, General Manager)

Associate Director Comment

Public Comment

**Recommended Action/Information:** Adopt Resolution No. 06.20.23.02, amending the 2019 Elk Grove Water District Employee Policy Manual, Section 4.2.7, Overtime Pay.

**9. Fiscal Year 2023-24 Investment Policy Guidelines** 160-182  
(Patrick Lee, Finance Manager)

Associate Director Comment

Public Comment

**Recommended Action/Information:** Adopt Resolution No. 06.20.23.03, approving the Fiscal Year 2023-24 Investment Policy Guidelines of the Florin Resource Conservation District and delegating investment authority to the Finance Manager/Board Treasurer.

**10. Resolution Honoring General Counsel Ren Nosky** 183-185  
(Bruce Kamilos, General Manager)

Associate Director Comment

Public Comment

**Recommended Action/Information:** Adopt Resolution No. 06.20.23.04 honoring Ren Nosky for his service as General Counsel to the Florin Resource Conservation District.

**11. Agreement for Legal Services Between the Florin Resource Conservation District and Bartkiewicz, Kronick, & Shanahan** 186-202  
(Bruce Kamilos, General Manager)

Associate Director Comment

Public Comment

**Recommended Action/Information:** Authorize the General Manager to execute the Agreement for Legal Services between the Florin Resource Conservation District and Bartkiewicz, Kronick & Shanahan.

**12. California Special Districts Association Board of Directors 2023 Election of Board of Director for Seat C – Sierra Network** 203-210  
(Stefani Phillips, Board Secretary)

Associate Director Comment

Public Comment

**Recommended Action/Information:** Elect a candidate for Seat C - Sierra Network for the 2023 election of the California Special Districts Association Board of Directors.

**13. Nomination of Sacramento Local Agency Formation Commission Special District Commissioner** 211-212  
(Stefani Phillips, Board Secretary)

Associate Director Comment

Public Comment

**Recommended Action/Information:** Consider nominating one (1) Board member to serve as a Special District Commissioner for Office No. 7 on the Sacramento Local Agency Formation Commission.

**14. Legislative Matters and Potential Direction to Staff** 213-219  
(Travis Franklin, Program Manager)

Associate Director Comment

Public Comment

**Recommended Action/Information:** Information only.

**15. General Manager's Report** 220-221  
(Bruce Kamilos, General Manager)

Associate Director Comment

Public Comment

**Recommended Action/Information:** Information only.

**16. Elk Grove Water District Operations Report – May 2023** 222-269  
(Bruce Kamilos, General Manager)

Associate Director Comment

Public Comment

**Recommended Action/Information:** Information only.

**17. Directors Comments**

Adjourn to Regular Meeting – July 18, 2023



June 20, 2023

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Stefani Phillips, Board Secretary

SUBJECT: **FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTOR APPOINTMENT**

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### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors consider the appointment of one (1) candidate as Director to the Florin Resource Conservation District Board of Directors.

### **SUMMARY**

The Florin Resource Conservation District (FRCD) Board of Directors (Board) has one (1) vacancy to fill on its five (5) member Board. Recently, it was determined that the status of living outside of the FRCD boundaries caused Director Lisa Medina to be ineligible to serve on the Board. Consistent with law, staff posted the Notice of Vacancy for 15 days. The Board may now fill the vacant seat by appointment.

### **DISCUSSION**

#### **Background**

The Board is made up of five (5) board members whose eligibility is governed by Division 9 of the Public Resources Code. In accordance with Division 9, Board members must meet the following requirements:

- 1) Directors (Candidates) must be a registered voter.
- 2) Reside within the district, and either own real property in the district or alternatively have served, pursuant to the district's rules, for two years or more as an associate director providing advisory or other assistance to the board of directors; or
- 3) Be a designated agent of a resident landowner within the district.

#### **Present Situation**

Following recent events, staff notified the Sacramento County Elections Official as required by Government Code Section 1780. The Board may fill the vacancy by appointment at the June regular board meeting in accordance with applicable law, including Public Resources Code Sections 9316 and 9317, Elections Code Sections 1000, et seq. and Government Code Sections 1780, et seq.

June 20, 2023

**FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTOR  
APPOINTMENT**

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Staff posted the Notice of Vacancy for 15 days in at least three (3) conspicuous places in accordance with Division 9 of the Public Resources Code.

As of the date of this report, one (1) individual has submitted documentation (Attachment 1) for candidacy, Lisa Medina. Staff has confirmed that she has become a designated agent (Attachment 2) of a resident landowner within the District, thereby meeting the requirements of the California Public Resources Code, Section 9352. Other eligible individuals may submit their candidacy for the open seat on the Board and can also be considered.

Staff recommends the Board consider the appointment of one (1) candidate as Director to the Florin Resource Conservation District Board of Directors.

**ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

**STRATEGIC PLAN CONFORMITY**

This item conforms to 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,



STEFANI PHILLIPS  
BOARD SECRETARY

Attachments

## Attachment 1

Dear FRCD Directors,

It was brought to my attention I would have to resign my position as a Director on the FRCD Board due to my Elk Grove home being proposed for sale. Based on FRCD Counsel findings I was required to submit my resignation letter. It has come to my attention I can be reappointed as a Designated Agent to fulfill the remainder of my term through December of 2024. The Designated Agent forms have been completed by all parties.

I would like to proceed with this option. I bring working knowledge to FRCD with my current position as an Environmental Management Agency Administrator, Environmental Health Director, Air Pollution Control District Officer, and Registered Environmental Health Specialist for the County of Calaveras. I have extensive knowledge of principles for groundwater, and an acute environmental perspective on all subject matter as it relates to the protection of our ground water quality, quantity, and the protection of our environment. In addition, I have served as a Director on the FRCD for six and a half years and would like to fulfill the remainder of my term obligation. Thank you for your consideration and time for this request.

Respectfully,

Lisa Medina

Attachment 2



**QUALIFICATIONS AND RESIDENCY REQUIREMENTS  
FOR CANDIDATES SEEKING APPOINTMENT TO  
THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS**

Pursuant to Public Resources Code Division 9, Section 9352 (b);

If Section 9352 (b) (1) of the Public Resources Code is unfulfilled, then pursuant to (b) (2) of the same code section, the Director would be required to have the following declaration completed by a resident landowner on their behalf.

**DECLARATION OF RESIDENT LANDOWNER**

I, Peter Tam, being a resident landowner in the Florin Resource Conservation District, designate Lisa Medina, to be my legally appointed agent as required by Public Resources Code Section 9352(b) (2).

Resident Landowner Name: Peter Tam  
 Resident Landowner Address: 9165 Lujan Drive  
Elk Grove  
Peter Tam

I declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed Elk Grove, California.

Resident Landowner Signature:  \_\_\_\_\_

Date of Signing: 5/18/2023

June 20, 2023

TO: Chair and Directors of the Florin Resource Conservation District

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

SUBJECT: **CONSENT CALENDAR**

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### **RECOMMENDATION**

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

### **SUMMARY**

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

By this action, the Florin Resource Conservation District (FRCD) Board of Directors will approve FRCD 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**

This item conforms to the FRCD/Elk Grove Water District 2020-2025 Strategic Plan. The monthly Consent Calendar report provides transparency, which aligns with Goal No. 1, Governance and Customer Engagement, of the Strategic Plan 2020-2025.

**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, May 16, 2023**

The regular meeting of the Florin Resource Conservation District Board of Directors was called to order at 6:30 p.m. by Chair Tom Nelson at 9829 Waterman Road, Elk Grove, CA.

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

Directors Present: Tom Nelson, Paul Lindsay, Lisa Medina, Elliot Mulberg  
Directors Absent: Sophia Scherman  
Staff Present: Bruce Kamilos, General Manager; Patrick Lee, Finance Manager/  
Treasurer; Stefani Phillips, Human Resources Administrator/Board  
Secretary; Travis Franklin, Program Manager; Donella Murillo, Finance  
Supervisor; Ben Voelz, Associate Engineer; Amber Kavert, Human  
Resources Technician; Richard Ko, Engineering Technician I  
Staff Absent: None  
Associate Directors Present: None  
Associate Directors Absent: None  
General Counsel Present: Ren Nosky, JRG Attorneys at Law  
Public Present: Robert Stresak

**Public Comment**

No comment.

**1. Proclamations and Announcements**

Nothing to report.

**2. Consent Calendar**

- a. Minutes of Regular Board Meeting of April 18, 2023
- b. Accounts Payable Check History – April 2023
- c. Board and Employee Expense/Reimbursements – April 2023
- d. Active Accounts – April 2023
- e. Bond Covenant Status for FY 2022-23 – April 2023
- f. CASH - Detail Schedule of Investments– April 2023
- g. Consultants Expenses – April 2023
- h. Major Capital Improvement Projects – April 2023

Items b and e were pulled for questions. Staff provided answers to the questions.

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

**3. Year to Date Revenue and Expenses Compared to Budget – April 2023**

Finance Manager Patrick Lee provided an update on the Year to Date Revenue and Expenses Compared to Budget for the month of April to the Florin Resource Conservation District (FRCD) Board of Directors (Board).

**4. Educational Workshop – Leveraging Technology**

General Manager Bruce Kamilos introduced the item to the Board before introducing Engineering Technician I Richard Ko to give a PowerPoint presentation on the technology the FRCD/Elk Grove Water District (District) has been using to improve the efficiency of operations.

## 5. **2024-2028 Water Rate Study and Connection Fee Study**

Mr. Lee introduced the item to the Board and provided the background on the 2024-2028 Water Rate and Connection Fee Study process.

MSC (Lindsay/Medina) to 1. Approve the 2024-2028 Water Rate Study subject to the receipt and consideration of any protests and comments received before and during the public hearing conducted in compliance with Proposition 218; 2. Approve the 2024 Capacity Fee Study Report subject to the receipt and consideration of comments received during a public hearing; and 3. Direct staff to initiate the Proposition 218 compliance process for the 2024-2028 Water Rate Study, including the mailing of a notice of the public hearing for the consideration of the proposed water rates to the record owners of property to be subject to the water service fees and any tenants who are directly liable for the payment of water service fees. 3/1: Ayes: Lindsay, Nelson, Medina Abstain: Mulberg

## 6. **Elk Grove District Fiscal Year 2025-28 Capital Improvement Program**

Associate Engineer Ben Voelz introduced the item and provided background on the Elk Grove water District Fiscal Year (FY) 2024-28 Capital Improvement Program (CIP).

In summary, Approximately 41% of the FY 2024-28 CIP budget is allocated to water main replacements over the next five (5) years. Water main replacements in this year's CIP will focus on multiple areas within Service Area 1 where sections of the distribution system are meeting the end of useful life. Approximately 42% of the FY 2024-28 CIP budget is allocated to two (2) supply and distribution improvement projects over the next five (5) years: 1) Advanced Metering Infrastructure and 2) A new groundwater supply well. The remaining 17% of the FY 2024-28 CIP budget is allocated to equipment and software purchases, treatment improvements, and building/site improvements.

MSC (Medina/Lindsay) to adopt Resolution No. 05.16.23.01, approving the Elk Grove Water District Fiscal Year 2024-28 Capital Improvement Program and the appropriation of \$3,175,000 from designated reserve funds to the Fiscal Year 2023-24 Capital Improvement Program budget. 4/0: Ayes: Lindsay, Nelson, Medina, and Mulberg

## 7. **Draft Florin Resource Conservation District/Elk Grove Water District Fiscal Year 2023-24 Proposed Operating Budget**

Mr. Lee presented the item to the Board. He explained the changes that were made since the April board meeting, which included a lower cost of living adjustment (COLA) of 4.67% and higher medical benefit premiums. He also informed the Board of an update made to the draft FY 2023-24 Operating Budget in the packet.

This item was for review and discussion purposes only and staff will bring back the final draft at the June meeting for consideration.

## 8. **Legislative Matters and Potential Direction to Staff**

Mr. Franklin presented the current legislative matters to the Board.

Director Elliot Mulberg mentioned at the California Special Districts Association legislative meeting he learned about Initiative 1935, which limits the ability of voters and state and local governments to raise revenues for government services. He mentioned it changes the voting requirements to a two-thirds vote to pass. Staff will investigate Initiative 1935.



## 9. General Manager's Report

General Manager Bruce Kamilos presented the item to the Board.

In summary, Mr. Franklin spoke regarding the water supply and demand assessment that has been required by the California Department of Water Resources.

Mr. Kamilos informed the Board of the "Healthy Soils Program" that the Placer Resource Conservation District (RCD) is pursuing, which would provide direct help to farmers to implement practices on farms that build healthy soils and sequester greenhouse gasses. He mentioned the Placer RCD asked if they could come within our boundaries to talk with the farmers but would not require any cost or staff time on the Districts part. If the Board was ok with this, staff would create a Memorandum of Understanding (MOU) with the Placer RCD. The Board agreed and asked that progress reports be added to the MOU.

Lastly, Mr. Kamilos, Chair Tom Nelson and Vice-chair Paul Lindsay gave updates on their time at the Association of California Water Agencies Spring Conference.

## 10. Elk Grove Water District Operations Report – April 2023

Mr. Kamilos presented the EGWD Operations Report – April 2023 to the Board.

## 11. Directors Comments

Nothing to report.

Adjourn to Regular Board Meeting on June 20, 2023.

Respectfully submitted,

*Stefani Phillips*

Stefani Phillips, Board Secretary

AK/SP

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

**Thursday, May 25, 2023**

The special meeting of the Florin Resource Conservation District Board of Directors was called to order at 6:30 p.m. by Tom Nelson, Chair, in person and by Zoom conference.

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

Directors Present: Tom Nelson, Paul Lindsay, Elliot Mulberg, Sophia Scherman  
Directors Absent: None  
Staff Present: Bruce Kamilos, General Manager; Stefani Phillips, Human Resources Administrator/ Board Secretary  
Staff Absent: Patrick Lee, Finance Manager/Treasurer; Donella Murillo, Finance Supervisor; Ben Voelz, Associate Engineer; Travis Franklin, Program Manager; Amber Kavert, Human Resources Technician  
Associate Directors Present: None  
Associate Directors Absent: None  
General Counsel Present: Ren Nosky, JRG Attorneys at Law

### **Public Comment**

Nothing to report.

Chair Tom Nelson called the meeting to order in the Board Chambers and proclaimed the remainder of the meeting would be taking place in the Bob Gray room and by Zoom conference.

### **1. Proclamations and Announcements**

General Manager Bruce Kamilos explained that a board member vacancy has occurred.

In summary, it was recently determined that the current status of living outside of the Florin Resource Conservation District (FRCD) boundaries made a board member ineligible to serve on the FRCD Board of Directors (Board). The board member will need to become a designated agent of a resident landowner to fulfill the requirement. Consistent with law, the remaining directors may fill the vacancy by appointing a director, after posting the vacancy notice and allowing 15 days for public responses. Staff has posted the notice on the website, outside the Administration Building and at the Elk Grove Public Library and plan to agendaize the item at the June regular board meeting for the Board to appoint a director.

### **2. 2024-2028 Water Rate Study and Connection Fee Study**

Mr. Kamilos presented the item to the Board.

In summary, at the regular board meeting on May 16, 2023, staff presented the 2024-28 Water Rate Study and Connection Fee Study to the Board for approval. Due to the ineligibility of one board member, staff returned with this item to the Board for a revote.

MSC (Mulberg/Lindsay) to 1. Approve the 2024-2028 Water Rate Study subject to the receipt and consideration of any protests and comments received before and during the public hearing conducted in compliance with Proposition 218; 2. Approve the 2024 Capacity Fee Study Report subject to the receipt and consideration of comments received during a public hearing; and 3. Direct staff to initiate the Proposition 218 compliance process for the 2024-2028 Water Rate Study, including the mailing of a notice of the public hearing for the consideration of the proposed water rates to the record owners of property to be subject to the water service fees and any tenants who are directly liable for the payment of water service fees. 4/0 Ayes: Lindsay, Mulberg, Nelson and Scherman.

Adjourn to Regular Board Meeting on June 20, 2023 at 6:30 p.m.

Respectfully submitted,

*Stefani Phillips*

Stefani Phillips, Board Secretary  
AK/SP

Check History Report

05/1/2023 to 05/31/2023  
Elk Grove Water District

Check Number	Check Date	Vendor Number	Name	Check	Explanation
057373	5/3/2023	AMAZON	AMAZON CAPITAL SERVICES	237.19	
057374	5/3/2023	BACK TE	BACKFLOW TECHNOLOGIES, INC	2,990.00	Contracted Services - Backflow Testing
057375	5/3/2023	BEN RES	BENEFIT RESOURCE, INC	150.00	
057376	5/3/2023	BG SOLU	SOLUTIONS BY BG INC.	9,122.50	Daily Tasks/Help Tickets
057377	5/3/2023	BSK4	BSK ASSOCIATES	368.00	Sampling - Treatment
057378	5/3/2023	CAL CUT	CALIFORNIA CUT & CORE, INC	2,995.00	Locust Street - Flat Saw - Water Main Replacement - CIP
057379	5/3/2023	CINTAS	CINTAS	121.16	
057380	5/3/2023	CINTAS2	CINTAS	165.98	
057381	5/3/2023	CINTAS2	CINTAS	231.51	
057382	5/3/2023	COUNTY4	SACRAMENTO COUNTY UTILITIES	288.23	
057383	5/3/2023	COVER A	COVERALL NORTH AMERICA, INC	1,549.00	Janitorial Services -ADMIN/OPS
057384	5/3/2023	CR AMAN	ARTHUR MANDAP	79.29	Account Closed - Customer Refund
057385	5/3/2023	CR EHU	EDWIN HUDSON	67.49	Account Closed - Customer Refund
057386	5/3/2023	CR PROE	PROFESSIONAL ED	124.32	Account Closed - Customer Refund
057387	5/3/2023	CR TIEN	TIEN PHAM	61.54	Account Closed - Customer Refund
057388	5/3/2023	CRCT 2	CHICAGO TITLE	154.22	Account Closed - Customer Refund
057389	5/3/2023	CRF CSA	CHRIS SALZMANN	65.05	Account Closed - Customer Refund
057390	5/3/2023	CRF CTR	CHANEL T. TROUNG	93.70	Account Closed - Customer Refund
057391	5/3/2023	CRF JBI	JOSEFINA BIGORNIA	179.49	Account Closed - Customer Refund
057392	5/3/2023	CRF KUN	KUNZITE RESIDENTIAL INC	108.23	Account Closed - Customer Refund
057393	5/3/2023	CRF MMR	M&M REAL ESTATE	150.00	Account Closed - Customer Refund
057394	5/3/2023	CRF SGO	STEVEN GOLLNICK	0.40	Account Closed - Customer Refund
057395	5/3/2023	CRF SRU	SUSAN RUSHING	55.67	Account Closed - Customer Refund
057396	5/3/2023	CRF WWA	WADE WAYLAND	86.63	Account Closed - Customer Refund
057397	5/3/2023	CRF XUE	XUEZHU LI	55.09	Account Closed - Customer Refund
057398	5/3/2023	CRFCABR	CARLOS ABRIAM	53.70	Account Closed - Customer Refund
057399	5/3/2023	CRFST6	STEWART TITLE OF SACRAMENTO	49.86	Account Closed - Customer Refund
057400	5/3/2023	CRTHOT	THOMAS TUCKER	79.79	Account Closed - Customer Refund
057401	5/3/2023	CRWHITE	WHITE HORSE HOME INC	165.10	Account Closed - Customer Refund
057402	5/3/2023	FRONT C	FRONTIER COMMUNICATIONS	269.46	
057403	5/3/2023	HANFORD	HANFORD SAND & GRAVEL, INC	1,353.88	Materials - Water Main Replacement Project - CIP
057404	5/3/2023	HOLT	HOLT OF CALIFORNIA	76.84	
057405	5/3/2023	JAYS	JAY'S TRUCKING SERVICE	1,095.00	(2) Invoices - Materials & Dump Fees - Water Main Replacement Project - CIP
057406	5/3/2023	LIFE ST	LIFE STORAGE #669	247.00	Monthly Storage Rental
057407	5/3/2023	O'REILLY	O'REILLY AUTO PARTS	30.43	
057408	5/3/2023	PACE	PACE SUPPLY CORP	39,891.27	(7) Invoices - Materials - Water Main Replacement Project - CIP
057409	5/3/2023	PEST	PEST CONTROL CENTER INC	85.00	
057410	5/3/2023	REPubLI	REPUBLIC SERVICES #922	2,349.18	Trash, Recycle and Organics - MOC
057411	5/3/2023	SAFTFL	SAF-T-FLO WATER SERVICES	257.15	VOID
057411	5/3/2023	SAFTFL	SAF-T-FLO WATER SERVICES	257.15-	VOID
057412	5/3/2023	SHELL	WEX BANK	2,575.53	Shell Gas - Fuel
057413	5/3/2023	SIERRA	SIERRA OFFICE SUPPLIES	103.84	
057414	5/3/2023	TEICH A	TEICHERT AGGREGATES	1,551.42	(2) Invoices - Materials - Water Main Replacement Project - CIP
057415	5/3/2023	TRE&TRA	TRENCH & TRAFFIC SUPPLY	5,409.21	(6) Invoices - Rental Equipment - Water Main Replacement Project - CIP
057416	5/3/2023	WALKER	WALKER KREATIVE	1,900.00	Social Media Public Outreach Campaign
057417	5/10/2023	ACWAJPI	CB&T/ ACWA-JPIA	63,866.21	Medical Benefits - June 2023
057418	5/10/2023	AMAZON	AMAZON CAPITAL SERVICES	220.28	
057419	5/10/2023	AQUA ME	AQUA-METRIC SALES, CO.	1,619.70	Meter Reading Equipment - Distribution
057420	5/10/2023	ARC	ARC	1,071.00	Contracted Services - Scanned Documents - HR
057421	5/10/2023	AWWA2	California Nevada Section-AWWA	100.00	*Membership Renewal - Steve Shaw
057422	5/10/2023	BAY 3	BAY ALARM COMPANY	2,176.25	Monthly Security Monitoring - MOC/ADMIN



057480	5/17/2023	COAC	COOPER OATES AIR CONDITIONING	877.00	HVAC Service Call VFD AC Units - Treatment
057481	5/17/2023	CONSOLI	CONSOLIDATED COMMUNICATIONS	1,499.66	Ethernet Service/Phones-MOC/ADMIN
057482	5/17/2023	COUNTY	COUNTY OF SACRAMENTO	404,039.30	Sacramento County Water Billings - March & April 2023
057483	5/17/2023	COUNTY3	COUNTY OF SACRAMENTO	135.00	
057484	5/17/2023	CR AMAN	ARTHUR MANDAP	79.79	Account Closed - Customer Refund
057485	5/17/2023	CR RABA	RAJVIRPAL BAINS	155.66	Account Closed - Customer Refund
057486	5/17/2023	CRF ALH	ALTAH HUSSAIN	57.62	Account Closed - Customer Refund
057487	5/17/2023	CRF CWI	CHRISTINA WION	88.52	Account Closed - Customer Refund
057488	5/17/2023	CRF DBA	DEBBIE BAKER	61.24	Account Closed - Customer Refund
057489	5/17/2023	CRF JBI	JOSEFINA BIGORNIA	92.55	Account Closed - Customer Refund
057490	5/17/2023	CRF JLD	JEFFREY L. DAWKINS, SR.	86.81	Account Closed - Customer Refund
057491	5/17/2023	CRF KMU	KEVIN MUNDAY	92.83	Account Closed - Customer Refund
057492	5/17/2023	CRF LGA	LINDSAY GARCIA	10.06	Account Closed - Customer Refund
057493	5/17/2023	CRF PAG	PAUL GOETZ	102.83	Account Closed - Customer Refund
057494	5/17/2023	CRF RCR	RACHEL CRANE RECOVERABLE TRUST	69.38	Account Closed - Customer Refund
057495	5/17/2023	CRF VLO	VICTOR LOPEZ	53.59	Account Closed - Customer Refund
057496	5/17/2023	CRFJGU	JOY GUIDERA	52.10	Account Closed - Customer Refund
057497	5/17/2023	CRFMMAR	MICHELLE MARTNER	78.02	Account Closed - Customer Refund
057498	5/17/2023	CS AH	CARD SERVICES	1,039.38	Materials, Supplies, Safety - Treatment
057499	5/17/2023	CS BK	CARD SERVICES	101.74	Software Programs - General Manager
057500	5/17/2023	CS BV	CARD SERVICES	606.55	Uber, Meals, Hotel, Cash Back Rebate (\$100.00) - Tech Services
057501	5/17/2023	CS CP	CARD SERVICES	265.81	Parts, Fuel - Utility
057502	5/17/2023	CS DF	CARD SERVICES	54.36	Materials - Distribution
057503	5/17/2023	CS DM	CARD SERVICES	1,232.72	Software, Permit, PGE, Supplies - Finance Department
057504	5/17/2023	CS SP	CARD SERVICES	61.76	Materials, Meals, Training, Employee Appreciation, Cash Back Rebate (\$500.00) - HR
057505	5/17/2023	CS SS	CARD SERVICES	205.49	Hotel, Permit, Cash Back Rebate (\$400.00) - Treatment
057506	5/17/2023	CS TF	CARD SERVICES	144.90	2023 Spring Water Drop Design - Program Manager
057507	5/17/2023	CSD3	CSD	100.00	Pumkin Festival Registration
057508	5/17/2023	DATAPRO	DATAPROSE LLC	3,460.00	Prop 218 Public Hearing Drop Slips
057509	5/17/2023	FLORIN	FLORIN AUTOMOTIVE REPAIR	973.22	Repairs & Maintenance - OPS Vehicle
057510	5/17/2023	HOOKS	HOOKS & PROBES	242.44	Adjustable Water Valve Wrench - Tool - Distribution
057511	5/17/2023	JAYS	JAY'S TRUCKING SERVICE	6,241.47	(4) Invoices - Materials & Supplies - Water Main Replacement Project - CIP
057512	5/17/2023	JRG	JRG ATTORNEYS, LLP	2,908.72	Legal - April 2023
057513	5/17/2023	LET US	LET US DO IT CLEANING SERVICE	1,812.00	Special Cleaning Service - MOC
057514	5/17/2023	METRO2	METRO MAILING SERVICE	3,110.99	Spring Water Drop
057515	5/17/2023	NTD	NATIONAL TRAFFIC DESIGN	1,575.00	Traffic Control Plan - Locust Street.
057516	5/17/2023	PACE	PACE SUPPLY CORP	5,339.03	(4) Invoices - Materials & Supplies - Distribution
057517	5/17/2023	PETTY	PETTY CASH	120.00	
057518	5/17/2023	PG&E	PACIFIC GAS & ELECTRIC COMPANY	153.66	
057519	5/17/2023	PIT 5	PURCHASE POWER	16.31	
057520	5/17/2023	PROMISE	Promise Keeper LLC	58.03	Account Closed - Customer Refund
057521	5/17/2023	RAFT	RAFTELIS	1,551.25	Water Rate and Connection Fee Study
057522	5/17/2023	RBI	ROBERTSON-BRYAN, INC	1,833.00	2022 CCR
057523	5/17/2023	RDO	RDO EQUIPMENT CO.	563.60	Repairs & Maintenance - Distribution
057524	5/17/2023	REPUBLI	REPUBLIC SERVICES #922	321.10	Bi Monthly Storm Drain Utility Fee Zone 1 - Feb - Mar 2023
057525	5/17/2023	ROOCO	ROOCO RENTS	3,408.45	(2) Invoices - Materials - Water Main Replacement Project
057526	5/17/2023	SIERRA	SIERRA OFFICE SUPPLIES	273.21	
057527	5/17/2023	TEICH A	TEICHERT AGGREGATES	1,866.21	(3) Invoices - Materials - Water Main Replacement Project - CIP
057528	5/17/2023	TRE&TRA	TRENCH & TRAFFIC SUPPLY	4,123.46	(4) Invoices - Rental Equipment - Water Main Replacement Project - CIP
057529	5/17/2023	USS	UNITED SITE SERVICES	1,219.56	Facilities Rental - Utility Crew
057530	5/24/2023	AFLAC	AFLAC	1,444.92	
057531	5/24/2023	AMAZON	AMAZON CAPITAL SERVICES	80.72	
057532	5/24/2023	AQUA ME	AQUA-METRIC SALES, CO.	4,503.53	Meters - Distribution
057533	5/24/2023	CINTAS2	CINTAS	359.28	
057534	5/24/2023	CONSMAR	CONSERVATION MART	1,519.03	Conservation Swag - Moisture Meters
057535	5/24/2023	CRCHI15	CHICAGO TITLE CO.	152.53	Account Closed - Customer Refund
057536	5/24/2023	CRF OPL	OPENDOOR LAB, INC	12.56	Account Closed - Customer Refund
057537	5/24/2023	CRF PL	PAUL LINDSAY	236.60	Mileage Reimbursement - ACWA Spring Conference
057538	5/24/2023	CRFCSMO	COLLEEN & SCOTT MORRISON	80.01	Account Closed - Customer Refund
057539	5/24/2023	CRFFID5	FIDELITY NATIONAL TITLE	26.39	Account Closed - Customer Refund

057540	5/24/2023	CRFFNT2	FIDELITY NATIONAL TITLE	68.70	Account Closed - Customer Refund
057541	5/24/2023	CRFSBED	SABRINA BEDOLLA	243.89	Account Closed - Customer Refund
057542	5/24/2023	DELPHIA	DELPHIA CONSULTING, LLC	275.00	Contracted Services - Payroll & HR - Custom Format
057543	5/24/2023	FAC	FORENSIC ANALYTICAL	1,927.71	ACP Negative Exposure Training
057544	5/24/2023	FID 12	FIDELITY NATIONAL TITLE	79.94	Account Closed - Customer Refund
057545	5/24/2023	FLORIN	FLORIN AUTOMOTIVE REPAIR	160.00	Repairs & Maintenance - OPS Vehicle
057546	5/24/2023	INNOVY	INNOVYZE, LLC	2,317.00	*Annual InfoWater Pro Renewal
057547	5/24/2023	JHINEGA	JAMES HINEGARDNER	90.87	Reimbursement - DMV Fees Class A
057548	5/24/2023	LCW	LIEBERT CASSIDY WHITMORE	205.50	Legal - April 2023
057549	5/24/2023	OREILLY	O'REILLY AUTO PARTS	23.90	
057550	5/24/2023	PACE	PACE SUPPLY CORP	3,225.11	(5) Invoices - Materials & Supplies - Distribution
057551	5/24/2023	PLA10	PLACER TITLE	47.58	Account Closed - Customer Refund
057552	5/24/2023	PRE ALL	PREFERRED ALLIANCE, INC	43.00	Account Closed - Customer Refund
057553	5/24/2023	SAC 5	SACRAMENTO COUNTY	20.00	Lien Release
057554	5/24/2023	TEICH A	TEICHERT AGGREGATES	2,829.74	(3) Invoices - Materials - Water Main Replacement Project - CIP
057555	5/24/2023	USBANK	U.S. BANK EQUIPMENT FINANCE	816.94	Copier - ADMIN
057556	5/31/2023	AMAZON	AMAZON CAPITAL SERVICES	41.32	
057557	5/31/2023	BACK TE	BACKFLOW TECHNOLOGIES, INC	1,170.00	Contracted Services - Backflow Testing
057558	5/31/2023	BG SOLU	SOLUTIONS BY BG INC.	9,122.50	Daily Tasks/Help Tickets
057559	5/31/2023	BRENNTA	BRENNTAG PACIFIC, INC	2,796.72	Materials - Treatment
057560	5/31/2023	BSK4	BSK ASSOCIATES	1,473.00	Sampling - Treatment
057561	5/31/2023	CHIC12	CHICAGO TITLE COMPANY	95.10	Account Closed - Customer Refund
057562	5/31/2023	CINTAS2	CINTAS	179.64	
057563	5/31/2023	CR JIDO	JINKY DOLAR	107.05	Account Closed - Customer Refund
057564	5/31/2023	CR PTC2	PLACER TITLE COMPANY	118.54	Account Closed - Customer Refund
057565	5/31/2023	CRF CWI	CHRISTINA WION	90.00	Account Closed - Customer Refund
057566	5/31/2023	CRF FN3	FIDELITY NATIONAL TITLE	80.82	Account Closed - Customer Refund
057567	5/31/2023	CRF KUN	KUNZITE RESIDENTIAL INC	106.27	Account Closed - Customer Refund
057568	5/31/2023	CRF MMR	M&M REAL ESTATE	177.83	Account Closed - Customer Refund
057569	5/31/2023	CRF MUM	MURRAY MCDANIEL	64.33	Account Closed - Customer Refund
057570	5/31/2023	CRF RDR	RANDY REEVE & DEANNO REEVE	29.61	Account Closed - Customer Refund
057571	5/31/2023	CRF RHF	RHONDA PHILLIPS	111.75	Account Closed - Customer Refund
057572	5/31/2023	CRF SRU	SUSAN RUSHING	53.71	Account Closed - Customer Refund
057573	5/31/2023	CRF WWA	WADE WAYLAND	106.23	Account Closed - Customer Refund
057574	5/31/2023	CRFBNAV	BERNICE NAVA	16.95	Account Closed - Customer Refund
057575	5/31/2023	CRFCRU	CONSERVICE REO UTILITIES	9.86	Account Closed - Customer Refund
057576	5/31/2023	CRFIR2	FIRST AMERICAN TITLE	74.21	Account Closed - Customer Refund
057577	5/31/2023	CRFLAL	LINDA ALCALA	196.70	Account Closed - Customer Refund
057578	5/31/2023	CRTHOT	THOMAS TUCKER	75.87	Account Closed - Customer Refund
057579	5/31/2023	CRWHITE	WHITE HORSE HOME INC	94.31	Account Closed - Customer Refund
057580	5/31/2023	DB COLS	DB CONSTRUCTIONAL LANDSCAPE	3,150.00	Landscape & Maintenance - Wellsite's & Offices
057581	5/31/2023	EGPOWER	ELK GROVE POWER EQUIPMENT	7.79	
057582	5/31/2023	FLORIN	FLORIN AUTOMOTIVE REPAIR	913.08	(2) Invoices - Repairs & Maintenance - OPS Vehicles
057583	5/31/2023	FRONT C	FRONTIER COMMUNICATIONS	284.70	
057584	5/31/2023	GRAINGE	GRAINGER	52.93	
057585	5/31/2023	JAYS	JAY'S TRUCKING SERVICE	4,500.00	Materials - Water Main Replacement Project - CIP
057586	5/31/2023	LAKE V	LAKE VUE ELECTRIC, INC	1,057.50	(2) Invoices - Repairs & Maintenance - Treatment
057587	5/31/2023	LIFE ST	LIFE STORAGE #669	247.00	Monthly Storage Rental
057588	5/31/2023	MISCOWA	MISCOwater	787.50	Materials - Treatment
057589	5/31/2023	PACE	PACE SUPPLY CORP	2,065.69	(5) Invoices - Materials & Supplies - Distribution
057590	5/31/2023	PEST	PEST CONTROL CENTER INC	84.00	
057591	5/31/2023	REPUBLI	REPUBLIC SERVICES #922	478.81	Trash, Recycle and Organics - ADMIN
057592	5/31/2023	REPUBLI	REPUBLIC SERVICES #922	1,998.14	Trash, Recycle and Organics - MOC
057593	5/31/2023	S CHEM	SIERRA CHEMICAL COMPANY	2,813.98	Materials - Treatment
057594	5/31/2023	SIERRA	SIERRA OFFICE SUPPLIES	1,153.72	
057595	5/31/2023	SWRCB2	SWRCB-DWOCB	90.00	Certification Renewal D3 - Steve Shaw
057596	5/31/2023	TEICH A	TEICHERT AGGREGATES	2,138.21	(3) Invoices - Materials - Water Main Replacement Project - CIP
057597	5/31/2023	TRE&TRA	TRENCH & TRAFFIC SUPPLY	1,321.51	(3) Invoices - Rental Equipment - Water Main Replacement Project - CIP

**Total: 734,448.68**

**BOARD AND EMPLOYEE MONTHLY EXPENSE/REIMBURSEMENTS**

**As of 05/31/2023**

<b>INDIVIDUAL</b>	<b>DESCRIPTION</b>	<b>AMOUNT PAID</b>
Paul Lindsay	ACWA Spring Conference Mileage Reimbursement	\$236.60
Steve Shaw	AWWA California Nevada Section - Membership Renewal	\$100.00
Steve Shaw	AWWA Spring Conference - Hotel	\$576.05
Stefani Phillips	HR Training	\$149.00
Brandon Wagner	Boot Reimbursement	\$125.01
Ben Voelz	AWWA Spring Conference - Hotel	\$494.00
		<b>\$1,680.66</b>



**Active Account Information**  
As of 05/31/2023

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<b>Water Accounts:</b>												
<b>Metered</b>												
<b>Residential</b>	12,303	12,292	12,293	12,289	12,300	12,299	12,302	12,298	12,296	12,297	12,303	
<b>Commercial</b>	361	361	360	361	360	360	360	360	360	360	360	
<b>Irrigation</b>	185	187	186	186	186	187	187	188	188	188	191	
<b>Fire Service</b>	186	186	187	187	187	187	187	187	187	188	188	
<b>Total Accounts</b>	13,035	13,026	13,026	13,023	13,033	13,033	13,036	13,033	13,031	13,033	13,042	-

**Active Account Information**  
FY 2021/2022

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<b>Water Accounts:</b>												
<b>Metered</b>												
<b>Residential</b>	12,305	12,318	12,300	12,309	12,299	12,312	12,300	12,293	12,312	12,297	12,293	12,314
<b>Commercial</b>	362	363	362	362	362	363	362	362	362	366	361	361
<b>Irrigation</b>	183	183	183	183	183	183	184	184	185	186	184	185
<b>Fire Service</b>	183	183	183	183	183	184	184	184	185	188	185	186
<b>Total Accounts</b>	13,033	13,047	13,028	13,037	13,027	13,042	13,030	13,023	13,044	13,037	13,023	13,046

**Bond Covenant Status  
For Fiscal Year 2022-23  
As of 05/31/2023**

<b>Operating Revenues:</b>	
<b>Charges for Services</b>	\$ 14,389,759
 <b>Operating Expenses:</b>	
Salaries & Benefits	3,792,355
Seminars, Conventions and Travel	28,809
Office & Operational	1,180,690
Purchased Water	2,823,513
Outside Services	787,623
Equipment Rent, Taxes, and Utilities	474,678
Total Operating Expenses	9,087,669
 <b>Net Operating Income</b>	 <b>\$ 5,302,091</b>
Annual Interest & Principal Payments	
\$3,883,204	\$ 3,559,604 (1)
 <b>Debt Service Coverage Ratio, YTD Only:</b>	 <b>1.49</b>
 <b>Required</b>	 <b>1.15</b>

**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 **1.29**

**CASH - Detail Schedule of Investments**  
As of 05/31/2023

<u>G/L Account : Fund</u>	<u>Account number / name</u>	<u>Investment Name</u>	<u>Investment Type</u>		<u>Restrictions</u>	<u>Market Value</u>			
<b>HELD BY BOND TRUSTEE:</b>									
1110-000-20 Water	BNY 892744 FRCD 2014A DEBT SERVICE	Dreyfus Inst Treasury	MM Mutual Fund		Restricted	0.00			
1112-000-20 Water	BNY 743850 FRCD 2016A DEBT SERVICE	Dreyfus Inst Treasury	MM Mutual Fund		Restricted	0.00			
					<b>Subtotal</b>	<b>\$ -</b>			
1001-000-20 Water	Cash on Hand				Unrestricted	<b>\$ 300.00</b>			
<b>HELD BY F&amp;M BANK:</b>									
1011-000-10 FRCD	F&M 08-032009-01 CHECKING ACCOUNT				Unrestricted	<b>Closed Out Account</b>			
1011-000-20 Water	F&M 08-032017-01 OPERATING ACCOUNT				Unrestricted	3,593,247.90			
1084-000-20 Water	F&M 08-03201702-31 MONEY MARKET			0.25%	Unrestricted	1,106,007.84			
1031-000-20 Water	F&M 08-032912-01 CREDIT CARD ACCOUNT				Unrestricted	539,082.73			
1061-000-20 Water	F&M 08-032890-01 PAYROLL ACCOUNT				Unrestricted	157,267.91			
1071-000-20 Water	F&M 08-032920-01 DRAFTS ACCOUNT				Unrestricted	216,254.51			
					<b>Subtotal</b>	<b>\$ 5,611,860.89</b>			
<b>INVESTMENTS</b>									
1080-000-20 Water	Office of the Treasurer - Sacramento California	LAIF	Investment Pool	2.87%	Unrestricted	<b>\$ 5,576,204.64</b>			
1081-000-20 Water	CALTrust Medium Term		Investment	1.40%	Unrestricted	<b>\$ 1,356,180.56</b>			
1082-000-20 Water									
	<u>PURCHASE DATE</u>	<u>CUSIP</u>	<u>ISSUED BY</u>	<u>CALL DATE</u>	<u>MATURITY DATE</u>	<u>% of Portfolio</u>	<u>Current Yield</u>	<u>COST BASIS</u>	<u>MARKET VALUE</u>
	9/30/2016	N/A	US Bank	N/A	N/A	2.10%	4.93%	\$ 77,230.38	\$ 77,230.38
	11/19/2020	3135GA5H0	Federal Home Loan (FHLB)	07/10/20 - qrtly	11/25/2025	24.20%	0.640%	\$ 1,000,000.00	906,410.00
	7/31/2020	3133ELQ56	Federal Home Loan (FHLB)	11/25/20 - qrtly	7/2/2024	25.30%	0.600%	\$ 1,000,000.00	949,670.00
	7/29/2021	3133EMT36	Federal Home Loan (FHLB)	04/15/26- qrtly	4/26/2026	23.90%	0.970%	\$ 1,000,000.00	895,040.00
	7/31/2020	3136G4YP2	Federal Natl MTG ASSN	07/09/2021 - qrtly	7/9/2025	24.50%	0.780%	\$ 1,000,000.00	919,080.00
								<b>\$ 4,077,230.38</b>	<b>\$ 3,747,430.38</b>
								<b>Total</b>	<b>\$ 16,291,976.47</b>
								<b>Total Restricted</b>	<b>\$ -</b>
								<b>Total Unrestricted</b>	<b>\$ 16,291,976.47</b>

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

<u>Call Date</u>	<u>CUSIP</u>	<u>Issued by:</u>	<u>Call Date</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>YTM</u>	<u>Price</u>	<u>Market Value</u>
							\$ -	\$ -

**Authorized Signers**  
Bruce Kamilos  
Patrick Lee  
Donella Murillo  
Stefani Phillips

\$ -

**Consultants Expenses**

As of 05/31/2023

**Fiscal Retainer Contracts**

	Description	Total Contract	Current Month	Paid to date	2022-2023 FY Budget	Percent of year (92.00%)
JRG Attorneys, LLP	Task orders	TBD	\$ 2,909	\$ 19,536		
Liebert Cassidy Whitmore	Task orders	TBD	\$ 206	\$ 2,890		
Total			\$ 3,115	\$ 22,426	\$ 145,000	15.47%
Solutions by BG, Inc.	Task orders	792,676	\$ 27,360	\$ 239,124	\$ 255,840	93.47%

**Major Contracts**

Consultant	Description	Total Contract		Paid to date	2022-2023 FY Budget	Percent of Contract
*Earl Consulting	PSA	\$ 78,000	\$ -	\$ 75,447		96.73%
**MFDB Architects	PSA	\$ 205,270	\$ -	\$ 202,039		98.43%
A.P. Thomas (Construction)	PSA	\$ 2,554,565	\$ -	\$ 2,461,128		96.34%
		\$ 2,837,835		\$ 2,738,614		96.50%

\*Change Order to Amend Contract for an additional \$10,000, Issued on 11/14/2021. Change order issued for \$28,000 on 2/25/22. Original Contract amount was \$40,000.

\*\*Change Order to Amend Contract for an additional \$12,770.00. Original Contract amount was \$192,500.

**Major Capital Improvement Project  
Budget vs Actuals  
As of 05/31/2023**

Capital Project	Total Project Budget	Total Project Exp to Date	Percent Spent	Capitalized Labor	Fund Type	Project Type	May			YTD % Spent	% of Project Complete
							2022-23 Budget	Project Exp	Total YTD (1)		
Locust/Summit Alley Water Main	635,000	129,252	20.35%	\$ 49,056	R&R	Supply/Distribution	\$ 635,000	\$ 98,207	\$ 129,252	20.35%	45%
2nd Ave Water Main	188,000	223,530	118.90%	100,513	R&R	Supply/Distribution	188,000	-	212,586	113.08%	100%
Truman St/Adams St Water Main	129,000	99,941	77.47%	54,277	R&R	Supply/Distribution	129,000	-	99,941	77.47%	90%
Elk Grove Blvd/Grove Street Alley Water Main	376,000	338,056	89.91%	109,188	R&R	Supply/Distribution	376,000	37,135	338,056	89.91%	90%
Chlortech System Replacements	150,000	140,021	93.35%	-	R&R	Treatment	150,000	-	140,021	93.35%	30%
Media Replacement - RRWTP Filter Vessel	90,000	94,513	105.01%	7,059	R&R	Treatment	90,000	1,215	94,513	105.01%	100%
Backup IT Server Replacements	30,000	26,575	88.58%	-	R&R	Building and Site	30,000	-	26,575	88.58%	100%
9829 Waterman Rd	3,238,028	3,039,932	93.88%	-	CIP	Building and Site	1,281,316	-	1,083,219	84.54%	100%
Brinkman Transmission Main	50,000	-	0.00%	-	CIP	Supply/Distribution	50,000	-	-	0.00%	0%
Service Line Replacements (Paving)	85,000	83,932	98.74%	-	CIP	Supply/Distribution	85,000	-	83,932	98.74%	100%
Truck Replacement	65,337	-	0.00%	-	CIP	Building and Site	65,337	-	-	0.00%	0%
Unforeseen Capital Projects	100,000	34,029	34.03%	-	-	-	100,000	-	34,029	34.03%	(2)
<b>Sub-Total</b>	<b>\$ 5,136,365</b>	<b>\$ 4,209,780</b>	<b>81.96%</b>	<b>\$ 320,093</b>			<b>\$ 3,179,653</b>	<b>\$ 136,557</b>	<b>\$ 2,242,123</b>	<b>70.51%</b>	

(1) Includes \$320,093 in capitalized labor through 05/31/2023

(2) Includes unforeseen capital projects, including:

Radio Antenna Well 4D	\$ 435
Radio Antenna Well 4D	170
Aqua Sierra - VFD	3,550
County Permit - Well 8	182
Aqua Sierra - VFD	10,000
Pace Supply - Sara Street	2,114
Eagle Welding	17,578
<b>Total</b>	<b>\$ 34,029</b>

June 20, 2023

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Patrick Lee, Finance Manager/Treasurer

SUBJECT: **YEAR TO DATE REVENUES AND EXPENSES COMPARED TO BUDGET – MAY 2023**

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### **RECOMMENDATION**

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

### **SUMMARY**

Per the Florin Resource Conservation District (District) Board of Directors (Board) request, consent item – Year-To-Date Revenues and Expenses Compared to Budget is being included in the Board packet as a standalone agenda item.

### **DISCUSSION**

#### **Background**

The Year-To-Date Revenues and Expenses Compared to Budget was a standing item included in the monthly consent calendar presented to the Board each month. The Board requested that staff remove the report from consent calendar and include it as a standalone agenda item for discussion purposes for all future Board meetings.

#### **Present Situation**

The Year-To-Date Revenues and Expenses Compared to Budget report for May 2023 is being provided to the Board for review and discussion.

### **ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

June 20, 2023

**YEAR TO DATE REVENUES AND EXPENSES COMPARED TO BUDGET – MAY 2023**

Page 2

**STRATEGIC PLAN CONFORMITY**

This item conforms to the FRCD/Elk Grove Water District 2020-2025 Strategic Plan Goal No. 1, Governance and Customer Engagement by providing transparency in the District's financial operations.

**FINANCIAL SUMMARY**

There is no financial impact associated with this report.

Respectfully submitted,



PATRICK LEE  
TREASURER

Attachment

## Attachment

**Elk Grove Water District**  
**Year to Date Revenues and Expenses Compared to Budget**  
**As of May 31, 2023**

	General Ledger Reference	YTD Activity	Annual Budget	11/12=91.67% % Realized
Revenues	4100 - 4900	\$ 14,389,759	\$ 15,873,385	90.65%
Operating Expenses				
Salaries & Benefits	5100 - 5280	4,113,114	4,847,546	84.85%
less Capitalized Labor		(320,093)	(459,089)	69.72%
Less CalPERS Prepayment for Remainder of Year: (1)		(666)		
Adjusted Salaries and Benefits:		\$ 3,792,355	\$ 4,388,457	86.42%
Seminars, Conventions and Travel	5300 - 5350	28,809	40,393	71.32%
Office & Operational	5410 - 5494	1,180,690	1,402,320	84.20%
Purchased Water est. (1)	5495 - 5495	2,823,513	3,455,261	81.72%
Outside Services	5505 - 5580	787,623	1,077,032	73.13%
Equipment Rent, Taxes, Utilities	5620 - 5760	474,678	499,674	95.00%
Total Operational Expenses		\$ 9,087,669	\$ 10,863,137	83.66%
Net Operating Income		\$ 5,302,091	\$ 5,010,248	105.82%
Non-Operating Revenues				
Interest Received	9910 - 9910	108,105	25,000	432.42%
Unrealized Gains/(Losses)	9911 - 9911	43,813	-	100.00%
Other Income/(Expense)	9920 - 9973	115,675	263,105	43.97%
Total Non-Operating Revenues		\$ 267,594	\$ 288,105	92.88%
Non-Operating Expenses				
Election Costs	9950 - 9950	1,887	250,000	0.75%
Capital Expenses (2):				
Capital Improvements	1705 - 1760	1,167,151	1,481,653	78.77%
Capital Replacements	1705 - 1760	1,040,944	1,598,000	65.14%
Unforeseen Capital Projects	1705 - 1760	34,029	100,000	34.03%
Total Capital Expenses:		\$ 2,242,123	\$ 3,179,653	70.51%
Bond Interest Accrued (3)	7300 - 7300	1,212,937	1,323,204	91.67%
Total Non Operating Expenses		\$ 3,456,947	\$ 4,752,857	72.73%
Bond Retirement (3):		\$ 2,346,667	\$ 2,560,000	91.67%
Total Expenditures		14,623,689	17,887,889	81.75%
Revenues in Excess of All Expenditures, including Capital		\$ (233,930)	\$ (2,014,504)	11.61%

## Notes:

1. 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.
2. YTD Activity includes \$320,093 in capitalized labor charged to capital projects.
3. Bond retirement payments are made two times a year in September and March
4. Accounts receivable balance, which represents the difference between the total amount billed and total amount collected, as of May 31, 2023 is \$62,249.20



June 20, 2023

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Stefani Phillips, Board Secretary

SUBJECT: **FLORIN RESOURCE CONSERVATION DISTRICT ASSOCIATE DIRECTOR APPOINTMENT**

**RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors consider the appointment of Kimberly Martin as Associate Director to the Florin Resource Conservation District Board of Directors.

**SUMMARY**

Recently, an application for Associate Director to the Florin Resource Conservation District (FRCD) Board of Directors (Board) was submitted by Kimberly Martin. The application received was accompanied by required applicant documents (Attachment 1), which provides her background in areas applicable for serving the FRCD and Elk Grove Water District (EGWD).

**DISCUSSION**

Background

The Associate Directors Policy was adopted on May 19, 2020 (Attachment 2). This policy details the appointment and qualifications, term and responsibilities, and the application process.

Kimberly Martin served as a member of the Community Advisory Committee for the 2024-2028 Water Rate Study.

Present Situation

Kimberly Martin has submitted required documents, per the Associate Directors Policy, to be considered as an Associate Director to the Board.

Staff recommends that the Board consider the appointment of Kimberly Martin as Associate Director to the Board.

June 20, 2023

**FLORIN RESOURCE CONSERVATION DISTRICT ASSOCIATE DIRECTOR  
APPOINTMENT**

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**ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

**STRATEGIC PLAN CONFORMITY**

This item conforms to Goal No. 1, Governance and Customer Engagement, of the Strategic Plan 2020-2025.

**FINANCIAL SUMMARY**

There is no financial impact associated with this agenda item.

Respectfully submitted,



STEFANI PHILLIPS  
BOARD SECRETARY

Attachments

**Kimberly Anne Martin**  
**9029 Meadowdale Way, Elk Grove, CA 95624 (916) 804-5309 cell/text**

Florin Resource Conservation District Board of Directors  
Stefani Phillips, Human Resources Administrator/Board Secretary  
9829 Waterman Road  
Elk Grove, CA 95624

Dear Board of Directors and Ms. Phillips,

Attached please find my resume and two letters of recommendation as my application for the position of Associate Director.

I had the honor of serving as a Community Advisory Committee Member for the 2024-2028 Water Rate and Connection Fee Study process. I attended all the committee meetings, and found myself quite interested in the process. I obtained an education on where my water originates, how water gets to my home, and the responsibility staff embraces to ensure ratepayers receive clean, safe water daily. I was very impressed with the openness and professionalism exhibited by staff, the consultants and Board.

I humbly request to be considered for the open position of Associate Director. I possess over 25 years' experience in local government policy and procedures, working for the City of Sacramento in the Department of Public Works and Department of General Services. At the conclusion of my service with the City (I retired in 2018), I was working in the Department of Public Works which included the divisions of Engineering, Facilities and Real Property Management, Fleet, Parking, Recycling and Solid Waste, Streets Maintenance, and Transportation. As a member of the department's Leadership Team, I worked daily with division personnel and learned about the various business lines. I would engage with division team members regularly through my work in process improvement and meeting facilitation, and gained knowledge in each divisions' core work. Although our department did not address water issues (the Department of Utilities is responsible for water in the City of Sacramento), my experience in both Public Works and General Services has given me a familiarity with the purpose, business and work of utilities. Having a familiarity with municipal government helped me better understand the water rate process and would serve me well should I be appointed as an Associate Director.

I am very interested in the work of the Florin Resource Conservation District, and should I be appointed as an Associate Director, I will strive to bring my enthusiasm, positivity, energy, and curiosity to the position.

Respectfully yours,

Kimberly Martin

## **SUMMARY OF QUALIFICATIONS**

- More than 30 years' experience in government and non-profit administration, as well as working knowledge of statewide and local industry trade associations.
- Proven expertise in government human resources and training.
- Highly skilled in meeting facilitation with written and graphic documentation.
- Extensive background in strategic planning, policy and program development and communications.
- Special expertise in event management, membership development and training and multi-project management.
- Written and produced multi-media promotional materials for conception to completion, including brochures, annual awards presentations, press kits, videos, newsletters, and magazine publications.
- Demonstrated ability to lead people, and manage projects and resources effectively.

## **EXPERIENCE**

### **City of Sacramento, Department of Public Works and Department of General Services** *(Department re-organization occurred twice during my employment)*

#### ***Support Services Manager***

***December 2012 – December 2018***

*In addition to duties and responsibilities of Administrative Officer, additional responsibilities include:*

- Serve on Department Leadership Team, participating in monthly Division Manager meetings by providing updates on department human resources activities, organizational development efforts, and strategic planning processes.
- Conduct Labor Relations investigations, in accordance with Civil Service Board Rules and Labor Agreements, for Department of Public Works and Department of General Services as well as additional City departments.
- Manage departmental employee team tasked with review, revision and development of department policies.
- Oversee multi-department team to review and develop new security camera protocol for Sacramento City South Corporation Yard.
- Provide administrative support to Animal Care Services Citizen's Advisory Committee. Support consists of staffing monthly meetings, documenting meeting minutes, posting meeting agendas and conducting meetings in accordance with Ralph M. Brown Act and City of Sacramento City Clerk's Office protocols. Work with Animal Care Services leadership team to determine monthly meeting agendas.

#### ***Administrative Officer***

***March 2000 – December 2012***

- Manage human resources activities including recruitment and hiring, personnel action management, and Labor Relations.
- Manage organization development and training; provide expertise in meeting facilitation to address department needs such as re-organization, change management, program development, and process improvements.
- Supervise and serve as leader to department customer service staff, responsible for front office reception, work order input, and providing clerical support.
- Supervise and lead five full-time employees and one intern.
- Manage employee-based advisory board on the planning, development and implementation of department-wide business meetings and managers and supervisors meetings.
- Retained as meeting facilitator for citywide initiatives such as City Strategic Planning Focus Groups and SOAP.
- Editor of bi-weekly employee newsletter, *Action News*.
- Participate on external department and citywide teams, such as citywide Employee Recognition Team, Inclusion Commitment, Exempt Management Design Team, and citywide Performance Appraisal System (PAS) Team.

**California Landscape Contractors Association, Sacramento, California**

**Program Manager**

**1998 - 2000**

- Senior member of private, non-profit trade association, responsible for managing the statewide landscape contractor's certification program, statewide industry trade show, annual Trophy Awards, statewide convention and membership meetings.
- Work with advisory board and committees to develop annual and long-range strategic plans and budgets, including re-organizing the association structure and implementing change management processes to become more responsive to members' needs.
- Direct communications strategies, including developing annual work plans and written program materials, such as brochures, directories, newsletters and press packets.
- Supervise office professional and support staff with responsibility for identifying staffing needs, making hiring decisions, training, and developing a strong team.
- Liaison to trade association members, vendors and suppliers.

**Program Coordinator**

**1991 - 1998**

- Event coordinator responsible for negotiating convention facility and consultant contracts to produce statewide activities for over 2,000 members.
- Strategic planning coordinator for board and task forces on policy and program development including implementation and evaluation of program and activities.
- Participate on international program review committee.
- Orient and train volunteers and committee members on program and policies.

**City of Sacramento, Sacramento Metropolitan Arts Commission**

**Program Coordinator**

**1984 - 1991**

- Managed all administrative, fiscal and program aspects of a nationally recognized multi-million dollar public art program for the City and County of Sacramento. Worked effectively with engineers, architects, planners and designers on the integration of artwork into buildings, streetscape and the built environment.
- Developed and conducted grant-writing workshops for individuals and professional organizations.
- Wrote and presented staff reports to City Council and Board of Supervisors.
- Managed grant programs for large and small cultural institutions.
- Liaison with national, regional and state non-profit associations to promote awareness of programs and services.
- Regular guest speaker at college workshops and courses on cultural programs.

**Sierra II Center for the Arts, Sacramento, California**

**Administrative Assistant**

**March – October 1984**

- Assisted in the day-to-day activities of the center, including coordinating class schedules, facility rental, and designing and writing communication materials.

**EDUCATION**

- Bachelor of Arts in Fine Arts, California State University, Sacramento, 1983
- Dean's Honor List
- Visiting lecturer at California State University, Sacramento; American River College, Sacramento; and Western Nevada Community College, Carson City

DEPARTMENT OF  
PUBLIC WORKS  
OFFICE OF THE DIRECTOR

City Hall  
915 I Street, 2<sup>nd</sup> Floor  
Sacramento, CA 95814-2604  
916-808-7100

May 2, 2023

Florin Resource Conservation District  
Board of Directors  
c/o Elk Grove Water Service  
9257 Elk Grove Boulevard  
Elk Grove, CA 95624-2101

Dear Florin Resource Conservation District Board,

My name is Cicely Garnett. I am currently a Support Services Manager overseeing human resources for the City of Sacramento's Department of Public Works.

I had the privilege of working with Kimberly Martin for over 10 years, with the City of Sacramento. During that time, Kim exhibited such professionalism, attention to detail, and excellent communication skills, that she was relied upon by many, not just within the Department of Public Works, but in various departments citywide. Additionally, her management and leadership skills are unparalleled.

I am certain that Kim would be a great source of knowledge and an asset to your Board. She is well suited for the duties and responsibilities of the Associate Director position.

Please feel free to contact me at 916.808.8726 should you have any questions.

Best regards,



Cicely S. Garnett

Rhea Salvador  
5201 Kungsting Way  
Elk Grove, CA 95757

May 26, 2023

Florin Resource Conservation District (Elk Grove Water District)  
9829 Waterman Rd  
Elk Grove, CA 95624

**RE: Kim Martin – Recommendation for Associate Director**

Florin Resource Conservation District Board of Directors,

I am writing this letter to give my highest recommendation for Kim Martin for the position of Associate Director for the Florin Resource Conservation District (Elk Grove Water District).

I have worked with Mrs. Martin for over a decade at the City of Sacramento, Department of Public Works. We both served on the department's Leadership Team where we created and implemented many projects together including strategic planning, workforce development programs, internal communications, and policy management.

Mrs. Martin is articulate, thorough, and accurate. With her expertise as a Human Resources Manager, she has an extraordinary ability to analyze problems and outline necessary courses of action. She has always been invaluable to any team she has worked with. For one particular project, she lead her team to create a process that streamlined the hiring process for the second largest department at the City of Sacramento. This process has now been implemented Citywide. Mrs. Martin demonstrated particular strengths to resolve a difficult situation with collaboration and willingness to take the challenge head-on.

I am confident in her ability to shine as an Associate Director to serve as an advisor to the Florin Resource Conservation District Board. If you have any questions, please feel free to contact me at (916) 897-7654 or [RheaUSalvador@gmail.com](mailto:RheaUSalvador@gmail.com).

Sincerely,



Rhea Salvador

## Attachment 2

Policy Type: Florin Resource Conservation District Board of Directors  
Policy Title: Associate Director Policy  
Date Adopted: May 19, 2020  
Resolution No: 05.19.20.03  
Date Amended:

### **I. PURPOSE**

The purpose of this policy is to establish a process to obtain and engage associate directors (Associates) to serve as advisors to the Florin Resource Conservation District (District) Board of Directors (Board).

### **II. POLICY**

This policy allows for the Board to appoint Associates as required by Division 9 of the California Public Resources Code.

### **III. POSITION AND TERM**

- A. Position - The District may have up to five (5) associate director positions.
- B. Term - Associates are appointed for two-year terms. There are no term limits. An Associate may be removed at any time without cause by a majority vote of the Board. The Board may fill vacancies at any time for the remainder of a two-year term. The Board Secretary shall contact the active Associates no later than May 1 prior to the expiration of their two-year term to ascertain their interest in serving another term. Any Associate who has stated a desire to serve another two-year term will be considered for reappointment at the regular meeting of the Board in June.

### **IV. QUALIFICATIONS AND APPOINTMENT**

- A. Qualifications –
  - 1. As Associate must be a registered voter, landowner within the District boundaries or be a designated agent of a resident landowner.
  - 2. Associates should possess expertise in an areas of interest to the District including, but not limited to, finance; government accounting; agricultural practices, public relations, outreach and education; engineering, geochemistry, natural resources conservation and management; water resources; water service delivery; land use; real estate; and local government policy and procedures.
  - 3. Associates should have sufficient time available to meet the responsibilities of the position, including regular attendance at Board meetings and participation in mandatory trainings.
- B. Recruitment – The District shall maintain notice on its website for those interested in the position of Associate. Qualified parties interested in an Associate position may apply during the month of May.
  - 1. In May, the Board Secretary will place an ad in a newspaper with general circulation.



2. The Associate application process shall consist of:
  - a. A resume, or letter of interest stating experiences, qualifications and background in at least one of the areas of interest to the District, and
  - b. At least two (2) letters of recommendation by individuals familiar with the applicant's work or qualifications.

C. Appointment –

1. The Board Secretary shall be responsible for reviewing documents submitted by applicants to determine eligibility and make formal recommendations to the Board regarding Associate appointments. Ineligible or incomplete submittals may be rejected by the Board Secretary. The Board Secretary shall submit the documentation for eligible applicants to the Board for consideration, along with a formal recommendation as to their appointment.
2. Consideration of Associate appointments will be discussed in open session. Appointments require a majority vote of the Board of Directors.

**V. RESPONSIBILITIES**

- A. Participation in Board Meetings – Associates are required to attend and participate in the discussion of open session items at Board meetings but cannot vote. They are encouraged to advise and make recommendations to the Board, when prompted.
- B. Participation in Other Meetings – If assigned to a committee, Associates are required to attend and participate as advising members.
  1. Associates may also be designated by the Board to represent the District at specific meetings or events.
- C. Conflict of Interest – Associates are subject to the District's conflict of interest code and are required to complete the same approved ethics course as required for the Directors.
- D. Absences – Notwithstanding any other provision of law, the term of any Associate may be deemed expired if he or she is absent from three (3) consecutive Board meetings and the Board, by resolution, declares the term of that Associate expired and that a vacancy exists. The Board may excuse such absences at their discretion.
- E. Conduct – Associates' activities are to be conducted in consistency with District policy, purpose, and direction.
- F. Authority – Associates are not authorized to attend closed sessions, make agreements, contracts, or representations to any party, other organizations, or government agencies on behalf of the District.

June 20, 2023

TO: Chair and Directors of the Florin Resource Conservation District  
FROM: Stefani Phillips, Human Resources Administrator  
SUBJECT: **GENERAL MANAGER EMPLOYMENT AGREEMENT AMENDMENT**

### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors approve the amendment to the Employment Agreement between the Florin Resource Conservation District and Bruce Kamilos.

### **SUMMARY**

This item is presented to the Florin Resource Conservation District (District) Board of Directors (Board) for consideration of a proposed revision to the Employment Agreement between the Florin Resource Conservation District and Bruce Kamilos (attached). The proposed amended language will provide inclusivity of the General Manager relative to future Compensation Study recommendations.

### **DISCUSSION**

#### **Background**

General Manager Bruce Kamilos entered into an Employment Agreement (Agreement) with the District commencing on May 1, 2021. Provisions contained in this Agreement provide the General Manager the same cost of living adjustment, if any, approved by the Board for all employees. Likewise, the Agreement addresses how a merit increase will be awarded to the General Manager pursuant to a performance evaluation.

In October of 2022, a Compensation Study was performed for all District classifications. The Compensation Study commenced from a goal established by the District's Strategic Plan 2020-2025. The District's goal is to be an employer of choice with the objective of providing the employees with competitive salaries and benefits. It is anticipated that the District will conduct the next compensation study in fiscal year 2027-28.

#### **Present Situation**

Currently, provisions contained in the Agreement do not clearly indicate a means of increasing the compensation of the General Manager based on recommendations from a District wide compensation study. To address this, staff proposes amending the Agreement, Section 4.

**GENERAL MANAGER EMPLOYMENT AGREEMENT AMENDMENT**

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Salary and Expenses. The proposed amended language will provide inclusivity of the General Manager relative to future Compensation Study recommendations.

If approved, the Board would approve the amendment to the Employment Agreement between the Florin Resource Conservation District and Bruce Kamilos.

**ENVIRONMENTAL CONSIDERATIONS**

There are no environmental considerations associated with this item.

**STRATEGIC PLAN CONFORMITY**

This item conforms with numerous aspects of the District's 2020-2025 Strategic Plan and particularly with the objective associated with Strategic Goal 1, Governance and Customer Engagement.

**FINANCIAL SUMMARY**

The compensation package associated with the proposed Employment Agreement is currently included in the District's Annual Operating Budget. No amendment to the Annual Operating Budget is required.

Respectfully submitted,



STEFANI PHILLIPS  
HUMAN RESOURCES ADMINISTRATOR

Attachment

**EMPLOYMENT AGREEMENT BETWEEN THE FLORIN RESOURCE  
CONSERVATION DISTRICT AND BRUCE KAMILOS**

This Employment Agreement (Agreement) is made on May 1, 2021, by and between Bruce Kamilos (General Manager) and the Board of Directors (Board) of the Florin Resource Conservation District (District). The parties hereto agree as follows:

**Section 1: Employment.**

1.1 The Board agrees to employ Bruce Kamilos as General Manager of the District, and he agrees and does accept employment as General Manager upon the terms and conditions set forth herein.

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

1.3 It is generally understood that the primary duties and functions of the General Manager are to oversee and manage the District, including the Elk Grove Water District, which is a department of the District.

**Section 2: Term of the Agreement.**

2.1 The term shall be a five (5) year term beginning May 1, 2021, (the "Effective Date") and ending April 30, 2026. Subject to the District's right to terminate this Agreement and the General Manager's employment at any time pursuant to Section 3 of this Agreement, this Agreement shall automatically be renewed for subsequent one (1) year periods unless the Board provides written notice to the General Manager no less than six (6) months prior to the expiration of the current or any extended term that the Agreement will be terminated. Unless otherwise provided herein or by subsequent written agreement between the parties, the terms and conditions of this Agreement shall apply to any extended term of this Agreement.

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

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

2.4 The General Manager agrees to remain in the exclusive employment of the District during the term of this Agreement, and he shall neither accept other employment or become employed by any other person, business, or organization during the term of this Agreement. As used in this section, the term "employed" shall not be construed to

include occasional teaching, writing, or consulting on the General Manager's time *off*, which may be undertaken by the General Manager with the express written consent of the Board.

### **Section 3. Termination and Severance Pay.**

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

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

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

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

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

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

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

#### **Section 4. Salary and Expenses.**

4.1 The Board agrees to pay the General Manager for his services rendered a ("Base Salary"), of one hundred eighty-five thousand (\$185,000) annually commencing on May 1, 2021. The General Manager's Base Salary shall be paid on a bi-weekly basis, in accordance with the District payroll schedule, and less deductions and other applicable withholdings. The General Manager's Base Salary shall be increased July 1 annually, by the same cost of living adjustment, if any, approved by the Board for District employees ("Adjusted Base Salary"). **It is also anticipated that the District will periodically undertake and submit for Board approval a Compensation Study to analyze the compensation levels of all District employees, including the General Manager ("Approved Study"). In the event that an Approved Study recommends a salary increase for the General Manager, the General Manager's Adjusted Base Salary shall be increased in accordance with such recommendation on a one-time basis and effective on July 1 of the next fiscal year.**

4.2 The General Manager shall be eligible for an annual merit increase to be awarded pursuant to a performance review and majority approval by the Board.

4.3 Except for the use of his vehicle for the performance of his duties, for which a vehicle allowance is provided under Section 5.10 of this Agreement and a cell phone allowance, which is provided under Section 5.11 of this Agreement, District shall reimburse the General Manager within its budget and upon approval of the Board, for all actual and necessary expenses incurred in connection with the performance of his official duties. The General Manager agrees to maintain and submit accurate records of all expenses for which reimbursement is claimed.

#### **Section 5. Benefits.**

5.1 Vacation: The General Manager shall receive vacation leave in accordance with the District's Employee Policy Manual, considering all previous service years with the District. Accruals will increase in alignment with the accrual schedule and be subject to all terms and conditions applicable to District employees in accordance with the District's Employee Policy Manual.

5.2 Personal Time Off: The General Manager shall receive personal time off in accordance with the District's Employee Policy Manual, considering all previous service

years with the District. Accruals will increase in alignment with the accrual schedule and be subject to all terms and conditions applicable to District employees in accordance with the District's Employee Policy Manual.

5.3 Paid Administrative Benefits: The General Manager shall receive 80 hours of paid administrative benefits on July 1 of each fiscal year and under all terms and conditions applicable to District employees in accordance with the District's Employee Policy Manual.

5.4 Holidays: The General Manager shall receive 12 days of paid holidays under all terms and conditions applicable to District employees in accordance with the District's Employee Policy Manual.

5.5 Retirement: The District shall maintain the General Manager as a participant in the California Public Employees Retirement System (PERS) as a classic member (2% at 55) under all terms and conditions applicable to District employees in accordance with the District's Employee Policy Manual.

5.6 Disability, Life, and Health Insurance, Retiree Benefits: The General Manager shall receive disability, life, and health insurance consistent with District employees and subject to all terms and conditions contained in the District's Employee Policy Manual. The General Manager shall receive retiree health benefits for retiree and spouse, dental and vision, vesting after 15 years of service, considering all previous service years with the District, and under all other terms and conditions applicable to District employees in accordance with the District's Employee Policy Manual.

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

5.8 Professional Development: The General Manager agrees to pursue managerial and organizational development/training opportunities and is expected to devote a minimum of 24 hours to such training in the first year of this Agreement and 12 hours in subsequent years. The District agrees to pay registration fees and travel expenses of the General Manager for this development as well as other professional and travel, meetings, and occasions related to official business and other functions for the District. The District also agrees to pay for related tuition, fees, and travel expenses of the General Manager for educational degree programs, short courses, institutes, and seminars that are necessary for his professional development.

5.9 Leaves of Absence: The General Manager shall be provided all leaves of absence as set forth by the District under all terms and conditions applicable to District employees in accordance with the District's Employee Policy Manual.

5.1 O Vehicle Allowance: Excepting unusual circumstances, the General Manager shall provide his own vehicle to be used in the performance of his duties, and the District shall provide an automobile allowance of five hundred dollars (\$500) per month for said use. The General Manager shall be responsible for paying for liability insurance as required by State law, fuel, maintenance, repair of his vehicle and other costs associated with the ownership and use of the vehicle.

5.11 Cell Phone Allowance: The General Manager shall be provided a monthly cell phone allowance of seventy-five dollars (\$75).

**Section 6. Performance Evaluation**

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

**Section 7. Bonding.**

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

**Section 8. General Provisions.**

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

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

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

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

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

8.6 This Agreement shall be construed as a whole, according to its fair meaning, and not in favor of or against any party. By way of example and not in limitation,



this Agreement shall not be construed in favor of the party receiving a benefit nor against the party responsible for any language in this Agreement.

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

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Bruce Kamilos

**FLORIN RESOURCE CONSERVATION DISTRICT**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair  
Florin Resource Conservation District Board of Directors

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Ren Nosky  
General Counsel

June 20, 2023

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Patrick Lee, Finance Manager/Treasurer

SUBJECT: **FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT FISCAL YEAR 2023-24 PROPOSED OPERATING BUDGET**

### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution No. 06.20.23.01, approving the Florin Resource Conservation District/Elk Grove Water District Fiscal Year 2023-24 Proposed Operating Budget projecting revenues of \$16.397 million and expenses of \$18.492 million and appropriating \$2.095 million from operating reserves to fund expenses in excess of revenues for Fiscal Year 2023-24.

### **SUMMARY**

The Florin Resource Conservation District/Elk Grove Water District (District) staff, guided by the District Board of Directors (Board), has developed the District Fiscal Year (FY) 2023-24 Proposed Operating Budget (Budget) for the Board's consideration.

By this action, the Board would adopt Resolution No. 06.20.23.01, approving the District FY 2023-24 Proposed Operating Budget projecting revenues of \$16.397 million, expenses of \$18.492 million, and appropriating \$2.095 million from operating reserves to fund expenses in excess of revenues for FY 2023-24.

### **DISCUSSION**

#### **Background**

The District has a fiscal year that runs from July 1 to June 30. Staff initiated a process in April to prepare the Budget which should be adopted by June 30 of each fiscal year. At the regular board meeting on April 18, 2023 staff reviewed with the Board the FY 2023-24 Budget development worksheet and the FY 2023-24 departmental goals and objectives. Staff incorporated comments received from that meeting into the draft Budget document.

At the regular board meeting on May 16, 2023, staff presented the draft District FY 2023-24 Proposed Operating Budget to the Board for review and comment.

**FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT  
FISCAL YEAR 2023-24 PROPOSED OPERATING BUDGET**

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Present Situation

Staff has incorporated all comments received from the Board and is presenting the final District FY 2023-24 Proposed Operating Budget (attached) to the Board for consideration and adoption.

**ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

**STRATEGIC PLAN CONFORMITY**

This item, and all other budget related activities, conforms to the FRCD/EGWD's 2020-25 Strategic Plan. Adoption of an annual Budget is specifically identified as a goal in the Fiscal Responsibility section of the Strategic Plan.

**FINANCIAL SUMMARY**

The District's proposed budget for FY 2023-24 projects total operating revenues of approximately \$16.397 million and total expenses of approximately \$18.492 million including Capital Improvement and Capital Repair & Replacement Reserve contributions of approximately \$3.175 million. The projected expenses in excess of revenues are approximately \$2.095 million, which would be funded from reserves carried over from prior years.

Despite many non-discretionary cost increases and inflation, staff undertook efforts to find cost reductions to minimize increases and these are reflected in the FY 2023-24 budget. The budget has an increase in total expenditures of \$603,909 (3.38%) from the adopted budget for FY 2022-23. The major highlights are listed below, and comparisons made are against the budgeted amounts for FY 2022-23:

- Revenues for FY 2023-24 are budgeted at \$16.397 million, an increase of \$523,319 (3.30%) from prior year's budget based on the following assumptions:
  - A cost-of-service analysis was completed to reallocate service costs to the District's different customer classes based on usage characteristics and peaking factors, resulting in an overall average 4.5% revenue rate

**FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT  
FISCAL YEAR 2023-24 PROPOSED OPERATING BUDGET**

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adjustment effective January 1, 2024. This revenue rate adjustment is pending approval from the Board and subject to the receipt and consideration of any protests and comments before and during a public hearing in compliance with Proposition 218.

- Consumption levels calculated based on an analysis using historical demand averages to determine “normal year usage” conditions, taking into consideration current weather conditions and the requirement for conservation.
  - An increase in the number of accounts based on the review of development projects in the District’s service area and a projection of the number of units to be fully built within the fiscal year.
  - A 5.0% contingency factor that decreases residential consumption revenue due to the unknown nature of usage conditions for FY 2023-24.
- Salaries and Benefits are budgeted at \$5.400 million, an increase of \$552,851 (11.40%) from prior year’s budget mainly due to:
    - An update to the District’s salary schedule based on the results of the District’s 2023 Compensation Study Report, as accepted and filed by the Board on March 21, 2023.
    - Merit increases and promotions for eligible employees.
    - An estimated 6.0% to 15.0% increase in medical premiums depending on medical plans for employees who have not yet reached the medical subsidy cap. An estimated 2.0% increase for all employees who have met the District’s medical subsidy cap.
    - A COLA increase based on the April CPI-U for the average of the U.S. City Average, West and San Francisco index of 4.67%.
  - Seminars, Conventions and Travel are budgeted at \$45,695, an increase of \$5,302 (13.13%) from prior year’s budget due to an increase in the number of Board members attending the ACWA Conferences in FY 2023-24.
  - Office and Operational costs are budgeted at \$1.484 million, an increase of \$81,231 (5.79%) from prior year’s budget mainly due to:
    - An increase in insurance premiums of \$28,500 (22.67%) as projected by JPIA for all programs.
    - An increase in non-CIP related Materials of \$68,150 (71.74%) due to an increase in the cost of materials due to inflation.

**FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT  
FISCAL YEAR 2023-24 PROPOSED OPERATING BUDGET**

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- A decrease in Meters of \$36,000 (-26.47%) due to an increased number of meters in inventory from prior year purchases due to anticipated supply chain issues.
- Purchased Water is budgeted at \$3.466 million, an increase of \$10,765 (0.31%) from prior year's budget due mainly to an estimated 2.40% rate increase offset by the use of more accurate demand data calculated based on an analysis using historical demand averages to determine "normal year usage" conditions, taking into consideration current weather conditions and the requirement for conservation.
- Outside Services costs are budgeted at \$1.110 million, an increase of \$33,092 (3.07%) from prior year's budget due mainly to:
  - An increase in banking charges of \$25,200 (13.58%) due to the District anticipating an increase in the number of customers who will be utilizing recurring credit card payment option now available.
  - An increase in Legal Services of \$75,000 (51.72%) due to the District retaining new general counsel services starting in FY 2024.
  - A decrease in contracted services of \$54,544 (-10.81%) due to the completion of the 2023 Compensation Study and the 2024-2028 Water Rate and Connection Fee Study in FY 2023.
- Equipment Rent, Taxes and Utilities are budgeted at \$599,200, an increase of \$99,526 (19.92%) from prior year's budget due mainly to an increase in the cost of electricity used for pumping. Overall, SMUD electricity rate increased year over year by 29.10%.
- Capital Improvement Funding includes contributions to the Repair & Replacement Reserve and the Capital Improvement Reserve for a total of \$3.175 million. This represents a decrease of \$4,653 (-0.15%) from prior year's budget.
- Bond interest expenses will decrease by \$111,210 (-8.40%) while bond principal retirements will increase by \$115,000 (4.49%).
- There are no anticipated elections in FY 2024. Therefore, the District has not budgeted for elections costs.
- This budget anticipates capitalizing \$435,189 of Salaries and Benefits for capital improvements constructed by the Utility Division. Capitalized labor costs are

**FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT  
FISCAL YEAR 2023-24 PROPOSED OPERATING BUDGET**

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reduced from regular salaries and benefits and are included in the total funded amounts in the Five-Year Capital Improvement Program. Capitalized labor is estimated at 60% of the total salaries and benefits of the Utility Division.

- The budget, as recommended, will meet bond covenant requirements as follows:
  - Covenant: 1.22 (1.15 required)
- The Board adopted a Five-Year Capital Improvement Program (CIP) which only appropriates funding for the CIP projects scheduled in FY 2023-24.
- The District will receive American Rescue Plan Act funds from the City of Elk Grove in the amount of \$215,000 for the Locust Street/Elk Grove Blvd Alley Water Main project in FY 2024.

The District FY 2023-24 Proposed Operating Budget contains many schedules and graphs detailing the proposed budget. Staff is recommending that the Board adopt Resolution No. 06.20.23.01, approving the District's FY 2023-24 Proposed Operating Budget.

Respectfully submitted,



PATRICK LEE  
FINANCE MANAGER/TREASURER

Attachment

**RESOLUTION NO. 06.20.23.01**

**A RESOLUTION OF THE FLORIN RESOURCE  
CONSERVATION DISTRICT BOARD OF DIRECTORS APPROVING THE FLORIN  
RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT FISCAL  
YEAR 2023-24 PROPOSED OPERATING BUDGET PROJECTING REVENUES OF  
\$16.397 MILLION AND EXPENSES OF \$18.492 MILLION AND APPROPRIATING  
\$2.095 MILLION FROM OPERATING RESERVES TO FUND EXPENSES IN  
EXCESS OF REVENUES FOR FISCAL YEAR 2023-24**

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

**WHEREAS**, the FRCD 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 FRCD/Elk Grove Water District (District) Bylaws; and

**WHEREAS**, the FRCD has held several public meetings to review the proposed revenues and expenses for the District for the Fiscal Year (FY) July 1, 2023, through June 30, 2024; and

**WHEREAS**, the 2024-2028 Water Rate Study, subject to the receipt and consideration of any protests and comments before and during a public hearing in compliance with Proposition 218 to be held on July 18, 2023, recommends a 4.50% revenue rate adjustment effective January 1, 2024; and

**WHEREAS**, the District FY 2023-24 Proposed Operating Budget reflects the recommended 4.50% revenue rate adjustment effective January 1, 2024; and

**WHEREAS**, the District FY 2023-24 Proposed Operating Budget reflects a 4.67% cost of living adjustment effective July 1, 2023; and

**WHEREAS**, the District Board of Directors (Board) has received and considered the District's FY 2023-24 Proposed Operating Budget submitted by the Finance Manager/Treasurer on June 20, 2023.

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

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

SECTION 2. The Board hereby approves the total revenues of \$16,396,705 and total expenses of \$18,491,798 for the Florin Resource Conservation District/Elk Grove Water District FY 2023-24 Proposed Operating Budget.

SECTION 3. The Board hereby authorizes the General Manager to redistribute allocated budgeted amounts between line items within the budget categories.

SECTION 4. The Board hereby approves the FY 2023-24 Rate and Fee Schedule which reflects the recommended 4.50% revenue rate adjustment effective January 1, 2024.

SECTION 5. The Board hereby approves the FY 2023-24 Salary Schedule which includes a 4.67% cost of living adjustment.

SECTION 6. The Board hereby adopts the Florin Resource Conservation District/Elk Grove Water District Fiscal Year 2023-24 Proposed Operating Budget, attached hereto as Exhibit "A and made a part hereof.

SECTION 7. The Board Secretary shall certify the adoption of this Resolution.

SECTION 8. This Resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED** by the Florin Resource Conservation District Board of Directors on this 20<sup>th</sup> day of June 2023 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Tom Nelson  
Chair

ATTEST:

---

Stefani Phillips  
Board Secretary

APPROVED AS TO FORM:

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Ren Nosky  
General Counsel



**EXHIBIT “A”**

**“FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER  
DISTRICT FISCAL YEAR 2023-24 PROPOSED OPERATING BUDGET”**

[Attached behind this cover page]



# **Fiscal Year 2023-24 Operating Budget**



**Florin Resource Conservation District/Elk Grove Water District**

9829 Waterman Road

Elk Grove, CA 95624

(916) 685-3556

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

**Board of Directors**

Tom Nelson, Chair

Paul Lindsay, Vice-Chair

Lisa Medina, Director

Elliot Mulberg, Director

Sophia Scherman, Director

**Appointed Official**

Bruce Kamilos, General Manager

**Leadership Team**

Stefani Phillips, Human Resources Administrator/Board Secretary

Patrick Lee, Finance Manager/Board Treasurer

Donella Murillo, Finance Supervisor

Travis Franklin, Program Manager

Ben Voelz, Associate Engineer

Steve Shaw, Water Treatment Supervisor

Sean Hinton, Water Distribution Supervisor

Alan Aragon, Water Distribution Supervisor

# GOVERNING VALUES

Board members and employees of the Florin Resource Conservation District and Elk Grove Water District commit to the following values:

- **Transparency:** We recognize that transparency is the foundation of good governance. We are committed to openness and accountability in all District endeavors.
- **Leadership:** We are a team. The community is supported through mutual cooperation and respect. Great ideas come from many sources, and we listen with an open mind.
- **Caring:** We care about the quality of our water; we care about our customers' satisfaction, and we care about the quality of the working environment.
- **Integrity:** We are honest with one another, with our customers and with our industry partners. We maintain a quality operation that is fiscally sound and forthright. We want the trust and respect of our community and ratepayers.
- **Professionalism:** We are committed to standards of excellence, accuracy, and superior conduct.
- **Vision:** We recognize that decisions we make today impact the future of this District and our community. We value our community's natural resources and actively seek ways to improve our services through local control and stewardship.



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**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

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**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

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**To:** Florin Resource Conservation District Board of Directors

**From:** Bruce Kamilos, General Manager

**Date:** June 20, 2023

**Subject:** **FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT  
FY 2023-24 PROPOSED OPERATING BUDGET**

For your consideration, I respectfully submit the annual Florin Resource Conservation District/Elk Grove Water District (District) Proposed Operating Budget for the fiscal year beginning July 1, 2023. This proposed operating budget reflects a collaborative effort between staff and the Board of Directors, as well as allowing for input from the public during several meetings.

As the District prepares for Fiscal Year (FY) 2023-24, economic conditions prove to be challenging as the District continues to deal with the increase in operating and capital costs as a result of high inflation. District staff continues to prudently manage the District's finances by implementing cost cutting measures resulting in only a 2.0% revenue rate increase, out of an approved maximum of 3.0%, beginning January 1, 2023.

For the past six months, the District has been conducting a Water Rate and Connection Fee Study. The District does this every five years to ensure that revenues collected are sufficient to cover ongoing operating, capital, and debt service costs. The District formed a Community Advisory Committee (CAC) consisting of ten customers to help guide the study. The CAC has been instrumental in helping staff and the District's consultant work through the study's details. The District plans to hold a public hearing on the study during its regular Board meeting on July 18, 2023.

With an increase in the general cost of living and the financial struggle fallout as part of the COVID-19 pandemic, the District continues to do what it can to assist its customers with water affordability. The District continues to conduct outreach and participate in the Low-Income Housing Water Assistance Program (LIHWAP) administered by the California Department of Community Services and Development to provide customers who are income qualified with payment assistance.

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

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The District's Operations Department has been fully engaged in performing necessary system maintenance and the replacement of aging infrastructure. The District is projecting a total of 2,500 linear feet of water mains will be replaced by the end of FY 2023. The District's long-term water main replacement program will replace aging water mains before they reach the end of their useful life of 75 years.

Looking forward into next year, the District will be faced with State Legislation SB 606 and AB 1668 which establishes water use efficiency standards. These standards establish water conservation as a way of life in California and are designed to lower water usage statewide over the next ten years. In the short term, the District is meeting these efficiency standards but as these standards continue to lower use, the District will need to encourage more efficient water use across the board. This increase in efficiency will lower water demand for the District and potentially affect the amount of water revenue generated annually.

Lastly, the District is excited to announce that it has completed the tenant improvements to its new Administration building located at 9829 Waterman Road in Elk Grove, California. The District worked aggressively to value-engineer all aspects of design and construction to ensure cost efficiency while ensuring that the improvements also meet necessary building and safety codes. I am pleased to announce that the project came in under budget. The District has completed the move into its new "home" and held a grand opening on October 7, 2022. I would like to invite you all to stop by to see our new home and say "hi" to the Administrative team. Our Customer Service department welcomes you with warm smiles.

I would like to thank staff for their conscientious efforts in prudently managing the District's resources to meet the demands of great customer service and responsible facilities maintenance. I also want to thank the Board of Directors for their leadership and continued interest in prudent fiscal management.

In summary, the District will continue to maintain financial discipline during FY 2023-24, and this reflects a concerted effort by the Board of Directors and staff to maintain our customer rates and charges as low as possible.



BRUCE KAMILOS, P.E.  
GENERAL MANAGER



## **ABOUT THE FLORIN RESOURCE CONSERVATION DISTRICT**

In the spring of 1950, the Florin Farm Center Committee for Organization of a Soil Conservation District, a committee of Florin farmers, submitted a proposal for the formation of the Florin Soil Conservation District to the Sacramento County Board of Supervisors, requesting approval and submission of that proposal to the State Soil Conservation Commission. The specific intents of the new soil conservation district would be efficient use of irrigation water, improved drainage, flood control and other land improvements. With the necessary approvals, the committee met with other agricultural interests and local landowners until they had thoroughly identified all properties wanting to be within the District boundaries.

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

California Resource Conservation Districts are authorized by Division 9 of the California Public Resources Code. Chapter 3, Article 9 of Division 9 details the general powers of a district. An expansion of those powers was the impetus in changing the names of the Soil Conservation District to Resource Conservation Districts in 1971, resulting in the Florin Resource Conservation District (FRCD).

## **ABOUT THE ELK GROVE WATER DISTRICT**

In 1893, after several fires threatened the small town of Elk Grove, CA, local residents banded together and founded the Elk Grove Water Company. The water company began business with twelve owners and 10 customers. The Jones family later purchased the water company in the early 1900's and operated the utility as a private company known as the Elk Grove Water Works. The FRCD acquired the Elk Grove Water Works in 1999 from the Jones family and created the Elk Grove Water District (EGWD), which is a Department of the FRCD. This acquisition changed the governance of the water utility from private ownership to a publicly owned and operated agency. The EGWD is structured as an enterprise fund of the FRCD.

The FRCD (District) is governed by an elected five-member Board. Board members serve four-year, staggered terms. The Board of Directors delegate the daily operations of District to the General Manager, who supervises the work of 30 staff members.

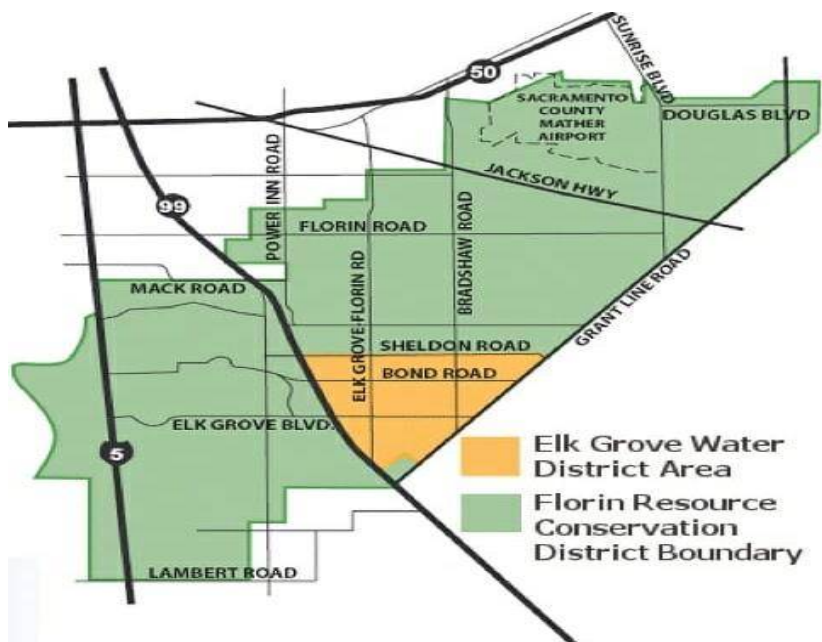
Although recent efforts by the District have primarily focused on managing the water utility (EGWD), it has also performed other activities including creek cleanups, tire recycling,

**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

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technical assistance, and conservation education. To remedy some of the financial pressures of the District, on April 18, 2018, the Board made the decision by Resolution No. 04.18.18.01 to limit all future activities to “water related activities that benefit, or otherwise serve, the EGWD ratepayers.” This decision was made after years of deliberation, multiple public meetings, in-depth engagement with legal counsel, and even consideration of integration with other water agencies. The decision to limit District activities to benefit EGWD ratepayers protects the District from financial uncertainty, maintains stability for EGWD customers, and leaves the FRCD boundaries intact.

**Elk Grove Water District Service Area**



The EGWD service area covers 13 sq. miles with a population of approximately 47,000 people, providing water to over 13,000 homes and businesses in Elk Grove. Much of the water supplied is produced by wells located throughout Elk Grove, the treatment and storage facility at the Railroad Water Treatment Facility (RRWTF) on Railroad Street and the treatment facility on Hampton Drive. EGWD produces over 1.3 billion gallons of water each year, providing supply to approximately two-thirds of the EGWD service area. The remaining area is supplied with water purchased from the Sacramento County Water Agency (SCWA) under a long-term agreement.

## MISSION

*“WE ARE COMMITTED TO SUPPLYING OUR CUSTOMERS WITH HIGH QUALITY, SAFE WATER ALONG WITH OUTSTANDING CUSTOMER SERVICE FOR CURRENT AND FUTURE GENERATION.”*

## STRATEGIC GOALS

The District's five-year Strategic Plan (Plan) was developed through a collaborative process that spanned over a year and included a series of workshops to solicit input from the public, individual interviews with both staff and Board members and multiple debriefing sessions. Through a consultant, District staff established the parameters and foundation for how the Plan would be developed. A framework was developed, and input was solicited from the public, staff, and Board members on where the District positioned itself currently, obstacles and challenges the District faced and goals to achieve to advance the District forward into the future.

District staff and Board members also worked through the District's core values and how those values should be reflected and incorporated into the Plan. This process led to the core value of "Transparency" being added to exemplify the District's strong belief that openness and transparency contribute to a culture of trust and accountability with all partners and customers.

The Plan was adopted by the District's Board of Directors on February 18, 2020 and includes seven strategic goals and associated objectives that encompasses the District's core values and provides a five-year vision and roadmap to ensure staff and the Board continue to best serve District customers now and into the future. This Plan continues to be referenced by the Board, staff and District stakeholders when allocating resources and determining courses of action for the District. The Strategic goals and objectives are as follows:

**STRATEGIC GOAL #1: GOVERNANCE AND CUSTOMER ENGAGEMENT** – Conduct public affairs and manage public resources in an effective, efficient, and transparent manner.

- Objectives:
- Conduct a review of the District's bylaws every two years.
  - Conduct biennial Board member orientations to review policies and procedures.
  - Provide opportunities for public involvement and participation.
  - Conduct all Board meetings in accordance with the Brown Act with emphasis on transparency.
  - Maintain a District website allowing easy access to all Board meeting materials and governing documents.
  - Continue to demonstrate operational transparency based on the guidelines established by the Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence.
  - Conduct District business in an ongoing manner to achieve the SDLF District of Distinction Accreditation.
  - Continue to review operational procedures and structures for improvements to District operations.

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

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- Monitor, review, and update District policies to adhere to changes in operational, environmental, and legislative requirements.

**STRATEGIC GOAL #2: FISCAL RESPONSIBILITY** – Make financial decisions that benefit District customers.

- Objectives:
- Conduct a water study to set rates for calendar years 2024 through 2028.
  - Continuous achievement in sound accounting practice based on the GFOA Certificate of Achievement for Excellence in Financial Reporting Award.
  - Manage water rates to be regionally competitive.
  - Develop a funding plan to increase funded ratio of retirement and other post-employment benefits.
  - Develop annual financial plans to align CIP projects with the approved rate structure (pay as you go).
  - Establish bill payment consolidation services to increase payments by automated clearing house (ACH).
  - Develop annual budgets that are balanced through cost saving measures or transfers from operating reserves.

**STRATEGIC GOAL #3: PLANNING AND OPERATIONAL EFFICIENCY** – Practice ongoing infrastructure renewal and organizational improvement through planning and increased operational efficiency.

- Objectives:
- Update the District’s Urban Water Management Plan, including the development of a new Water Shortage Contingency Plan.
  - Develop Master Plan for aging water mains.
  - Develop and update standard operating procedures.
  - Update the District’s Standard Construction Specifications and Drawings.
  - Explore the potential for implementing automated metering infrastructure technology.
  - Implement a regulatory tracking system.
  - Review and update the District’s Asset Management Plan.

**STRATEGIC GOAL #4: PROTECTION OF PUBLIC AND ENVIRONMENTAL HEALTH** – Provide a safe, abundant, and reliable water supply.

- Objectives:
- Comply with all State and Federal Drinking Water Standards.
  - Investigate the potential for groundwater recharge projects.
  - Complete Risk and Resilience Plan.
  - Update the District’s Emergency Response Plan.

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

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- Complete a risk assessment of water system infrastructure around critical facilities including schools, daycares, and senior living centers.
- Perform Districtwide unidirectional flushing.

**STRATEGIC GOAL #5: COMMUNITY RELATIONS** – Increase engagement with the customers and community to provide superior customer service and increase public awareness of the water industry and the District.

- Objectives:
- Establish a Communications Plan annually.
  - Explore development of a water education program with the Elk Grove Unified School District.
  - Develop new marketing media to tell the story of the District and convey the value of water.
  - Acquire a new administrative facility.
  - Explore the potential for offering a low-income and senior assistance program.
  - Explore the potential to utilize social media.
  - Develop a customer service survey program to periodically solicit feedback on District services and customer satisfaction.

**STRATEGIC GOAL #6: EMPLOYER OF CHOICE** – Attract and retain skilled employees. The District remains a driven, supportive, and family-oriented work environment.

- Objectives:
- Continue to provide competitive salaries and benefits.
  - Maintain control of employee medical benefit contributions.
  - Develop and refine employee succession planning.
  - Create a comprehensive training program for operators.
  - Maintain a commitment to develop a comprehensive safety program designed to reduce risk and comply with all regulatory requirements.

**STRATEGIC GOAL #7: WATER INDUSTRY LEADERSHIP** – Demonstrate water industry leadership through partnerships and active participation in regional and statewide water efforts.

- Objectives:
- Participate and actively engage in local and regional water associations, agencies, and committees to address regional and statewide water efforts.
  - Advocate for and develop legislation that benefit water agencies regionally and statewide.
  - Partner with agencies and organizations to develop plans and projects that improve California’s water resilience.

## INDUSTRY ANALYSIS AND CURRENT STATUS

**Issues Currently Affecting the Water Industry.** The American Water Works Association (AWWA) 2022 State of the Water Industry Report has identified the top five challenges facing the water industry as: 1) renewal and replacement of aging infrastructure; 2) financing for capital improvements; 3) long-term drinking water supply availability; 4) aging workforce and anticipated retirements; and 5) public understanding of the value of water systems and services.

The District is proactively addressing these top five issues identified by AWWA. As part of its five-year CIP, the District continues to manage the replacement of its aging infrastructure such as old water mains each year. In addition, the District, through its Asset Management Plan, annually assesses the condition of all of its assets to determine when projects should be undertaken to replace assets.

Financing for capital improvements is addressed by the District's current policy to fund replacement of aging infrastructure on a pay-as-you-go basis. Ensuring that water rates will generate enough revenues to cover operating, capital and debt services needs annually will minimize the need to issue additional debt in the future to fund these replacement projects.

To address long-term drinking water supply availability, the District prepares an urban water management plan every five years as required by law that verifies its ability to meet long-term water demands. The District is a member of the Sacramento Central Groundwater Authority (SCGA). The SCGA is comprised of 16 board members that represent water agencies, land use authorities, agricultural interests, agricultural-residential interests, and environmental interests in the region. The District serves as one of the board members. The sole function of the SCGA is to ensure the sustainability of the groundwater basin that our region relies on for water supply.

A critical element to providing long-term water supply in our region is conjunctive use. Conjunctive use is the practice of serving surface water for urban use when surface water supplies are plentiful. This allows the groundwater basin to naturally recharge and recover. During dry years when surface water availability is low, conjunctive use returns to groundwater pumping for urban use. This practice keeps surface water and groundwater supplies in balance and ensures water supply availability during variable and extreme weather events. Of particular importance, the SCGA as a Groundwater Sustainability Agency, was required to submit a Groundwater Sustainability Plan (GSP) to the California Department of Water Resources. The GSP serves as a blueprint to ensure the sustainable operation of the groundwater basin over the long term.

In addition to succession planning, to address aging workforce and anticipated retirements, the District completed a compensation study in 2023 to compare the salaries and benefits

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offered by the District against 10 other comparable agencies to ensure that the District is continuing to offer competitive pay to retain and attract a qualified workforce as it continues to plan for attrition.

To improve public understanding of the value of water, water systems and services, the District periodically issues a newsletter to its customers and participates in two large annual events where people in our community gather. The information communicated in the newsletter and at these events include educating customers on what it takes to pump and treat water, what the District is currently doing to ensure the continued delivery of quality water and what the District is doing to keep costs as low as possible.

In addition to the top 5 challenges identified by AWWA described above, the District is faced with its own challenges as it continues to provide its customers with high quality and safe and affordable drinking water. The issues are listed below in no specific order:

**Changing Water Demands.** The industry continues to see a change in water demand as water efficient appliances and drought resistant landscaping continue to be pushed. Although more efficient use of water is a major goal of the industry, slow or nonexistent customer growth can lead to declining water use, which can decrease operating revenue and affect how costs are recovered through rates and charges.

The District has experienced gradual decreases in water consumption from 2014 to 2016 due to the drought starting in 2014. In 2017, when the emergency drought declaration was lifted by the Governor, the District started to experience gradual increases in water consumption. This gradual increase, however, did not bring the District back to pre-2014 water demand levels, as the District had become more conservation minded with customers installing water efficient appliances and landscaping, resulting in long-term water use reductions.

In 2018, State legislatures passed SB 606 and AB 1668 stating that water use efficiency standards would be established. These standards establish water conservation as a way of life in California. These standards are designed to lower water usage statewide over the next ten years. In the short term the District is meeting these efficiency standards but as these standards continue to lower use, the District will need to encourage more efficient water use across the board. This increase in efficiency will lower water demand for the District and potentially affect the amount of water revenue generated annually.

**Cost Recovery and Affordability.** Faced with increasing capital needs and potential funding shortfalls, many utilities must increase the rates they charge for water services in the immediate future. The affordability of water has become a significant issue for low-income households and a higher priority for water utilities that struggle to reconcile the need to adequately fund infrastructure while not overburdening those who cannot afford rate increases.



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The District is currently completing a 5-year water rate study to determine the funding sufficiency for operating, capital and debt service needs for calendar years 2024 through 2028. This study, although not yet approved by the District's Board, will be subject to the receipt and consideration of any protests and comments received before and during a public hearing conducted in compliance with Proposition 218. The preliminary results of the study show a 4.50% annual water rate adjustment for the next 5 years. Due to the current inflationary state of the economy, these proposed water rate adjustments will be needed to fund the operation of the District. However, staff will continue to proactively and prudently manage the District's finances to ensure that annual water rate adjustments are minimized to only what is required to maintain sufficient funding, to meet minimum reserve requirements and to ensure continued compliance with the District's bond covenant requirements.

In addition to the prudently managing the District's finances, in 2022 and 2023, the District applied for and was granted the opportunity to participate in the Sacramento Emergency Rental Assistance (SERA) program administered by the Sacramento Housing and Redevelopment Agency, the California Water and Wastewater Arrearages Payment Program administered by the State Water Resources Control Board and the Low Income Housing Water Assistance Program (LIHWAP) administered by the California Department of Community Services and Development. All three of these programs provided direct assistance to income qualified customers of the District to help pay for past due balances due to financial hardship.

**Regulatory Compliance.** The importance of regulatory compliance, whether associated with water quality or water supply sustainability, continues to be a main concern of the water industry. New regulatory compliance requirements challenge the ability of water utilities to meet such requirements financially and operationally while continuing to maintain affordability to customers.

On March 14, 2023, the U.S. Environmental Protection Agency proposed new primary drinking water regulations for six of the most common per- and polyfluoroalkyl substances (PFAS). PFAS have been in the news a lot. They have been dubbed "forever chemicals" because it takes a long length of time for the chemicals to break down. PFAS have been used widely in all kinds of products such as nonstick cookware, water-repellent clothing, some cosmetics, and some firefighting foams to name a few. The effect of PFAS on human health is still being studied to be more fully understood. In 2020, the Elk Grove Water District (District) tested all its active water wells for PFAS. The results of the tests for PFAS were below the EPA's proposed limits. Should the EPA lower the contamination limits even further, the District would have to retest to confirm water from its wells is below any new lowered standard. The results could have financial and operational impacts on the District.



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The District is also tracking the California Water Board's activities that might alter regulations governing manganese, arsenic, and hexavalent chromium. Manganese is a naturally occurring metal that exists in the groundwater table. Presently, state regulations list manganese as a secondary contaminant meaning that it has no health consequences, and that its occurrence only is an aesthetic or cosmetic concern. The District treats its water for manganese so that the drinking water delivered to its customers is well below the current maximum contaminant level (MCL) of 50 parts per billion (ppb). The California Water Board is considering lowering the MCL to 20 ppb. Based on the District's current treatment processes, achieving an MCL of 20 ppb manganese should be achievable without incurring additional operating costs.

Similarly, the California Water Board is looking into lowering the arsenic MCL in drinking water. Arsenic is regulated as a primary contaminant meaning that there are health consequences related to arsenic. The current allowable arsenic level is 10 ppb. The District has two wells that produce water just over the allowable arsenic level. The District treats this water so that the drinking water delivered to its customers is well below the 10 ppb MCL for arsenic. Should the California Water Board lower the arsenic MCL further, this could result in other water wells the District operates being above the allowable contaminant level. In that case, the District would have to add treatment to those wells or deem the wells inactive. The results of these actions would have financial and operational impacts on the District.

Finally, the California Water Board currently regulates hexavalent chromium in drinking water under the total chromium state of 50 ppb MCL. Chronic or long-term exposure to hexavalent chromium may result in health effects. The District currently is under the required total chromium MCL of 50 ppb. The state is proposing a new regulation for hexavalent chromium of 10 ppb MCL. This proposed lowered standard could result in financial and operational impacts on the District.

## Financial Policies

### **Basis of Accounting**

The District operates on a fiscal year that runs from July 1, through June 30. Accounting records are maintained using the full accrual basis of accounting (GAAP). The District is a governmental entity which reports all activities related to the water operation as an enterprise fund where revenues are recognized when they are earned, and the expenses are recognized when they are incurred. The budget does not include amounts for depreciation, pension expense in accordance with Government Accounts Standards Board (GASB) Statement No. 68, or retiree medical expenses in accordance with GASB Statement No. 75. Principle payments on long-term debt are applied to the outstanding liability on a GAAP basis, as opposed to being expensed on a Budget basis. Therefore, the budget is not prepared in the same manner as the Annual Comprehensive Financial Report. The budget detailed in this document is used as a management tool for projecting and measuring revenues and expenses.

### **Accounting Systems and Controls**

The District uses Sage 100 as its financial accounting system to record its financial transactions. Management has established a system of internal controls that provide a reasonable basis for protecting the District's assets from fraud, waste and abuse and compile sufficient reliable information for the preparation of the District's financial statements. At the end of the year, the District prepares an Annual Comprehensive Financial Report consisting of management's representations concerning the District's finances. An independent auditing firm audits this report and examines the District's internal controls and provides an opinion on the financial reporting and suggestions on ways to improve the internal control processes of the District.

### **Budgetary Control**

Since the budget is an estimate, from time to time, it may be necessary to make adjustments to fine tune budget line items within expenditure categories. Various levels of budgetary control have been established to maintain the Budget's integrity. The levels of budgetary control are as follows: The General Manager controls the budget at the operating level and budgets are monitored by each respective department head. The General Manager has the authority to transfer balances between budget lines within an expenditure category. Any transfers between expenditure categories or increases in appropriations require approval by the Board of Directors. Budget to actual reports are prepared by the Finance Department and presented to the Board of Directors on a monthly basis.

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**Reserve Policy**

It is the policy of the District that all funds held in reserve be designated to specific uses. The District holds reserves for special projects and operations. Such reserves are not considered 'surplus' and shall not be made available for other uses without the express authorization of the Board of Directors.

The adequacy of the target reserve balance and/or annual contributions will be reviewed annually during the budgeting and planning process and may be revised accordingly as necessary. The following District reserve fund categories are to be established:

- Operating Reserve Fund – Used to ensure resources are available to fund daily administration, operations, and customer services. Target Balance is 120 days of the annual operations and maintenance budget.
- Capital Improvement Reserve Fund – Used to fund the new assets needed for the operations of the District that enhance or increase capacity. Target Balance is equal to the annual Capital Improvement Program (CIP) Budget.
- Capital Replacement Reserve Fund – Used to fund replacement of existing assets. Target Balance is equal to the annual Capital Replacement Budget.
- Elections and Special Studies Reserve Fund – Used to fund various special studies, as needs arise such as election cost, Board expense, etc. The Target funding balance is based on the amount as approved in the annual budget.
- Future Years Capital Improvement Reserve Fund – Used to fund future assets needed for the operations of the District that enhance or increase capacity in future years not yet identified in the annual CIP. Target Balance is 75% of the balance of the Unrestricted Net Position not allocated to the Operating Reserve Fund, Capital Improvement Reserve Fund, Capital Replacement Reserve Fund and the Elections Special Studies Reserve Fund upon conclusion of the annual audit.
- Future Years Capital Replacement Reserve Fund – Used to fund the replacement of existing assets in future years not yet identified in the annual CIP. Target Balance is 25% of the balance of the Unrestricted Net Position not allocated to the Operating Reserve Fund, Capital Improvement Reserve Fund, Capital Replacement Reserve Fund and the Elections Special Studies Reserve Fund upon conclusion of the annual audit.

### **Investment Policy**

It is the policy of the District to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all state and local statutes governing the investment of public funds. In accordance with section 53600 et. seq. of the Government Code of the State of California, the authority to invest public funds is expressly delegated to the Board of Directors for subsequent re-delegation to the Finance Manager/District Treasurer.

Investments by the Finance Manager are limited to those instruments specifically described in the District's investment policy. The Finance Manager submits monthly reports to the Board of Directors detailing all investment holdings. In order of importance, the following three fundamental criteria are followed in the investment program: 1) safety of principal; 2) liquidity; and 3) return on investment.

### **Procurement Policy**

The District's procurement policies create uniform procedures for acquiring general goods and services, professional services, public construction contracts and the acquisition of real property. The primary purpose of the policies are to provide for the purchase of materials and trade services with the objective that they will be available at the proper time, place, quantity and at the best available price, consistent with the needs of the District. Each specific policy sets forth the dollar threshold, bidding and contracting requirements, and level of approval for each type of procurement.

### **Capital Improvement Program**

The District's annual Capital Improvement Program (CIP) is a projection of the District's capital funding for planned capital projects in upcoming fiscal years. The CIP is reviewed and updated on an annual basis and is a key component of the District's overall Strategic Plan. The CIP is an important document for performing water rate studies and for managing the District's operations. The CIP also provides a basis to align District plans with other local agency plans so that an integrated approach may be applied to projects within the community at large.

The District currently funds its capital expenditures on a pay-as-you-go basis. A projection of the anticipated future capital projects and associated funding needs of those projects are included in the 2024-2028 Water Rate Study currently under way when analyzing total revenue requirements to maintain operational and capital needs. The study will recommend the appropriate user charges and annual water rate increases to ensure revenue requirements are met for both operational and capital needs. Based on the inclusion of capital funding needs into the 2024-2028 Water Rate Study, and all recurring and nonrecurring capital expenditures being funded on a pay-as-you-go basis, the only effect of

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capital projects on the annual budget will be an overall decrease in operating and maintenance costs due to the replacement of aging infrastructure with new material resulting in a decrease potential for infrastructure failure.

**Long-Term Financial Planning**

The District is currently conducting a 5-year water rate study, the 2024-2028 Water Rate Study (Study) that will provide for the stable funding of operations, capital projects and debt service. At the time of development of this budget, the Study was subject to approval by the District's Board and subject to the receipt and consideration of any protests and comments received before and during a public hearing conducted in compliance with Proposition 218. The District restructured approximately \$32.3 million of outstanding bonded indebtedness in December 2014 and \$16.4 million in June 2016 to provide an average annual savings of \$194,000 over the remaining term of the debt. It should be noted that the District contributed \$1.5 million of reserve funds in order to reduce the remaining term of the debt by 13 years and maintain annual debt service savings on the refinanced bonds. The District has no legal debt limit and does not intend to issue any additional debt.

This, along with continued prudent financial management, has allowed the District to implement no rate adjustments in 2019 and 2020; to defer the 3.0% rate adjustment scheduled in 2021 and 2022; and to implement only a 2.0% revenue rate adjustment out of a maximum of 3.0% in 2023. The District's current Study is proposing annual revenue rate adjustments of 4.5% beginning January 1, 2024 and commencing every January 1 through January 1, 2028. Staff will continue to review revenues and expenditures annually to minimize the required revenue adjustments as proposed by the 2024-2028 Water Rate Study.

These proposed annual water rate increases will ensure that the Districts revenues will be sufficient to cover operating, debt service and capital costs while adhering to the Districts reserve policy and complying with major bond covenants for the years 2024-2028.

The District defines a balanced budget as one where total projected revenues equal total projected expenses, including capital and debt service. When there is a shortfall in the projected revenues to cover total projected expenses, the District will make the necessary transfer from excess reserves carried over from prior years. This will allow the District to "balance" the budget. For this reason, the District deems the FY 2023-24 budget as balanced.

## Budget Process

The District adopts an annual operating budget and an annual CIP to ensure the adequacy of resources to meet District needs and to accomplish the District's mission.

The District's budget process begins with a Leadership Team Budget Kickoff Workshop to discuss timeline and identify departmental goals and objectives. Each department head is then responsible for developing their departmental operating budget for submission to the Finance Department. The Human Resources Department is responsible for the development of personnel budget and the Finance Department is responsible for the preparation of revenue estimates. Once all departmental operating budgets, personnel budget and the revenue estimates are completed, the Finance Department will compile the information into the budget document.

As required by certain debt covenants, the annual operating budget is evaluated to ensure that net revenues, as defined by the debt covenant, are equal to or exceed a minimum of 115 percent of the anticipated debt service for the budget year.

The preliminary budget is presented to the Board of Directors through a series of public meetings to solicit feedback and input from the Board and the public. This provides the Board and public with the chance to address budget proposals and comment on significant budget issues. Once all feedback and comments received have been considered and incorporated as appropriate, the final budget is presented to the Board of Directors for adoption during a public meeting prior to each fiscal year end.

During the course of a fiscal year, situations arise that require the adopted budget to change. These include unexpected increases or decreases in revenue and expenses or re-budgeting of capital projects. Any changes to the adopted budget resulting in an increase or decrease in revenues and expenses or transfers of budget across expense categories are brought to the Board for approval.

### **Budget Assumptions**

A budget is an estimate of revenues and expenditures for a set period of time. The creation of estimates involves a set of assumptions. It is important that the reader of this budget understands the assumptions used in preparing the revenue and expenditures estimates contained herein. Listed below are the primary assumptions used in the creation of this budget:

- A proposed 4.5% revenue rate adjustment effective January 1, 2024. This revenue rate adjustment is pending approval from the Board and subject to the receipt and

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consideration of any protests and comments before and during a public hearing in compliance with Proposition 218 as part of the District’s 2024-2028 Water Rate Study.

- A 5.0% contingency factor that decreases residential consumption revenue due to the unknown nature of usage conditions for FY 2023-24.
- Estimated 4.58% rate increase in Purchased Water cost from the SCWA.
- An update to the District’s salary schedule based on the results of the District’s 2023 Compensation Study Report as accepted and filed by the Board on March 21, 2023.
- An estimated 6.0% to 15.0% increase in medical premiums depending on medical plans for employees who have not yet reached the medical subsidy cap. An estimated 2.0% increase for all employees who have met the District’s medical subsidy cap.
- Salary increases based on a COLA of 4.67%.

## EGWD by the Numbers

MAXIMUM DAILY WATER SUPPLY CAPACITY	11.4 MGD
NUMBER OF TREATMENT FACILITIES	2
AGGREGATE TREATMENT FACILITY CAPACITY	13.0 MGD
NUMBER OF WELLS	7
MILES OF WATER MAINS	153.7
NUMBER OF BOOSTER PUMPS	10
NUMBER OF ACTIVE SERVICE CONNECTIONS	13,041
NUMBER OF BOND ISSUES OUTSTANDING	2
NUMBER OF CERTIFIED WATER DISTRIBUTION OPERATORS	17
NUMBER OF CERTIFIED WATER TREATMENT OPERATORS	17
NUMBER OF PUBLIC FIRE HYDRANTS	1,700
EGWD SERVICE AREA POPULATION	47,006

## Budget Timeline

- March 27 Leadership Team Budget Kick-Off.
- March 30 All District key objectives and department goals and accomplishments are due to the FM.
- April 07 All department initial budget requests are due to the FM.
- April 11 **\*Infrastructure Committee Meeting** - discuss 1<sup>st</sup> draft of the FY 2024-28 CIP.
- April 13 FM submits budget development worksheet to the GM for first review.
- April 18 **\*Regular Board Meeting** - present to the Board the 3<sup>rd</sup> quarter financial report and 1<sup>st</sup> draft of budget development worksheet and departmental goals and objectives.
- April 19 GM to provide first round comments and revisions on budget development worksheet to FM.
- April 25 **\*Infrastructure Committee Meeting** – discuss 2<sup>nd</sup> draft of the CIP (if necessary).
- April 25 **\*Special Board Meeting** - to discuss the 2<sup>nd</sup> draft of budget development worksheet and District specific key objectives and department goals and objectives (if necessary).
- May 16 **\*Regular Board Meeting** - review and discuss the 1<sup>st</sup> draft of budget document.
- May 17 Issue revised budget to Board (if necessary).
- May 30 **\*Special Board Meeting** (if necessary).
- June 02 Issue revised budget to Board (if necessary).
- June 06 **\*Special Board Meeting** (if necessary).
- June 15 Final Budget and staff report due for Board Packet inclusion.
- June 20 **\*Regular Board Meeting** – budget adoption.

\* - denotes public meetings to discuss and solicit feedback from Board members and the public.



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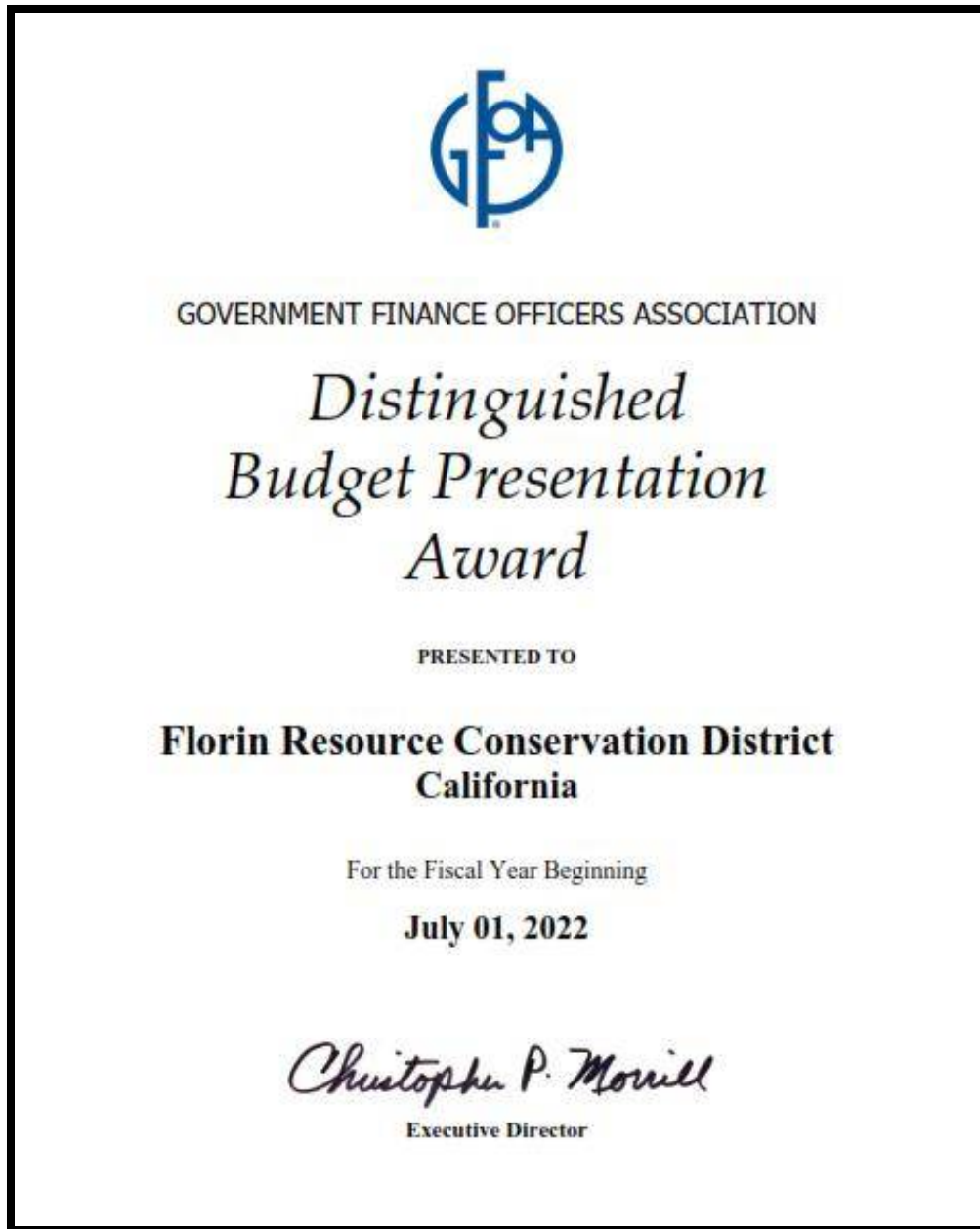
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The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Florin Resource Conservation District, California, for its Annual Budget for the fiscal year beginning July 01, 2022. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.

# **FISCAL YEAR 2023-24 BUDGET OVERVIEW**

**SUMMARY OF REVENUES AND EXPENDITURES**

<b>Elk Grove Water District Budgeted Revenues and Expenditures by Category For the Fiscal Year ending June 30, 2024</b>								
Expenditure	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Projected	FY 2023-24 Budget	Change in Budget	% Change
Total Revenues	\$ 16,418,371	\$ 16,666,067	\$ 16,030,316	\$ 15,873,385	\$ 16,167,282	\$ 16,396,705	\$ 523,319	3.30%
Operational Expenditures								
Salaries and Benefits	4,091,441	4,464,584	1,303,775	4,847,546	4,508,744	5,400,398	552,851	11.40%
Seminars, Conventions and Travel	30,413	6,778	16,887	40,393	33,513	45,695	5,302	13.13%
Office and Operational	989,374	1,146,128	1,147,471	1,402,320	1,302,997	1,483,551	81,231	5.79%
Purchased Water	2,965,638	3,243,299	3,159,853	3,455,261	3,289,536	3,466,025	10,765	0.31%
Outside Services	939,456	958,876	879,328	1,077,032	908,806	1,110,124	33,092	3.07%
Equipment Rent, Taxes and Utilities	458,451	499,767	520,293	499,674	633,503	599,200	99,526	19.92%
Subtotal Operational Expenditures	9,474,773	10,319,431	7,027,606	11,322,226	10,677,099	12,104,993	782,767	6.91%
Less: Capitalized Labor	(273,456)	(292,028)	(500,178)	(459,089)	(316,911)	(435,189) *	23,900	-5.21%
Total Operational Expenses	9,201,317	10,027,403	6,527,428	10,863,137	10,360,188	11,669,804	806,667	7.43%
Non-Operating Expenditures/ (Income)	3,440,331	3,533,334	4,192,266	3,845,099	3,432,325	3,646,994	(198,105)	-5.15%
Capital Equipment and Expenditures	1,138,639	2,959,796	2,484,290	3,179,653	3,179,653	3,175,000	(4,653)	-0.15%
Total Net Expenditures	13,780,287	16,520,533	13,203,985	17,887,889	16,972,166	18,491,798	603,909	3.38%
Revenues In Excess of Expenditures, Principal Retirement and Capitalized Labor	\$ 2,638,084	\$ 145,534	\$ 2,826,332	\$ (2,014,504)	\$ (804,883)	\$ (2,095,093)	\$ (80,590)	4.00%
Transfers (to)/from Reserves	(2,638,084)	(145,534)	(2,826,332)	4,310,590	804,883	2,095,093	80,590	1.87%
Net Budget Excess/(Deficiency)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

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## SUMMARY OF NET POSITION ACTIVITY

**Elk Grove Water District**  
**Summary of Net Position Activity**  
**For the Fiscal Year Ending June 30, 2024**

	FY 22-23 Budget	FY 22-23 Projected	FY 2023-24 Budget
<b>Beginning Net Position</b>	\$ 66,822,119	\$ 66,822,119	\$ 66,017,236
<b>Estimated Revenues</b>	<u>15,873,385</u>	<u>16,167,282</u>	<u>16,396,705</u>
<b>Estimated Operational Expenditures</b>			
Salaries and Benefits	4,847,546	4,508,744	5,400,398
Seminars, Conventions and Travel	40,393	33,513	45,695
Office and Operational	1,402,320	1,302,997	1,483,551
Purchased Water	3,455,261	3,289,536	3,466,025
Outside Services	1,077,032	908,806	1,110,124
Equipment Rent, Taxes and Utilities	<u>499,674</u>	<u>633,503</u>	<u>599,200</u>
Total Operational Expenditures	<u>11,322,226</u>	<u>10,677,099</u>	<u>12,104,993</u>
<b>Estimated Nonoperational Expenditures</b>			
Capitalized Labor	(459,089)	(316,911)	(435,189)
Non-Operating Expenditures (Income)	3,845,099	3,432,325	3,646,994
Capital Equipment and Expenditures	<u>3,179,653</u>	<u>3,179,653</u>	<u>3,175,000</u>
Total Nonoperational Expenditures	<u>6,565,663</u>	<u>6,295,067</u>	<u>6,386,805</u>
<b>Revenues in Excess of Expenditures</b>	<u>(2,014,504)</u>	<u>(804,883)</u>	<u>(2,095,093)</u>
<b>Estimated Ending Net Position</b>	<u>\$ 64,807,615</u>	<u>\$ 66,017,236</u>	<u>\$ 63,922,143</u>

\*Net Position represents the difference between the District's assets plus deferred outflows of resources and the District's liabilities plus deferred inflows of resources.

## BUDGET HIGHLIGHTS

### FISCAL YEAR 2023-24

The District's proposed budget for FY 2023-24 projects total operating revenues of approximately \$16.397 million and total expenses of approximately \$18.492 million including Capital Improvement and Capital Repair & Replacement Reserve contributions of approximately \$3.175 million. The projected expenses in excess of revenues are approximately \$2.095 million, which would be funded from reserves carried over from prior years.

Despite many non-discretionary cost increases and inflation, staff undertook efforts to find cost reductions to minimize increases and these are reflected in the FY 2023-24 budget. The budget has an increase in total expenditures of \$603,909 (3.38%) from the adopted budget for FY 2022-23. The major highlights are listed below, and comparisons made are against the budgeted amounts for FY 2022-23:

- Revenues for FY 2023-24 are budgeted at \$16.397 million, an increase of \$523,319 (3.30%) from prior year's budget based on the following assumptions:
  - A cost-of-service analysis was completed to reallocate service costs to the District's different customer classes based on usage characteristics and peaking factors, resulting in an overall average 4.5% revenue rate adjustment effective January 1, 2024. This revenue rate adjustment is pending approval from the Board and subject to the receipt and consideration of any protests and comments before and during a public hearing in compliance with Proposition 218.
  - Consumption levels calculated based on an analysis using historical demand averages to determine "normal year usage" conditions, taking into consideration current weather conditions and the requirement for conservation.
  - An increase in the number of accounts based on the review of development projects in the District's service area and a projection of the number of units to be fully built within the fiscal year.
  - A 5.0% contingency factor that decreases residential consumption revenue due to the unknown nature of usage conditions for FY 2023-24.
  
- Salaries and Benefits are budgeted at \$5.400 million, an increase of \$552,851 (11.40%) from prior year's budget mainly due to:

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- An update to the District's salary schedule based on the results of the District's 2023 Compensation Study Report as accepted and filed by the Board on March 21, 2023.
- Merit increases and promotions for eligible employees.
- An estimated 6.0% to 15.0% increase in medical premiums depending on medical plans for employees who have not yet reached the medical subsidy cap. An estimated 2.0% increase for all employees who have met the District's medical subsidy cap.
- A COLA increase based on the April CPI-U for the average of the U.S. City Average, West and San Francisco index of 4.67%.
- Seminars, Conventions and Travel are budgeted at \$45,695, an increase of \$5,302 (13.13%) from prior year's budget due to an increase in the number of Board members attending the ACWA Conferences in FY 2023-24.
- Office and Operational costs are budgeted at \$1.484 million, an increase of \$81,231 (5.79%) from prior year's budget mainly due to:
  - An increase in insurance premiums of \$28,500 (22.67%) as projected by JPIA for all programs.
  - An increase in non-CIP related Materials of \$68,150 (71.74%) due to an increase in the cost of materials due to inflation.
  - A decrease in Meters of \$36,000 (-26.47%) due to an increased number of meters in inventory from prior year purchases due to anticipated supply chain issues.
- Purchased Water is budgeted at \$3.466 million, an increase of \$10,765 (0.31%) from prior year's budget due mainly to an estimated 2.40% rate increase offset by the use of more accurate demand data calculated based on an analysis using historical demand averages to determine "normal year usage" conditions, taking into consideration current weather conditions and the requirement for conservation.
- Outside Services costs are budgeted at \$1.110 million, an increase of \$33,092 (3.07%) from prior year's budget due mainly to:
  - An increase in banking charges of \$25,200 (13.58%) due to the District anticipating an increase in the number of customers who will be utilizing recurring credit card payment option now available.
  - An increase in Legal Services of \$75,000 (51.72%) due to the District retaining new general counsel services starting in FY 2024.



**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

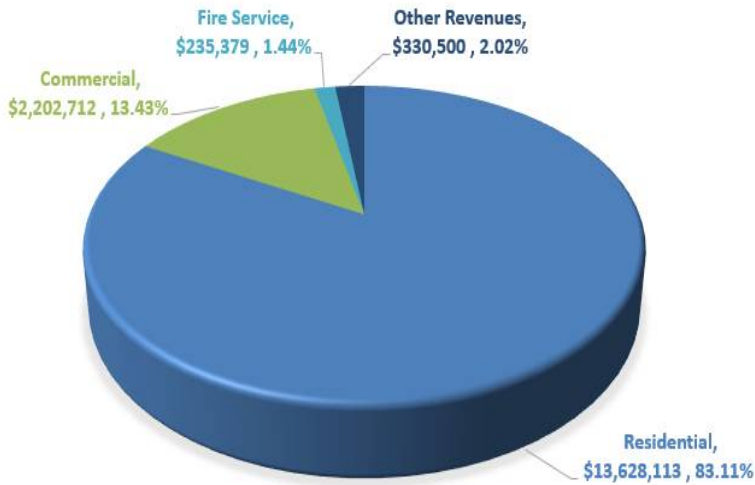
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- A decrease in contracted services of \$54,544 (-10.81%) due to the completion of the 2023 Compensation Study and the 2024-2028 Water Rate and Connection Fee Study in FY 2023.
- Equipment Rent, Taxes and Utilities are budgeted at \$599,200, an increase of \$99,526 (19.92%) from prior year's budget due mainly to an increase in the cost of electricity used for pumping. Overall, SMUD electricity rate increased year over year by 29.10%.
- Capital Improvement Funding includes contributions to the Repair & Replacement Reserve and the Capital Improvement Reserve for a total of \$3.175 million. This represents a decrease of \$4,653 (-0.15%) from prior year's budget.
- Bond interest expenses will decrease by \$111,210 (-8.40%) while bond principal retirements will increase by \$115,000 (4.49%).
- There are no anticipated elections in FY 2024. Therefore, the District has not budgeted for elections costs.
- This budget anticipates capitalizing \$435,189 of Salaries and Benefits for capital improvements constructed by the Utility Division. Capitalized labor costs are reduced from regular salaries and benefits and are included in the total funded amounts in the Five-Year Capital Improvement Program. Capitalized labor is estimated at 60% of the total salaries and benefits of the Utility Division.
- The budget, as recommended, will meet bond covenant requirements as follows:
  - Covenant: 1.22 (1.15 required)
- The Board will adopt a Five-Year Capital Improvement Program (CIP) which only appropriates funding for the CIP projects scheduled in FY 2023-24.
- The District will receive American Rescue Plan Act funds from the City of Elk Grove in the amount of \$215,000 for the Locust Street/Elk Grove Blvd Alley Water Main project in FY 2024.

# REVENUE SECTION

**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

## BUDGETED REVENUES BY CATEGORY



Other Revenues include:

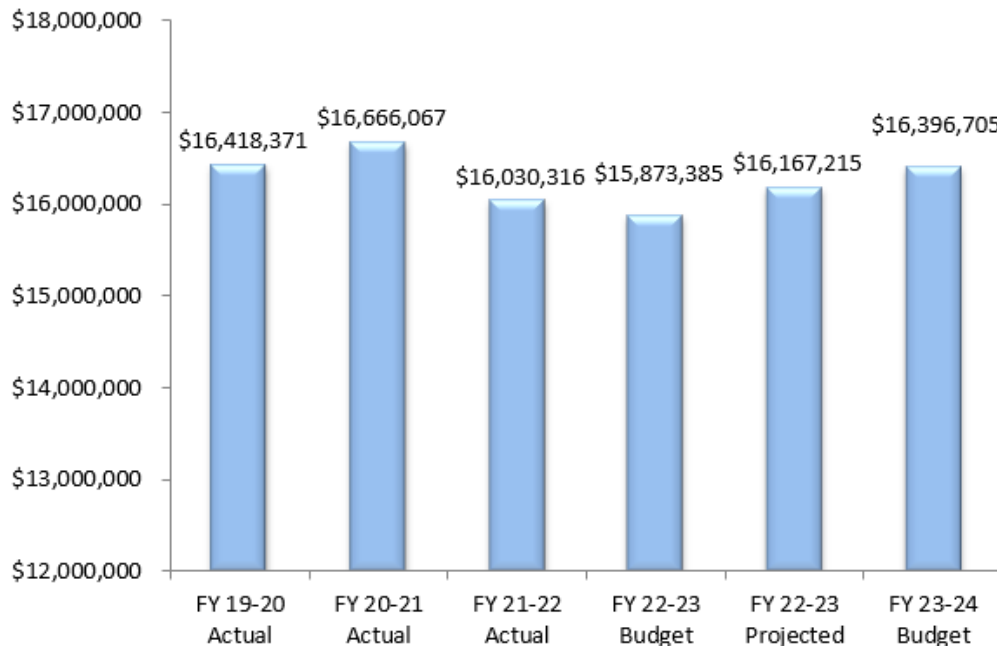
- Meter/Plan Check/Water Capacity Fees
- Door Hanger Fees
- New Account Fees
- NSF Fees
- Backflow Prevention Installations

Commercial Revenues Include:

- Non-Residential Revenue
- Irrigation Revenue

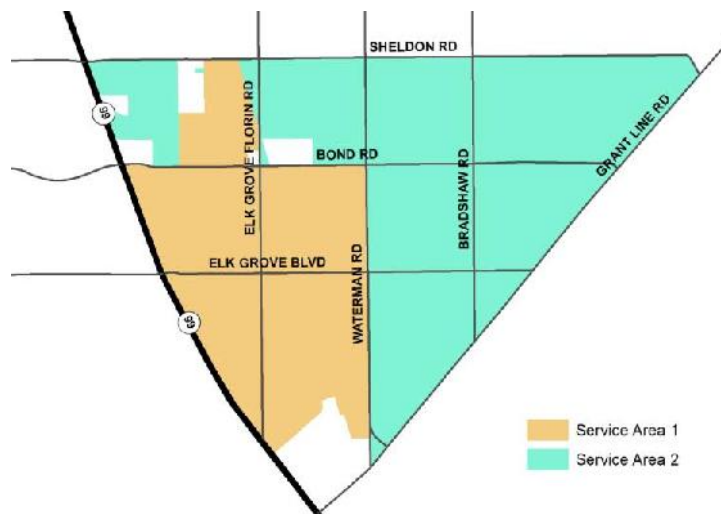
Note: Residential Revenue in this chart is net of customer refunds.

## TOTAL REVENUES FISCAL YEARS 2019-20 THROUGH 2023-24



## MAJOR REVENUE SOURCES

Approximately 98% of the District’s revenues are derived from recurring water revenues related to water consumption and availability charges. The FY 2024 budget reflects a 4.5% revenue rate adjustment effective January 1, 2024 that is subject to approval by the Board and subject to the receipt and consideration of any protests and comments before and during a public hearing in compliance with Proposition 218 as part of the District’s 2024-2028 Water Rate Study. In addition, the District derives revenues from new connection fees for development within Service Area 1 of its two service areas. Connection fees for development within Service Area 2 of the EGWD’s service area are paid to the SCWA.



Revenue projections are developed using a fee/rate-based projection, taking into account consumption levels calculated based on an analysis using historical demand averages to determine “normal year usage” conditions and the projected increase in the number of accounts based on the review of development projects in the District’s service area and the number of units to be fully built within the fiscal year. Depending on drought conditions, revenue projections are adjusted by what the District deems to be an appropriate conservation factor and/or anticipated increase in water consumption as a result of the lifted drought restrictions.

### Revenue Rate Increase Projections

Utility rate setting is subject to the provisions of Proposition 218 wherein customers are provided information on proposed rate changes and are invited to attend a public hearing on the proposed changes. Proposed rate changes can be denied if a majority of ratepayers submit written protests opposing them. If a majority of ratepayers do not protest, the Board

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

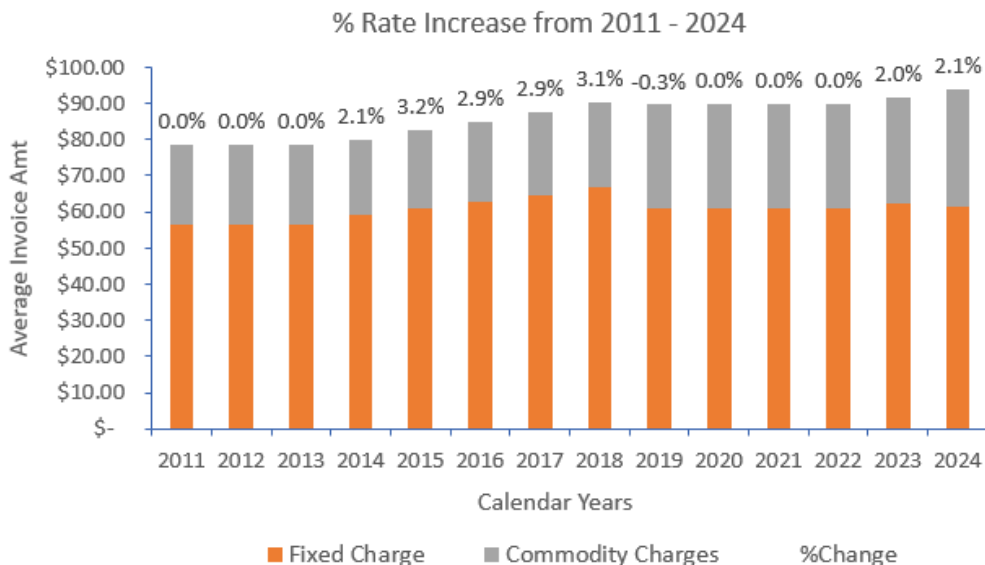
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of Directors vote on the proposed rate changes and set the effective date for any proposed and approved changes. Revenue rate adjustments are necessary to fund various projects and to pay for increased operating cost, primarily due to inflation. At the time of development of this budget, the District was currently conducting its 2024-2028 Water Rate Study which proposes annual water rate adjustments as follows:

- January 1, 2024 – 4.50%
- January 1, 2025 – 4.50%
- January 1, 2026 – 4.50%
- January 1, 2027 – 4.50%
- January 1, 2028 – 4.50%

The proposed water rate adjustments of the 2024-2028 Water Rate Study are subject to approval by the Board and subject to the receipt and consideration of any protests and comments before and during a public hearing in compliance with Proposition 218. It is anticipated that the public hearing will take place in July of 2023. Although not yet approved, the revenue projection in this section reflect the proposed 4.50% water rate adjustment effective January 1, 2024.

The chart below shows the average revenue rate adjustment each calendar year since 2011 in relation to an average bill, assuming the customer is a single-family residential service customer with a 1” meter consuming 15 CCF’s of water. As can be seen, the increases in rates have been very consistent and relatively minimal. For the years with a rate increase, the increase is approximately equal to the average inflation rate. This is all made possible through prudent financial management and budgeting; however, future revenue adjustments will be necessary to fund various capital projects and to pay for increased operating cost, primarily due to inflation.



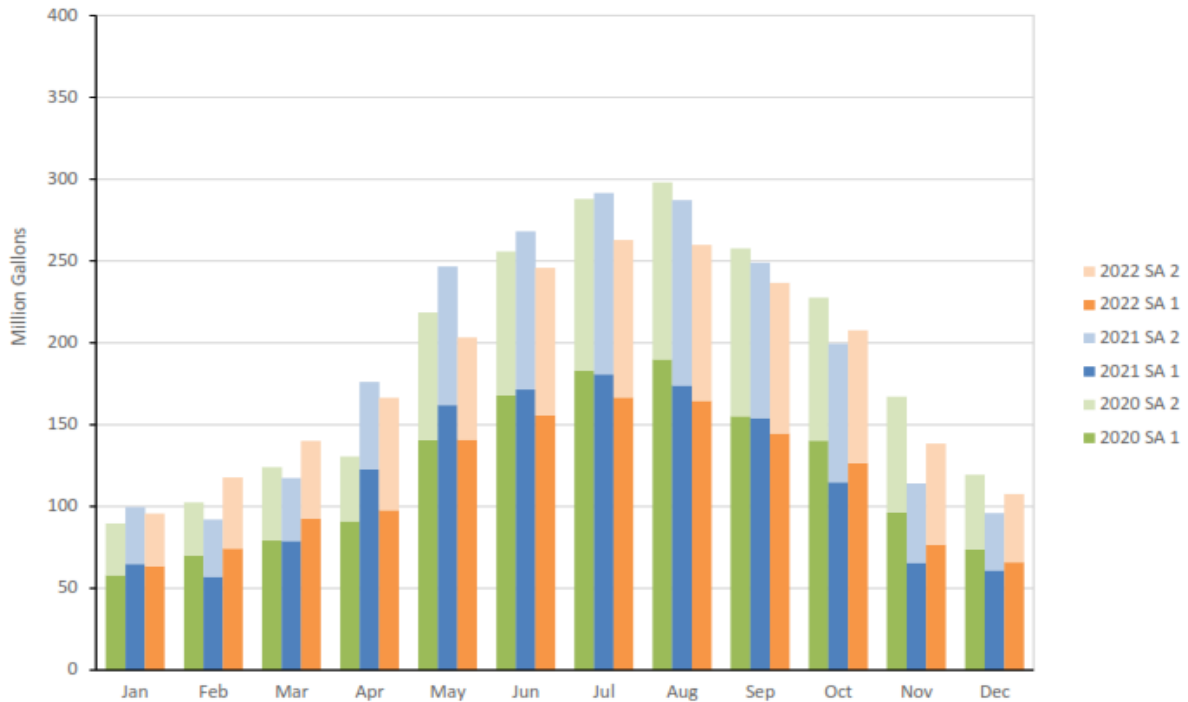
**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

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**WATER DEMAND TREND**

Water revenues are driven by two primary factors, the amount of water sold and the rate per unit, with increases in water consumption generating more revenues to offset the increased costs of operations. The graph below shows the demand trends for the prior three calendar years. The graph also shows the correlation between the annual seasonal change and overall water demand, with the highest level of demand occurring during the summer months.

As can be seen in the chart below, the District has experienced gradual increases in water demand in 2020 and 2021, however, the total level of water demand in 2022 decreased due to dryer weather conditions and the Governor’s statewide request for voluntary conservation. Due to continued dryer weather conditions, conservation has become a way of life, with many residents practicing certain water conservation efforts, such as installing water efficient appliances and landscaping, resulting in long-term water use reductions.



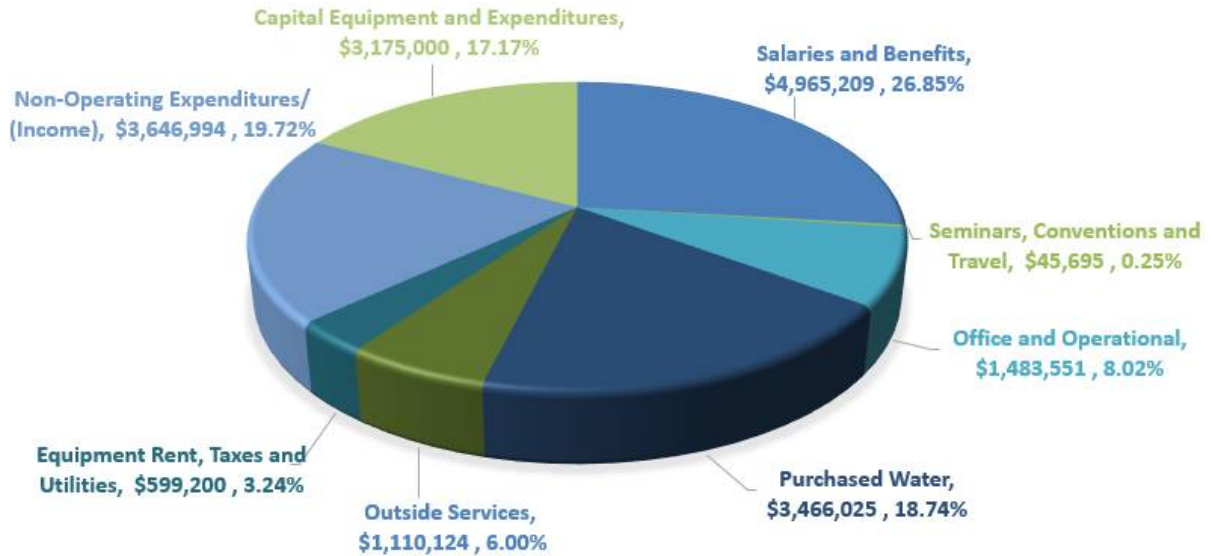
**Elk Grove Water District  
Budgeted Revenue Accounts Detail  
For the Fiscal Year ending June 30, 2024**

Account#	Description	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Projected	FY 2023-24 Requested Budget
4100	Water Payment Revenues - Residential	\$13,479,404	\$14,045,721	\$13,517,122	\$13,427,749	\$13,820,412	\$ 13,629,113
4110	Water Payment Revenues - Commercial	2,040,936	2,121,459	2,051,246	1,912,041	1,783,725	2,202,712
4120	Water Payment Revenues - Fire Service	196,357	196,456	204,588	205,595	215,031	235,379
4200	Meter Fees/Plan Check/Water Capacity	511,774	203,091	155,739	126,000	117,133	126,000
4201	Backflow Install EGWD	6,626	24,071	19,476	10,000	20,371	15,000
4202	Backflow Testing Fee	-	-	2,470	-	16,799	2,500
4300	Fire Protection	-	1,560	1,404	-	422	-
4520	Door Hanger Fees	106,400	-	45,800	115,000	112,478	115,000
4530	Meter Testing Fee	-	-	47	-	-	-
4540	New Account Fees	30,420	31,440	26,340	25,000	16,725	20,000
4550	NSF Fees	2,660	1,645	1,645	3,000	2,652	2,000
4560	Fees and Penalties	-	-	4,494	-	17,407	-
4570	Shut-off Fees	38,800	-	28,000	50,000	69,415	50,000
4580	Restoration Fees	-	-	225	-	135	-
4590	Credit Card Fees	6,050	-	-	-	-	-
4585	Admin Citations	300	1,282	1,115	-	595	-
4591	Release of Lien Fee	1,407	3,920	(1,620)	-	(731)	-
4700	Rental Income	-	34,546	16,668	-	-	-
4800	Other Income	-	-	1,154	-	793	-
4900	Customer Refunds	(2,763)	878	(45,596)	(1,000)	(26,148)	(1,000)
<b>Total Revenues</b>		<u>\$16,418,371</u>	<u>\$16,666,067</u>	<u>\$16,030,316</u>	<u>\$15,873,385</u>	<u>\$16,167,215</u>	<u>\$ 16,396,705</u>

# EXPENDITURE SECTION

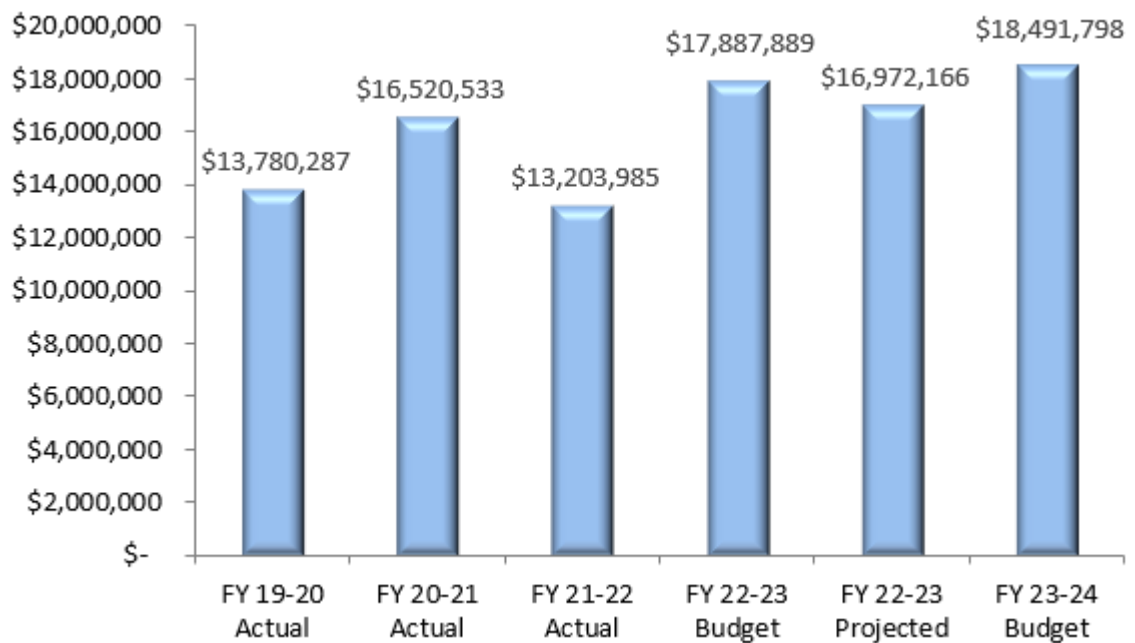


## BUDGETED EXPENDITURES BY CATEGORY



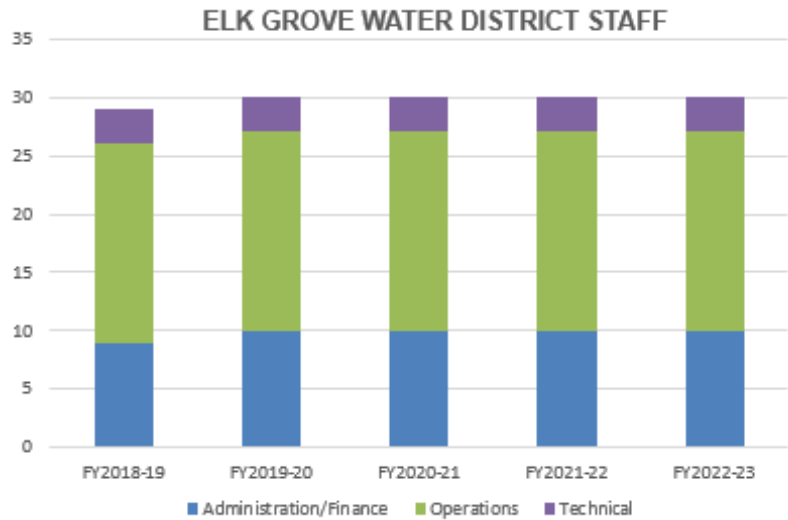
Note: Total Salaries and Benefits Expenditures are net of capitalized labor costs of \$435,189, which is included in total Capital Equipment and Expenditures.

## TOTAL NET EXPENDITURES FISCAL YEARS 2019-20 THROUGH 2023-24



## **SALARIES AND BENEFITS FISCAL YEARS 2019-20 THROUGH 2023-24**

Aside from the cost of water purchased from the SCWA for the EGWD’s Service Area 2 and debt service payments, Salaries and Benefits represent the largest expense of the District. Staffing levels at the District has remained relatively unchanged with 11 FTE in Administration and Finance, 2 FTE in Technical Services and 17 FTE in Operations. In 2023, the District completed a compensation study, comparing the salaries and



benefits of the District to 10 other comparable agencies. The results of this study revealed that certain job classifications at the District were underpaid. Based on this, the District’s Board approved an update to the District’s salary schedule to reflect the results of the study. In addition to the update to the District’s salary schedule, the District’s Employee Policy Manual prescribes that annual Cost of Living Adjustments (COLAs) are made at the Boards discretion and is based on the average of the All-Cities CPI – U, Western CPI – U, and San Francisco CPI – U indices. The COLA for FY 2023-24 is 4.67%.

### **Pension and other Post-Employment benefits**

The District provides retirement benefits for its employees through a Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan (Plan) administered by the California Public Employees Retirement System (CalPERS). Employees with at least 5 years of service are eligible to retire at age 55 with statutorily reduced benefits. In addition to the required employer contributions to the plan, the District currently contributes one percent of classic employees’ tax-deferred member contributions to the system while PEPR employees contribute their entire share of member contributions.

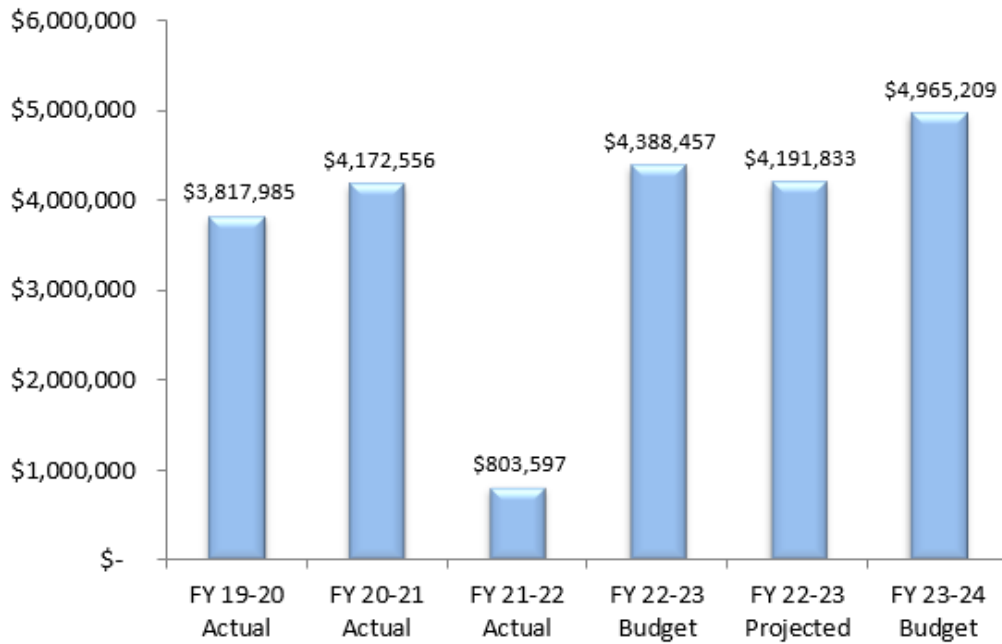
The District also provides post-employment healthcare benefits to retirees and their dependents. Six retired employees receive these benefits, which are financed on a pay-as-go basis. The District pays the medical, dental, and vision insurance premiums for eligible retired employees (and qualified spouse) that are enrolled in the health insurance plan. The current requirements for eligibility are: attaining age 55; having at least fifteen years of continuous service; and retiring from the District.

**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

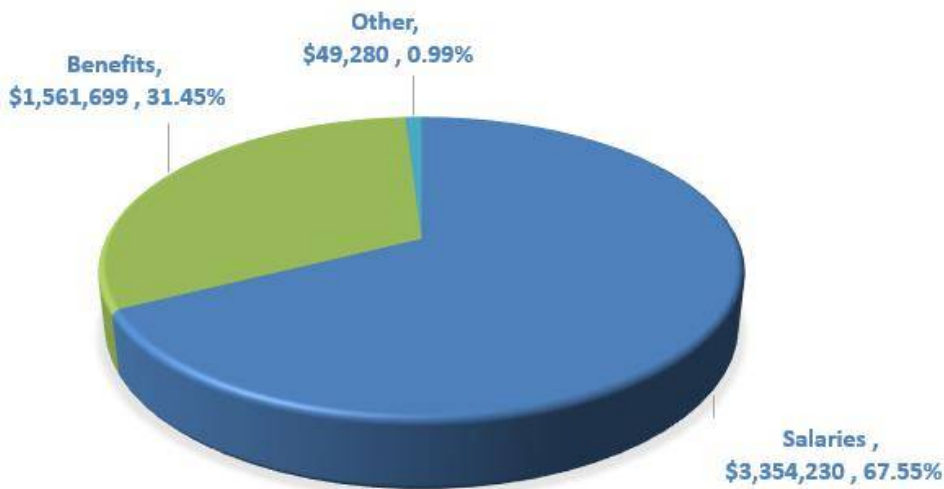
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The following tables show the trend in salaries and benefits in comparison to prior years, as well as the breakout of the current proposed budgeted salaries and related components.

**SALARIES AND BENEFITS**



**NET SALARIES AND BENEFITS \$4,965,209\***



The Other Expenditure Categories include:

- Employee Training
- Employee Recognition
- Meetings

\*The total Salaries and Benefits are net of capitalized labor costs of \$435,189 for capital improvements constructed by the Distribution and Utility Departments.

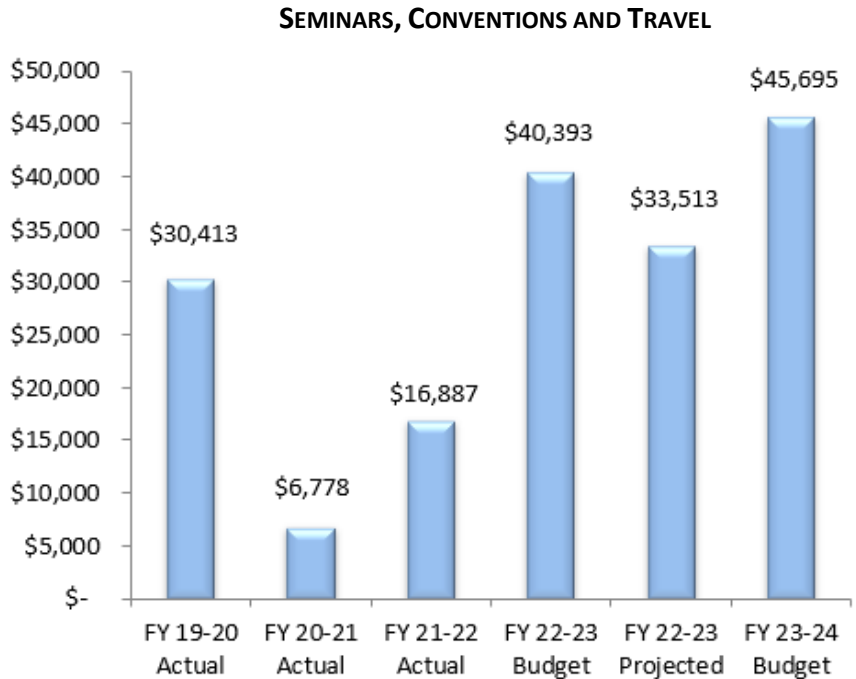
**Elk Grove Water District  
Budgeted Salaries and Benefits Accounts Detail  
For the Fiscal Year ending June 30, 2024**

Account#	Description	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Projected	FY 2023-24 Requested Budget
5100	Executive Salary	\$ 182,615	\$ 158,710	\$ 187,483	\$ 207,527	\$ 209,613	\$ 258,417
5110	Exempt Salaries	566,577	571,941	510,983	634,842	621,485	727,395
5120	Non-Exempt Salaries	1,365,198	1,626,875	1,623,296	1,957,845	1,821,501	2,231,561
5130	Overtime Compensation	33,784	26,986	34,810	45,000	31,244	45,000
5140	On Call Pay	23,446	24,864	30,940	31,025	31,025	31,025
5150	Holiday Pay	113,792	117,739	128,498	137,977	132,629	170,801
5160	Vacation Pay	184,761	56,922	185,785	161,804	190,410	188,579
5170	Personal Time Pay	91,616	238,090	129,164	118,715	123,042	136,641
5200	Medical Benefits	585,087	559,389	596,916	781,483	655,715	696,569
5195	EAP	928	807	816	874	871	911
5201	EGWD Contribution H.S.A	21,092	23,700	21,100	23,700	23,500	25,000
5210	Dental/Vision/Life Insurance	55,654	51,985	58,825	60,730	61,173	61,585
5220	Retirement Benefits	524,173	572,169	(2,568,235)	287,851	287,851	354,798
5225	Retirement Benefits - Post Employment	185,417	276,278	205,578	186,234	186,234	280,719
5230	Medical Tax, Social Security and SUI	49,764	52,174	51,342	67,060	55,720	73,318
5240	Worker's Compensation Insurance	85,222	88,506	85,606	96,600	57,702	68,799
5250	Education Assistance	-	-	-	2,500	-	2,500
5260	Employee Training	19,085	15,066	19,326	41,700	10,810	36,200
5270	Employee Recognition	2,383	2,385	1,542	2,880	8,220	2,880
5280	Meetings	847	-	-	1,200	-	7,700
	Less Capitalized Labor	(273,456)	(292,028)	(500,178)	(459,089)	(316,911)	(435,189)
		<u>\$3,817,985</u>	<u>\$4,172,556</u>	<u>\$ 803,597</u>	<u>\$4,388,457</u>	<u>\$4,191,833</u>	<u>\$ 4,965,209</u>

## SEMINARS, CONVENTIONS AND TRAVEL

### FISCAL YEARS 2019-20 THROUGH 2023-24

Seminars, Conventions and Travel expenditures are budgeted based on the anticipated travel to and from various conferences and seminars. 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.



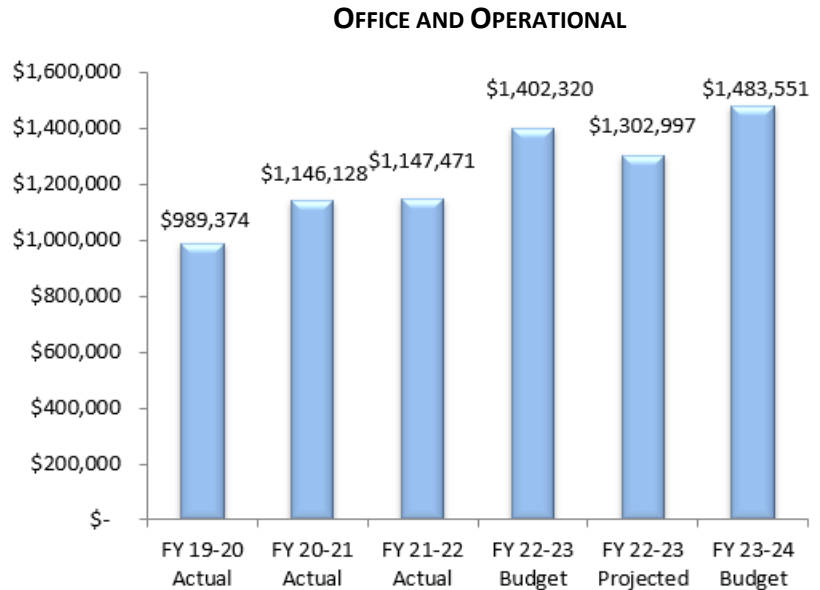
As such, travelling to attend hearings, meetings, conferences, or other gatherings is of value to the District. The two major conferences that District staff attend are the semi-annual Association of California Water Associations (ACWA) conferences and the annual California Society of Municipal Finance Officers (CSMFO) conference.

**Elk Grove Water District**  
**Budgeted Seminars, Conventions and Travel Accounts Detail**  
**For the Fiscal Year ending June 30, 2024**

Account#	Description	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 22-23	FY 2023-24
		Actual	Actual	Actual	Budget	Projected	Requested Budget
5300	Airfare	\$ 2,928	\$ (39)	\$ 218	\$ 4,550	\$ 2,043	\$ 4,600
5310	Hotels	7,366	-	1,908	12,100	10,795	12,600
5320	Meals	2,741	1,094	908	5,638	4,814	6,790
5330	Auto Rental	63	(102)	156	1,500	-	1,300
5340	Seminars & Conferences	10,256	(300)	7,614	9,125	8,827	12,575
5350	Mileage Reimbursement, Parking, Tolls	989	(20)	155	1,480	1,035	1,830
5375	Auto Allowance	6,070	6,145	5,928	6,000	6,000	6,000
		<u>\$ 30,413</u>	<u>\$ 6,778</u>	<u>\$ 16,887</u>	<u>\$ 40,393</u>	<u>\$ 33,513</u>	<u>\$ 45,695</u>

## OFFICE AND OPERATIONAL AND PURCHASED WATER FISCAL YEARS 2019-20 THROUGH 2023-24

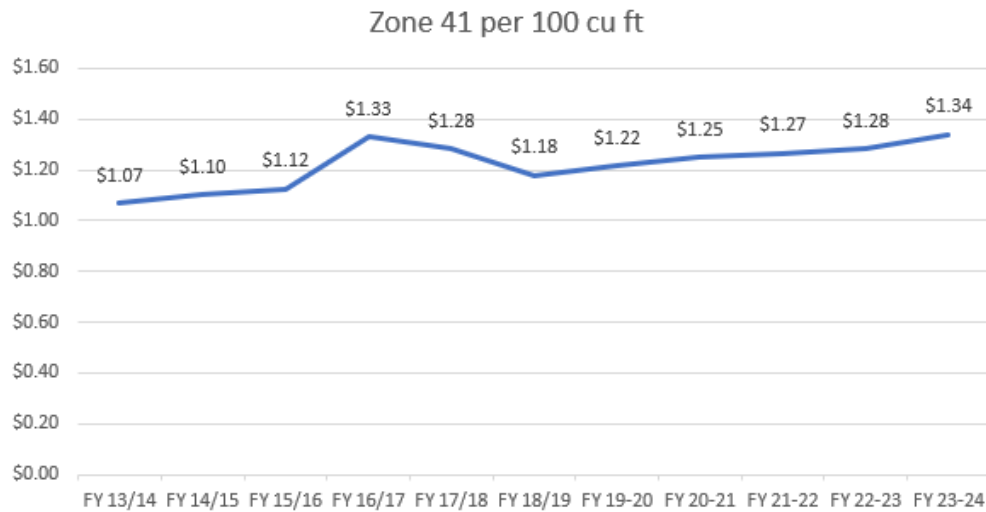
Office and Operational expenditures are budgeted to cover administrative costs such as insurance premiums, repairs and maintenance of equipment, buildings, and computers, purchases of chemicals for water treatment, postage, printing, and association dues. These costs allow the District to continue to operate and maintain the water system and to continue to provide water services to its ratepayers. As can be seen by the chart to the right, office and operational expenditures have remained relatively consistent from year to year and only expected to increase by approximately \$81,231 or 5.79% in FY 2023-24 as compared to the FY 2022-23 budgeted amount.



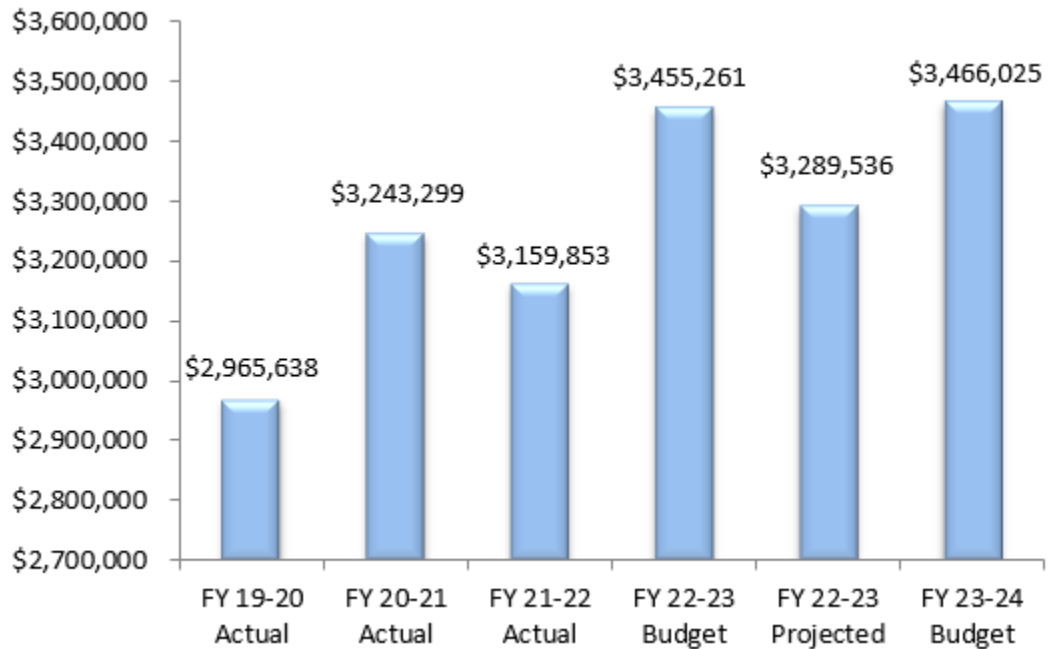
Through the First Amended and Restated Master Water Agreement between Sacramento County Water Agency and Florin Resource Conservation District/Elk Grove Water District, entered into on June 28<sup>th</sup>, 2002, the District has agreed to purchase, on a wholesale basis, potable water supply from the SCWA. The purchased water from the SCWA is used to supply the EGWD Service Area 2 ratepayers with their water source. Under the general terms of the agreement, the cost of the wholesale purchased water supply is based on a rate as determined by the actual cost of procurement, extraction, diversion, treatment, and conveyance of potable water actually delivered to the District. The table on the next page shows the trend in the wholesale purchase water rate for the last 10 years. The change in the wholesale purchase water rate is a direct correlation to the conservation efforts during the drought in FY 2013-14. As drought restrictions from FY 2013-16 resulted in less water delivered to the District but operational and maintenance costs continued to increase, there was an overall increase to the wholesale purchase water rate. When drought restrictions were lifted in FY 2016-17, the gradual increase in water consumption resulted in an increase of purchased water delivered to the District. This resulted in a decrease to the wholesale purchased water rate in FY 2017-18. As consumption trends start to normalize and operating costs continue to increase, the District expects the wholesale purchased water rate to gradually increase as well without the major swings experienced during the drought.

**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

**WHOLESALE WATER RATE TREND**



**PURCHASED WATER COST**



The chart above shows the total annual purchased water costs since FY 2019-20. Purchased water cost has continued to increase slightly from year to year as drought restrictions have been lifted. For FY 2023-24, the District expects to see water consumption and delivery continue to increase slightly due to the continued residential development in the EGWD's Service Area 2.

Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget

**Elk Grove Water District  
Budgeted Office and Operational Accounts Detail  
For the Fiscal Year ending June 30, 2024**

Account#	Description	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Projected	FY 2023-24 Requested Budget
5410	Advertising	\$ 5,200	\$ 15,660	\$ 14,404	\$ 17,200	\$ 11,592	\$ 17,200
5415	Association Dues	118,649	150,003	124,103	134,359	126,552	132,870
5420	Insurance	91,118	100,008	99,889	125,700	132,643	154,200
5425	Licenses, Certifications, Fees	8,304	4,530	4,843	3,800	4,548	3,650
5430	Repairs & Maintenance - Automotive	33,476	34,544	25,965	35,500	23,895	36,500
5432	Repairs & Maintenance - Building	45,258	46,975	62,492	84,820	69,175	93,520
5434	Repairs & Maintenance - Computers	20,927	4,422	12,500	20,650	29,555	21,650
5435	Repairs & Maintenance - Equipment	114,022	108,307	117,926	147,100	158,393	160,500
5438	Fuel	34,343	33,622	51,644	67,220	49,075	56,720
5440	Materials	12,239	180,257	105,295	95,000	168,902	163,150
5445	Chemicals	42,547	37,126	49,148	55,000	51,128	65,000
5450	Meter Repairs	129,363	123,132	60,523	136,000	88,890	100,000
5453	Permits	56,416	49,677	84,860	90,000	86,462	95,000
5455	Postage	60,709	61,230	64,535	77,275	76,576	82,325
5460	Printing	7,022	9,255	6,308	23,300	10,871	26,850
5465	Safety Equipment	19,620	9,771	8,496	25,000	12,498	18,000
5470	Software Programs & Updates	115,622	104,412	179,112	146,256	100,368	141,196
5475	Supplies	26,796	17,844	21,086	36,420	29,940	29,520
5480	Telephone	25,996	26,189	20,750	28,020	30,885	33,500
5485	Tools	7,857	12,709	15,083	15,000	16,393	19,500
5490	Clothing Allowance	2,713	3,809	6,501	7,700	7,700	7,700
5491	EGWD - Other Clothing	11,177	12,647	10,515	13,000	10,422	13,000
5493	Water Conservation Materials	-	-	1,494	18,000	6,535	12,000
		<u>989,374</u>	<u>1,146,128</u>	<u>1,147,471</u>	<u>1,402,320</u>	<u>1,302,997</u>	<u>1,483,551</u>
5495	Purchased Water	<u>\$2,965,638</u>	<u>\$3,243,299</u>	<u>\$3,159,853</u>	<u>\$3,455,261</u>	<u>\$3,289,536</u>	<u>\$ 3,466,025</u>

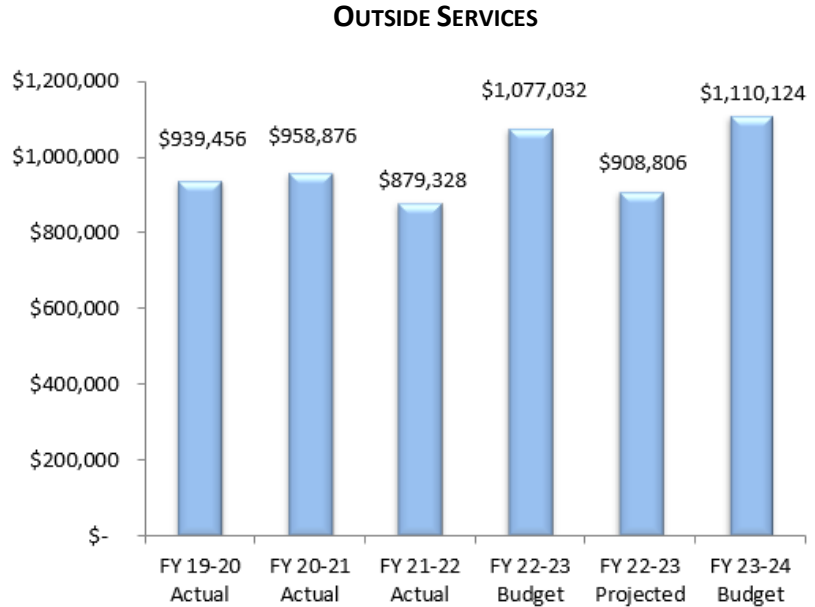
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**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

## OUTSIDE SERVICES FISCAL YEARS 2019-20 THROUGH 2023-24

Outside Services expenditures consist mostly of professional services, such as banking services, engineering services, contracted services, pre-employment medical services and legal services. The District utilizes specialized outside service firms and professionals to assist in the development of various technical studies and projects. An example of such a technical study would be the use of a professional consulting firm to complete the 2024-2028 Water Rate and Connection Fee Study, setting forth the planned revenue rate increases for the next 5 years. The District expects outside services to remain relatively stable and consistent with prior year.

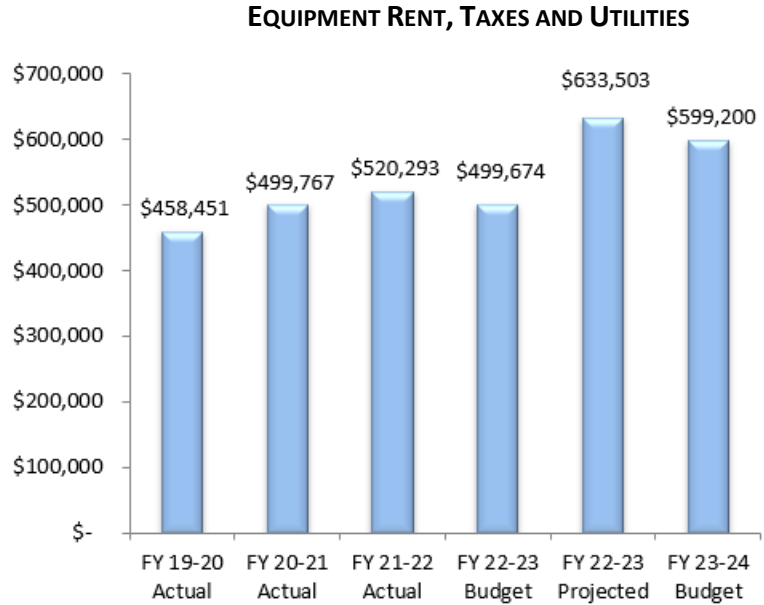


**Elk Grove Water District  
Budgeted Outside Services Accounts Detail  
For the Fiscal Year ending June 30, 2024**

Account#	Description	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Projected	FY 2023-24 Requested Budget
5505	Administration Services	\$ 6,419	\$ 6,239	\$ 4,359	\$ 4,100	\$ 2,511	\$ 4,700
5510	Bank Charges	168,810	166,475	176,673	185,600	196,964	210,800
5515	Billing Services	20,869	24,328	21,377	25,500	27,563	25,500
5520	Contracted Services	351,356	479,176	482,605	504,410	539,301	449,866
5523	Water Conservation Services	-	-	-	-	-	-
5525	Accounting Services	28,514	26,960	27,444	30,000	30,000	30,000
5530	Engineering	174,660	96,828	55,825	50,000	5,494	50,000
5532	Special Projects	-	-	-	-	-	-
5535	Legal Services	94,361	63,310	33,919	145,000	19,974	220,000
5540	Financial Consultants	1,750	(955)	-	-	188	-
5545	Community Relations	7,650	0	1,131	10,700	1,544	5,200
5552	Misc. Medical	1,174	3,338	2,919	2,000	2,436	2,000
5550	Pre-employment	1,185	493	613	1,000	-	1,000
5555	Janitorial	14,753	26,874	22,356	21,200	19,125	22,200
5560	Bond Administration	5,770	7,890	3,500	7,050	5,773	6,550
5570	Security	21,691	20,916	23,571	31,972	31,044	32,308
5575	Sampling	40,494	37,003	23,037	58,500	26,889	50,000
		<u>\$ 939,456</u>	<u>\$ 958,876</u>	<u>\$ 879,328</u>	<u>\$1,077,032</u>	<u>\$ 908,806</u>	<u>\$ 1,110,124</u>

## EQUIPMENT RENT, TAXES AND UTILITIES FISCAL YEARS 2019-20 THROUGH 2023-24

Equipment Rent, Taxes and Utilities are budgeted to cover the cost of utilities to extract, treat and pump the water supply to ratepayers. With the rising cost for most utilities and the expected gradual increase in water consumption, the District is expecting to see an increase in this expenditure category. However, to assist in improving or maintaining operational efficiencies and keep operating costs low, the District has installed a series of variable frequency drives (VFD) on the booster pumps that deliver treated drinking water to our customers. The VFD provides energy savings by matching pump motor load to the work needed for water delivery instead of always running the pump at peak load. The District also has an ongoing well rehabilitation program where it monitors the efficiencies of each water well. Over time, well screens plug up, making well pumping operations inefficient. The District rehabilitates its water wells when certain inefficient thresholds are reached, thereby returning the wells to efficient operations.



**Elk Grove Water District**  
**Budgeted Rents, Taxes and Utilities Accounts Detail**  
**For the Fiscal Year ending June 30, 2024**

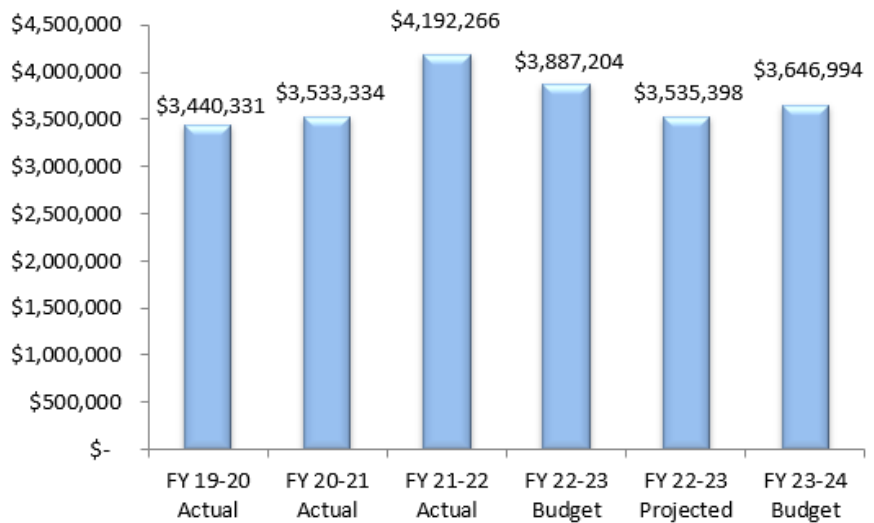
Account#	Description	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Projected	FY 2023-24 Requested Budget
5610	Occupancy	\$ -	\$ 17,000	\$ 72,000	\$ 6,000	\$ 18,000	\$ -
5620	Equipment Rental	21,236	23,727	33,803	30,074	39,513	32,600
5710	Property Taxes	995	967	2,918	4,000	3,277	4,000
5740	Electricity	402,747	409,242	360,247	410,200	516,148	510,800
5750	Natural Gas	725	903	1,352	2,000	5,237	6,000
5760	Sewer & Garbage	32,748	47,928	49,972	47,400	51,329	45,800
		<b>\$ 458,451</b>	<b>\$ 499,767</b>	<b>\$ 520,293</b>	<b>\$ 499,674</b>	<b>\$ 633,503</b>	<b>\$ 599,200</b>

**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

## NON-OPERATING EXPENSES (REVENUES) FISCAL YEARS 2019-20 THROUGH 2023-24

Non-Operating Expenditures /(Revenues) account for debt service interest and principal payments, elections costs and any interest earned on investments. The District anticipates receiving approximately \$215,000 from the City of Elk Grove through the American Rescue Plan Act for certain watermain improvements projects in FY 2024. The District does not anticipate any elections costs for FY 2024. The District expects all future non-operating (income)/expenses to be consistent.

**NON-OPERATING EXPENSES/(INCOME)**



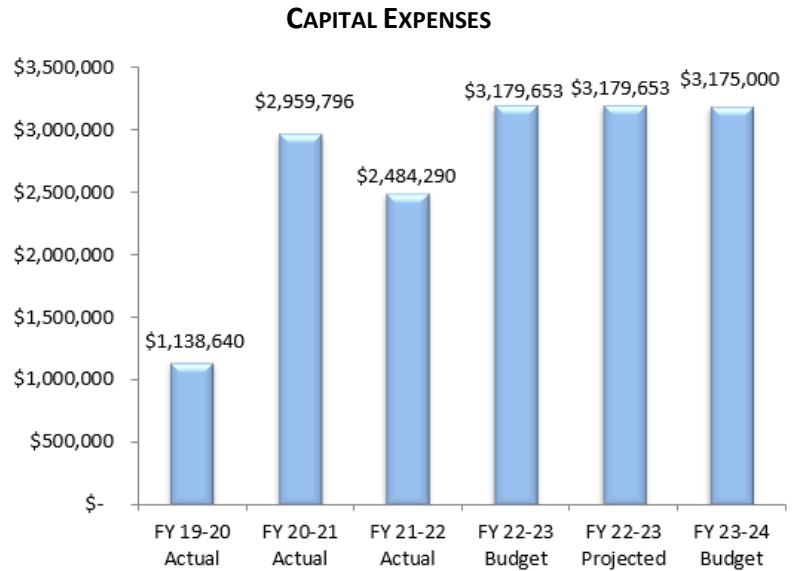
**Elk Grove Water District  
Budgeted Non Operating Activity Detail  
For the Fiscal Year ending June 30, 2024**

Account#	Description	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 22-23	FY 2023-24
		Actual	Actual	Actual	Budget	Projected	Requested Budget
2500	Bond Retirement	\$2,165,000	\$2,300,000	\$2,440,000	\$ 2,560,000	\$ 2,560,000	\$ 2,675,000
7300	Debt Service (Bond Interest Expense)	1,627,405	1,466,868	1,442,499	1,323,204	1,323,204	1,211,994
9700	Capital Grants	-	-	-	(221,000)	(221,000)	(215,000)
9920	Other Expenses (Income)	(40,580)	(165,572)	(24,998)	-	-	-
9910	Interest Earned	(221,048)	(88,328)	(56,182)	(25,000)	(57,990)	(25,000)
9911	Unrealized Gains and Losses	(90,446)	18,479	390,948	-	(70,703)	-
9950	Election Costs	-	1,887	-	250,000	1,887	-
		<u>\$3,440,331</u>	<u>\$3,533,334</u>	<u>\$4,192,266</u>	<u>\$ 3,887,204</u>	<u>\$ 3,535,398</u>	<u>\$ 3,646,994</u>

**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

## CAPITAL EXPENSES FISCAL YEARS 2019-20 THROUGH 2023-24

Fiscal year 2023-24 Capital Expenses consist of funding for Repair & Replacement and Long-term Capital Improvement based on the District 5-year Capital Improvement Plan (FY 2024-28 CIP). The CIP is developed by staff in parallel to the budget and is a key component of the District's Strategic Plan. Annually, Staff will meet to review the District's Asset Management Program (AMP) to identify the District's infrastructure and assets that are due for replacement or improvements. These projects are then rated in terms of priority, with 1 being high priority and 4 being low priority. The scoring determines the projects to be included in the District's CIP for the subsequent year. Each project is defined in the CIP and summarized by a brief description and justification and is detailed by location, timing, expense schedule, funding source, useful life, and impact on operating costs. Before the CIP is completed, it is reviewed to ensure the financial elements are consistent with the District's financial policies. Since all of the District's capital projects are deemed to be nonrecurring, the affect the projects will have on the operating budget will be an overall decrease in repair and maintenance costs as aged assets are replaced with new assets.



**Elk Grove Water District  
Budgeted Capital Expenses Detail  
For the Fiscal Year ending June 30, 2024**

Account#	Description	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Projected	FY 2023-24 Requested Budget
3560	Repair & Replacement Reserve	\$ 778,658	\$2,340,867	\$1,869,360	\$ 1,648,000	\$ 1,648,000	\$ 2,335,000
3565	L-T Capital Improvement Reserve	359,981	618,929	614,930	1,531,653	1,531,653	840,000
		<u>\$1,138,640</u>	<u>\$2,959,796</u>	<u>\$2,484,290</u>	<u>\$ 3,179,653</u>	<u>\$ 3,179,653</u>	<u>\$ 3,175,000</u>

The principle sources of revenue for the District come from water usage charges and developer connections fees. These revenues are organized into four fund sources: 1) unrestricted reserves; 2) capital improvements; 3) capital repairs/replacements; and 4) elections and special studies. The CIP allocates the use of funds related only to capital improvements and capital repairs/replacements. The District's current approach to capital

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

funding is pay-as-you-go. Water rates have been developed to ensure that revenue requirements cover operating expenses, capital expenses and debt service costs. The table below summarizes the District's 5-year capital expenses included in the FY 2024-28 CIP (amounts in 000's).

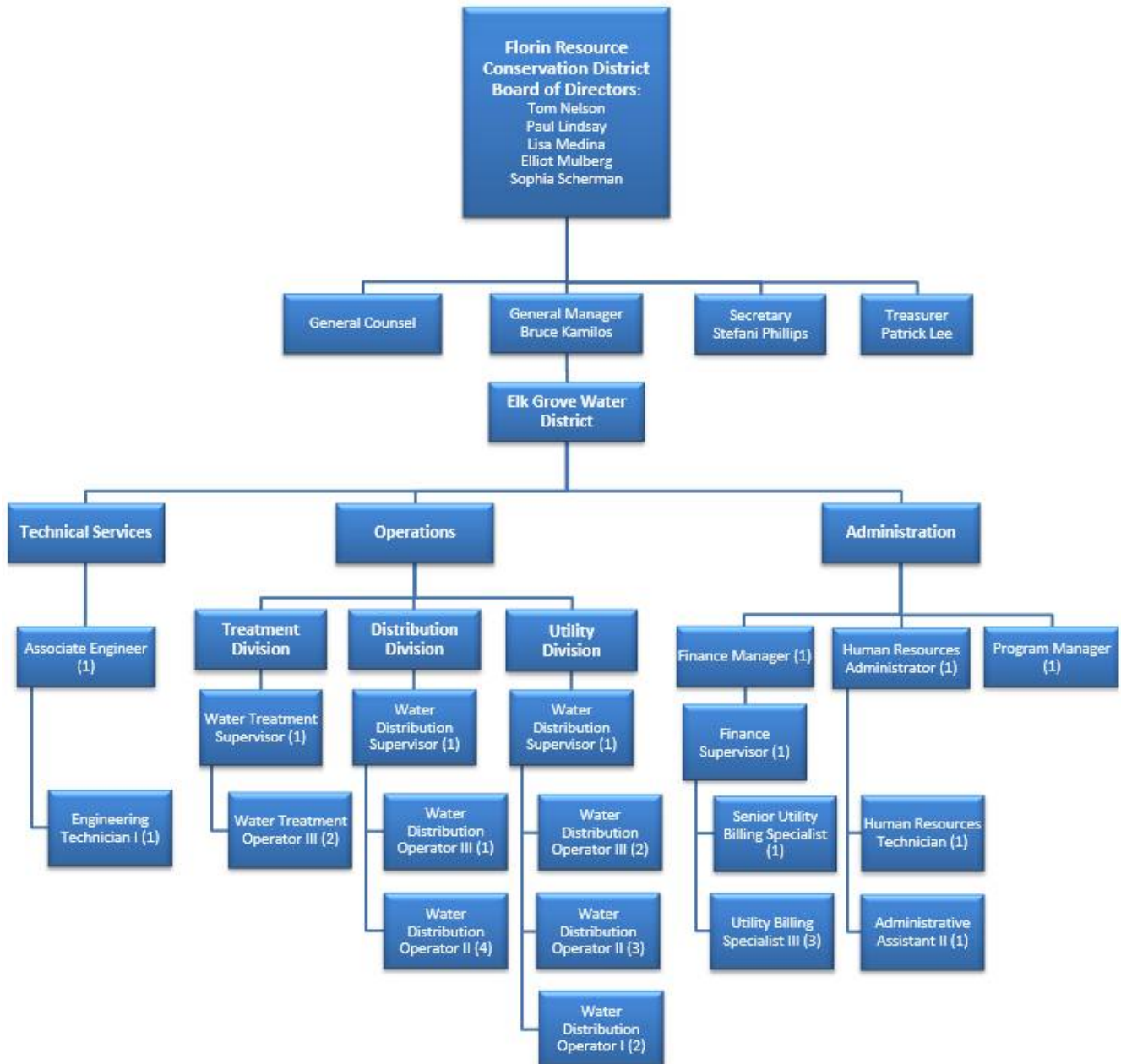
FUND	FY23/24	FY24/25	FY25/26	FY 26/27	FY 27/28	Total
<b>CAPITAL IMPROVEMENT FUNDS</b>						
Supply/Distribution Improvements	329	1,167	1,125	1,160	4,845	8,626
Treatment Improvements	20	-	-	-	-	20
Building & Site Improvements/Vehicles	441	229	112	168	191	1,141
SUB-TOTAL	790	1,396	1,237	1,328	5,036	9,787
<b>CAPITAL REPAIR/REPLACEMENT FUNDS</b>						
Supply/Distribution Improvements	1,465	1,377	1,506	1,456	1,317	7,121
Treatment Improvements	175	210	112	116	116	729
Building & Site Improvements/Vehicles	645	172	95	-	30	942
SUB-TOTAL	2,285	1,759	1,713	1,572	1,463	8,792
<b>UNFORESEEN CAPITAL PROJECT FUNDS</b>						
Unforeseen Capital Projects	100	100	100	100	100	500
SUB-TOTAL	100	100	100	100	100	500
TOTAL	3,175	3,255	3,050	3,000	6,599	19,079

In addition, below is a listing of the specific capital projects budgeted for in FY 2024 (amounts in 000's):

Priority	PROJECT NAME	FY23/24
<b>SUPPLY / DISTRIBUTION IMPROVEMENTS</b>		
1	Well Rehabilitation Program	84
1	Derr St. Water Main Looping	152
1	School St./Locust Water Main	394
1	Locust St./Elk Grove Blvd Alley Water Main**	356
2	Locust/Summit Alley Water Main****	505
2	Locust St./Elk Grove Blvd. Water Main Looping	77
3	Bond Rd. Water Main Relocation Project	126
4	Transmission Main Brinkman Ct. (Cost Share)	100
<b>TREATMENT IMPROVEMENTS</b>		
1	Dosing Pumps & ChlorTec System Installation	150
2	Storage Tank Coating Repairs	25
3	Chlorine Analyzers Shallow Wells	20
<b>BUILDING &amp; SITE IMPROVEMENTS / VEHICLES</b>		
1	Trench Plate Purchase	130
2	Backhoe Loader	210
3	Truck Mounted Compressor	35
3	Truck Replacements ****	66
3	Administration Bldg. Drainage Improvements	95
3	ERP System	520
4	Plotter for Tech. Services	10
4	Admin. Storage Bld. Improvements	20
<b>UNFORESEEN CAPITAL PROJECTS</b>		
	Unforeseen Capital Projects	100
<b>TOTAL CAPITAL IMPROVEMENT BUDGET</b>		<b>3,175</b>
**	Project to receive \$215K of American Rescue Plan Act Funds	
***	Project includes potential 50% match grant funding	
****	Carry over projects from FY 22/23	

# ORGANIZATIONAL SUMMARY

## ELK GROVE WATER DISTRICT ORGANIZATION CHART



**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

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## ELK GROVE WATER DISTRICT STAFF FTE

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
<b>Administration &amp; Finance</b>					
General Manager	1.00	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00	1.00
Program Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Administrator	1.00	1.00	1.00	1.00	1.00
Human Resources Technician	-	-	-	1.00	1.00
Administrative Assistant II	2.00	2.00	2.00	1.00	1.00
Finance Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Utility Billing Specialist	1.00	1.00	1.00	1.00	1.00
Utility Billing Specialist III	2.00	2.00	2.00	3.00	3.00
Customer Service Specialist II	1.00	1.00	1.00	-	-
<b>Department Total</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
<b>Technical Services</b>					
Assistant General Manager	1.00	1.00	-	-	-
Associate Engineer	-	-	1.00	1.00	1.00
Engineering Technician I	-	-	1.00	1.00	1.00
GIS Technician II	1.00	1.00	-	-	-
<b>Department Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Operations</b>					
Supervisors	3.00	3.00	3.00	3.00	3.00
Water Distribution Operator in Training	1.00	3.00	2.00	-	-
Water Distribution Operator I	4.00	1.00	2.00	2.00	2.00
Water Distribution Operator II	6.00	6.00	6.00	6.00	6.00
Water Distribution Operator III	1.00	2.00	2.00	4.00	4.00
Water Treatment Operator II	1.00	1.00	1.00	-	-
Water Treatment Operator III	1.00	1.00	1.00	2.00	2.00
<b>Departmental Total</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>
<b>Organizational Total</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>



**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

## JURISDICTIONAL COMPARISON

District	Elk Grove Water District (EGWD)	Carmichael Water District	San Juan Water District
<b>Year Established</b>	1953	1916	1854
<b>Governed By</b>	Board of Directors	Board of Directors	Board of Directors
<b>Size</b>	13 sq miles	8 sq miles	17 sq miles
<b>Number of Connections</b>	13,000	11,947	10,700
<b>Number of Customers</b>	47,000	38,000	29,712
<b>Budget Comparison - Fiscal Year Basis</b>	July-June	July-June	July-June
Revenues - FY 2022-23 Budget			
Retail Water Sales	\$ 15,545,385	\$ 13,871,000	\$ 15,114,200
Other Revenues	328,000	3,314,062	6,702,300
<b>TOTAL REVENUE BUDGET</b>	<b>\$ 15,873,385</b>	<b>\$ 17,185,062</b>	<b>\$ 21,816,500</b>
Expenditures - FY 2022-23 Budget			
Personnel Costs	\$ 4,388,457	\$ 3,999,000	\$ 5,730,600
Operating Costs	6,474,680	4,881,869	3,134,800
Non-Operating Costs	3,845,099	4,044,705	4,724,300
<b>EXPENDITURE BUDGET</b>	<b>\$ 14,708,236</b>	<b>\$ 12,925,574</b>	<b>\$ 13,589,700</b>
<b>CAPITAL BUDGET</b>	<b>\$ 3,179,653</b>	<b>\$ 8,663,444</b>	<b>\$ 13,682,100</b>
<b>TOTAL EXPENDITURE BUDGET</b>	<b>\$ 17,887,889</b>	<b>\$ 21,589,018</b>	<b>\$ 27,271,800</b>
<b>REVENUES IN EXCESS OF EXPENDITURES</b>	<b>\$ (2,014,504)</b>	<b>\$ (4,403,956)</b>	<b>\$ (5,455,300)</b>
<b>OUTSTANDING DEBT</b>	<b>\$ 35,170,000</b>	<b>\$ 32,285,000</b>	<b>\$ 12,273,878</b>
<b>FTE</b>	<b>30</b>	<b>30</b>	<b>49</b>

Note: The information above is based on FY 2022-23 approved budgets for each District. Both the Carmichael and San Juan Water Districts generate revenue from sources other than retail water sales. For comparison purposes, revenues reflected above include only the portion applicable to retail water sales and expenditures reflect total expenditure for all operations, not just retail water sales.

# DEPARTMENTAL BUDGET SUMMARIES

**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

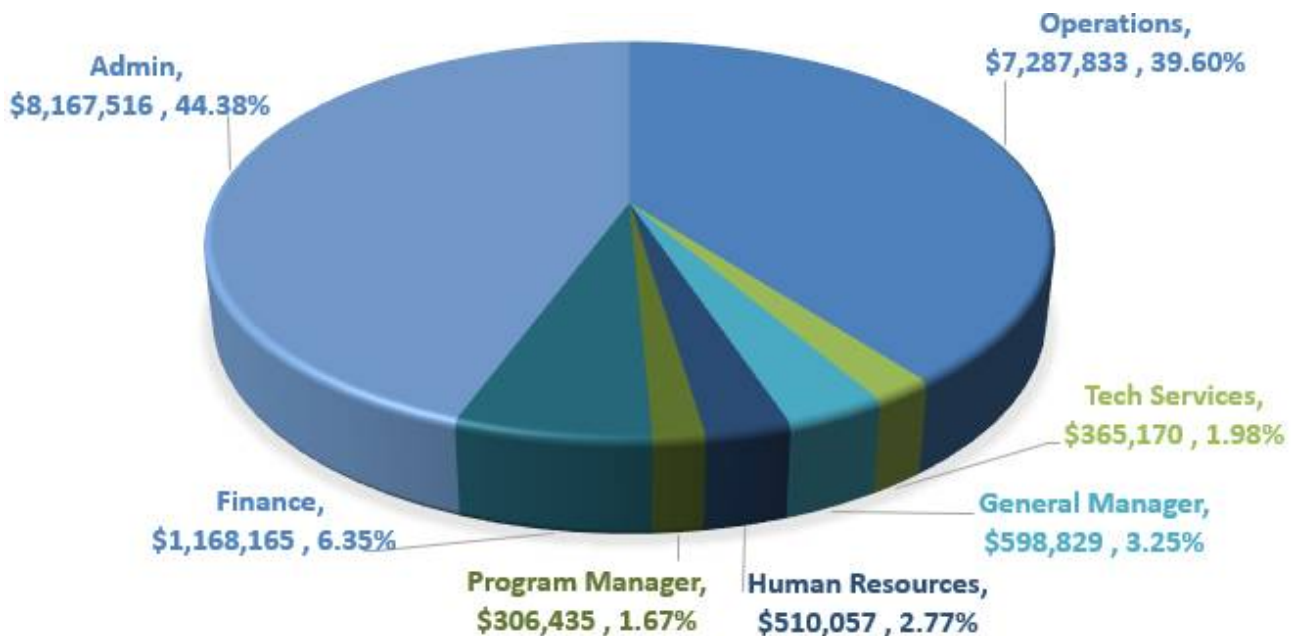
## EXPENSES BY DEPARTMENTS

**Elk Grove Water District  
Summary by Departments  
For the Fiscal Year ending June 30, 2024**

Expenditure	Operations	Technical Services	General Manager	Human Resources	Program Manager	Finance	Admin	Total Budget
Revenues								\$16,396,705
Salaries and Benefits	\$2,780,328	\$258,539	\$355,481	\$482,875	\$204,533	\$1,031,422	\$ 287,219	\$ 5,400,398
Seminars, Conventions and Travel	2,780	4,603	21,837	5,782	4,432	6,261	-	45,695
Office and Operational	852,680	52,029	311	8,000	54,370	74,682	441,479	1,483,551
Purchased Water	3,466,025	-	-	-	-	-	-	3,466,025
Outside Services	156,000	50,000	221,200	13,400	39,500	55,800	574,224	1,110,124
Equipment Rent, Taxes and Utilities	553,000	-	-	-	3,600	-	42,600	599,200
Subtotal Operational Expenditures	7,810,814	365,170	598,829	510,057	306,435	1,168,165	1,345,522	12,104,993
Less: Capitalized Labor	(522,981) *	-	-	-	-	-	-	(522,981)
Total Operational Expenses	7,287,833	365,170	598,829	510,057	306,435	1,168,165	1,345,522	11,582,012
Non-Operating Expenditures (Income)	-	-	-	-	-	-	3,646,994	3,646,994
Capital Equipment and Expenditures	-	-	-	-	-	-	3,175,000	3,175,000
Total Net Expenditures	\$7,287,833	\$365,170	\$598,829	\$510,057	\$306,435	\$1,168,165	\$ 8,167,516	\$18,404,006
Transfers (to)/from reserves								2,095,093
Revenues In Excess of Expenditures, Principal Retirement and Capital Expenditures								\$ -

\* This represents approximately 60% of salaries and benefits of the Utility Division which will be charged to Capital Projects.

## SUMMARY BY DEPARTMENTS

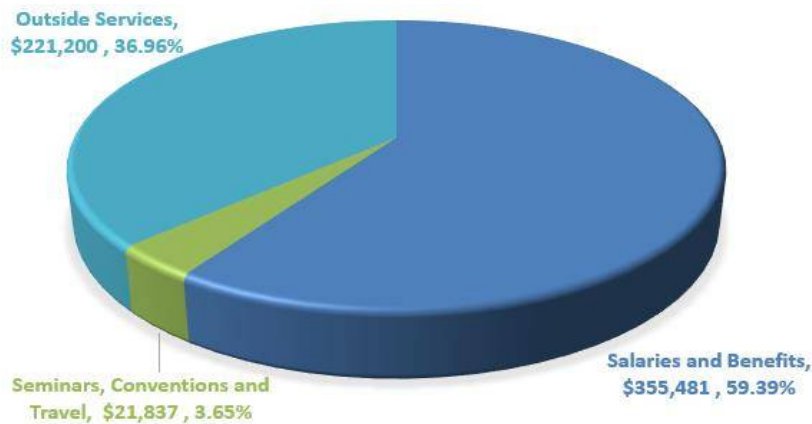


## OFFICE OF THE GENERAL MANAGER

The General Manager superintends the District, ensuring that the policies and directives of the Board of Directors are carried out as assigned. The General Manager leads the entire staff with a subset of managers informally called the Leadership Team.



### FY 2023-24 GENERAL MANAGER EXPENDITURES



### FY 2022-23 ACCOMPLISHMENTS

- Completed the District’s new Administration Building on time and under budget.
- Completed a Water Rate Study to develop water rates for calendar years 2024-28.
- Engaged a Community Advisory Committee of 10 customers to help guide the Water Rate Study.
- Conducted an independent District-wide compensation study.
- Established and implemented a District-wide Exceptional Customer Service Program.
- Explored groundwater sustainability projects through partnerships.
- Developed a Well Replacement plan based on the findings of the Well Siting and Design Study.
- Proactively managed water conservation in our District.

### FY 2023-24 GOALS AND OBJECTIVES

#### GENERAL OBJECTIVES

- Provide leadership to ensure that the District overall mission and values are accomplished.

**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

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- Provide the Board of Directors with timely support and information.
- Ensure that all water facilities and programs are operated in compliance with all applicable standards.
- Promote continued innovation and creativity in providing services in a more effective and cost-efficient manner.
- Maintain effective long-term financial and operational plans.
- Implement sound fiscal policies, budgets, and controls.
- Maintain effective coordination, cooperation, and communication with local governments, State and Federal agencies and continue involvement in civic, professional and community affairs.
- Motivate employees and encourage teamwork throughout the organization.

**Specific Key Objectives**

- Implement an upgrade to the District’s financial and enterprise asset management system.
- Improve the customer’s ability to manage their accounts online.
- Retain a new District General Counsel.
- Complete an update to the District’s Employee Policy Manual.
- Review the District’s contribution to employee medical premiums.
- Complete unidirectional flushing of Service Area 1.
- Apply for an Advanced Metering Infrastructure (AMI) grant.
- Pursue groundwater recharge projects that benefit the EGWD ratepayers

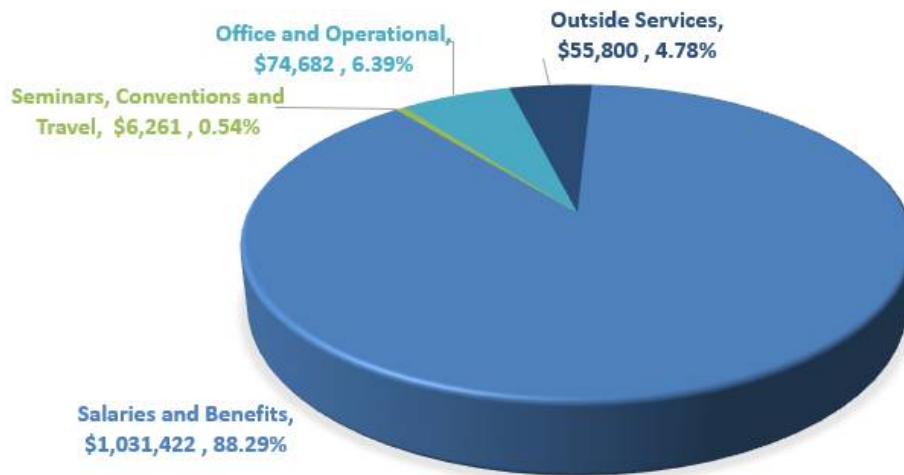
**FY 2023-24 PERFORMANCE MEASURES**

MEASURE	2022 ACTUAL	2023 TARGET	2023 ESTIMATE	2024 TARGET
<i># OF EMPLOYEE CHECK-IN SESSIONS</i>	30	36	48	36
<i># OF BOARD MEMBER CHECK-IN SESSIONS</i>	16	18	18	18
<i># OF ON-SITE DISTRICT JOB VISITS</i>	26	39	41	39
<i># OF CITY COORDINATED MEETINGS</i>	3	3	3	4
<i># OF OUTSIDE AGENCY COORDINATION MEETINGS</i>	12	12	36	24

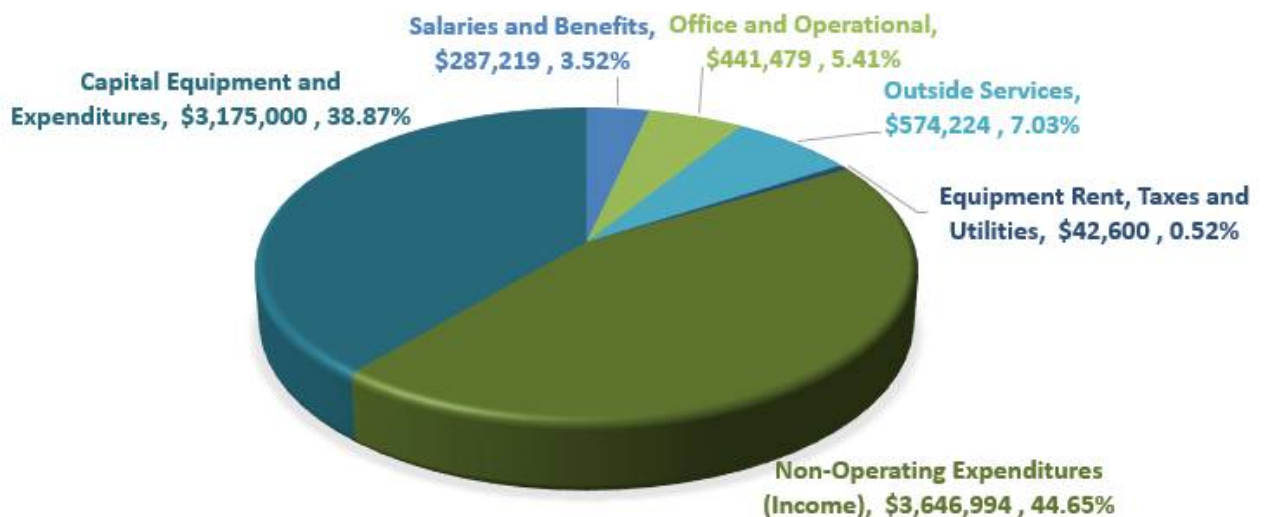
## FINANCE AND ADMINISTRATIVE

The Finance Department is responsible for maintaining fiscal stability in a manner consistent with generally accepted accounting principles and statutory requirements. Included in the Financial Department’s duties are: customer service, accounts payable, billing and accounts receivable, general ledger maintenance, capital assets records, investment activity, accounting, budget development and monitoring, development of cash flow models, debt service, revenue and expenditure forecasting, payroll, financial reporting and coordination with external financial audits. Finance also oversees the general and administrative functions of the District and its administrative building, including purchasing/procurement management, risk management, equipment rent, supplies and building maintenance.

**FY 2023-24 FINANCE EXPENDITURES**



**FY 2023-24 ADMINISTRATIVE EXPENDITURES**

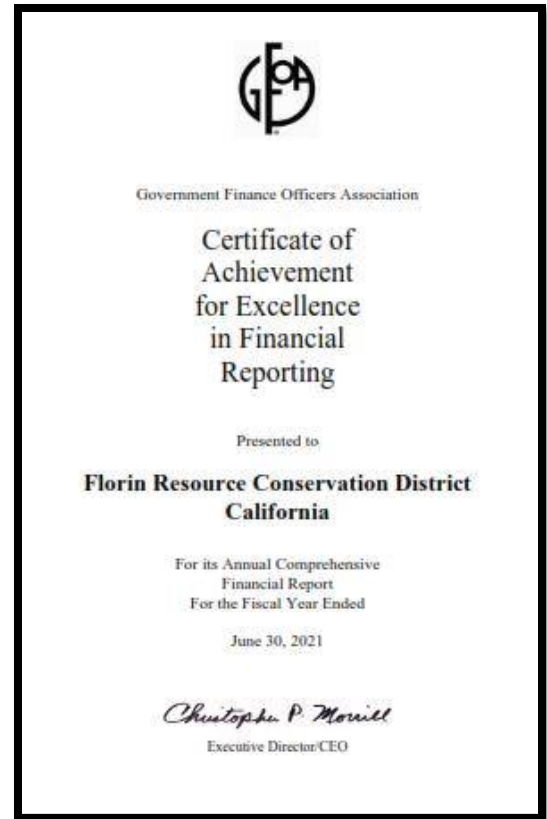


**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

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**FY 2022-23 ACCOMPLISHMENTS**

- Completed a water rate and connection fee study to develop water rates for calendar year 2024-2028.
- Completed a cost and feasibility analysis for outsourcing customer payments through lockbox.
- Completed the implementation and rollout of the electronic timecard.
- Implemented process improvements to the District's shutoff process, including the ability to turn on water services after hours and on weekends.
- Implemented Express Payment Portal to provide customers with additional payment options.
- Completed an updated cost assessment to determine the financial viability of implementing a new Enterprise Resource Planning system in FY 2023-24.
- Completed the implementation of customer ACH draft payments through the use of debit and credit cards.
- Completed the implementation of a new fuel card program to provide District staff with a reliable fuel source while maintaining proper internal controls to mitigate the risk of fraud or misappropriation of District assets.
- Achieved the GFOA Certificate of Excellence in Financial Reporting for the 14<sup>th</sup> consecutive year.
- Achieved the GFOA Distinguished Budget Presentation Award for the 4th consecutive year.



**FY 2023-24 GOALS AND OBJECTIVES**

- Complete the re-certification of the District for the Special District Leadership Foundation District Transparency Certificate of Excellence.
- Complete the solicitation for and implementation of a new Enterprise Resources Planning (ERP) system for the District.
- Develop standard operating procedures (SOP's) covering the payroll process and accounts payable process.
- Complete a cost and feasibility analysis on the implementation of electronic imaging and filing of accounts payable invoices.

**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

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**FY 2023-24 PERFORMANCE MEASURES**

<b>MEASURE</b>	<b>2022 ACTUAL</b>	<b>2023 TARGET</b>	<b>2023 ESTIMATE</b>	<b>2024 TARGET</b>
<i># OF ACCOUNTS PAYABLE CHECKS ISSUED</i>	2099	2200	2106	2200
<i># OF PAYROLLS COMPLETED ON TIME</i>	26	26	26	26
<i># OF NEW ACCOUNTS OPENED</i>	981	900	684	800
<i># OF CUSTOMER REFUNDS ISSUED</i>	568	600	587	600
<i># OF CUSTOMERS RECEIVING PAPERLESS BILLS</i>	2302	2725	2721	2961



## HUMAN RESOURCES

The Human Resource Department is responsible for handling confidential personnel matters, including recruitment, hiring, training and development, policy development and compliance and employee benefits. The Human Resources Department makes certain that employee matters are handled fairly, equitably and without discrimination according to District policies and state and federal regulations.



### FY 2023-24 HUMAN RESOURCE EXPENDITURES



### FY 2022-23 ACCOMPLISHMENTS

- Facilitated Administration and Technical Services Divisions move to the new administration building.
- Orchestrated a grand opening for the new administration building.
- Completed the independent District-wide salary and compensation study.
- Implemented the HRMS Employee Self-Service portal.
- Developed standard operating procedures for Board Secretary and Human Resources duties.

**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

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**FY 2023-24 GOALS AND OBJECTIVES**

- Complete an update to the District’s Employee Policy Manual.
- Review the District’s contribution to employee medical premiums.
- Develop a plan to convert to a digital hiring process and on-boarding.
- Convert personnel documentation to digital format where possible.
- Cross-train within the Human Resources Department.
- Develop standard operating procedures for Board Secretary and Human Resources duties.
- Complete the review of staffing requirements and conduct the recruitment of qualified candidates for vacant positions.

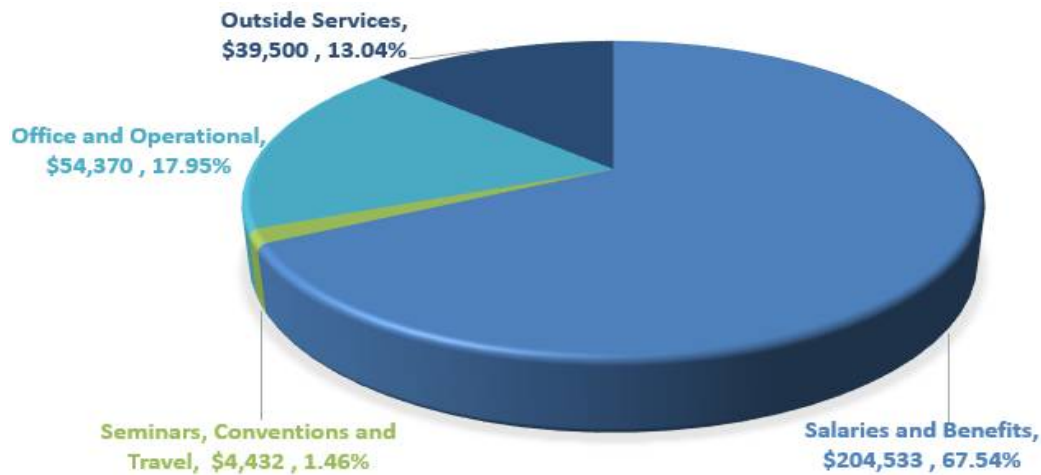
**FY 2023-24 PERFORMANCE MEASURES**

MEASURE	2022 ACTUAL	2023 TARGET	2023 ESTIMATE	2024 TARGET
<i># OF BOARD/COMMITTEE MEETINGS SCHEDULED</i>	16	20	18	16
<i># OF STAFF REPORTS REVIEWED</i>	168	220	170	175
<i># OF BOARD/COMMITTEE PACKETS ASSEMBLED</i>	15	25	16	17
<i># OF FORM 700 RECEIVED AND FILED</i>	17	15	15	15
<i># BOARD MEMBER ORIENTATION</i>	0	3	0	3
<i># BOARD MEMBERS PARTICIPATED IN REQUIRED TRAINING</i>	5	5	5	5
<i># PUBLIC RECORD REQUESTS RESPONDED TO</i>	1	2	1	2
<i># OF RECRUITMENTS CONDUCTED</i>	4	1	0	1
<i># NEW EMPLOYEES HIRED</i>	2	1	0	1
<i># EMPLOYEE ON-BOARDING AND ORIENTATIONS CONDUCTED</i>	2	1	0	1
<i># EMPLOYEES PROMOTED</i>	1	5	2	4
<i># EMPLOYEE REQUIRED TRAINING SESSIONS</i>	2	0	2	0
<i># EMPLOYEES PARTICIPATED IN WELLNESS PROGRAM</i>	10	13	0	13

## PROGRAM MANAGER

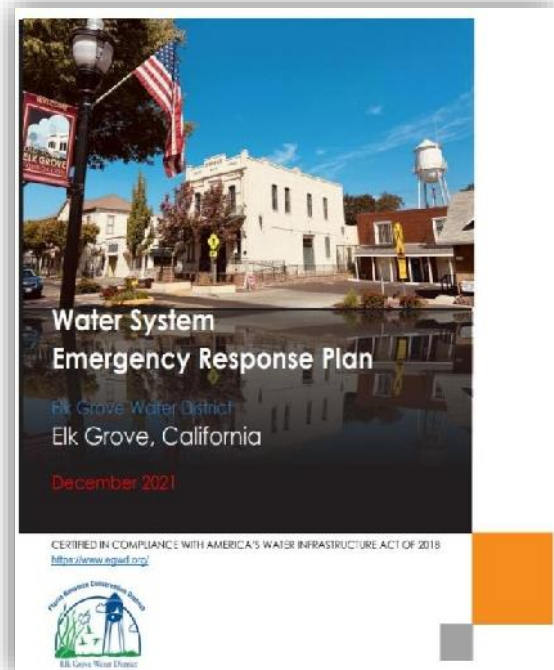
The Program Manager manages special programs and projects as assigned by the General Manager, including water conservation, safety, legislative tracking and lobbying, grant acquisition, and public information and outreach.

### FY 2023-24 PROGRAM MANAGER EXPENDITURES



### FY 2022-23 ACCOMPLISHMENTS

- Led the District-wide Exceptional Customer Service Program.
- Upgraded the District’s Asset Management Program software.
- Facilitated an emergency response plan tabletop exercise involving a major transmission main leak.
- Continued performing customer outreach to achieve water conservation in alignment with State goals.
- Maintained a comprehensive safety program designed to reduce risk and comply with all regulatory requirements.
- Coordinated ride along and field visits for District administration staff.
- Updated District water demand model.
- Refreshed the District’s lock out/tag out safety program.



**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

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**FY 2023-24 GOALS AND OBJECTIVES**

- Track and monitor State Water Resource Control Board Conservation Regulations and ensure District compliance with targets.
- Continue the District-wide Exceptional Customer Service Program.
- Coordinate with RWA on regional water education program.
- Track and monitor legislation that may impact District operations in coordination with CSDA, RWA and ACWA.
- Submit a WaterSMART grant application for Advanced Metering Infrastructure (AMI).
- Update District website to include staff profiles.

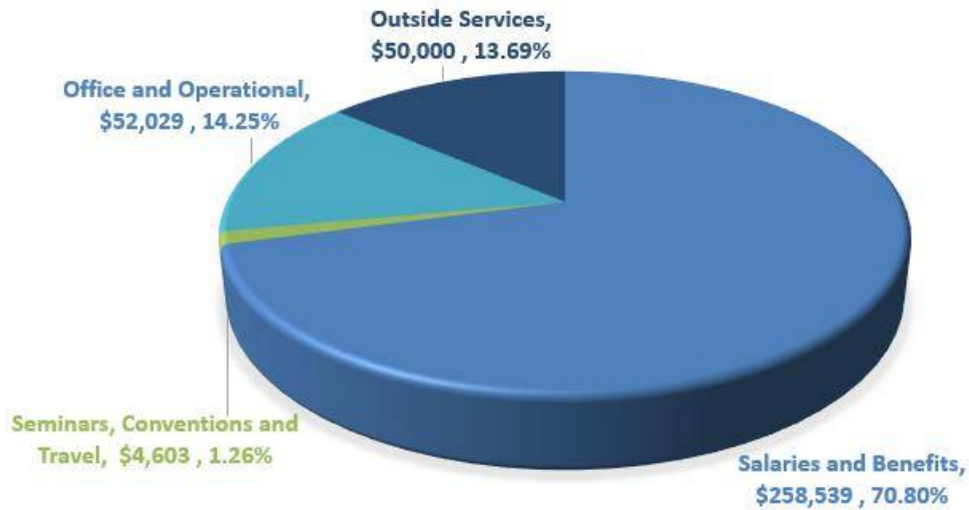
**FY 2023-24 PERFORMANCE MEASURES**

MEASURE	2022 ACTUAL	2023 TARGET	2023 ESTIMATE	2024 TARGET
<i># OF SAFETY MEETINGS</i>	22	26	30	26
<i># OF WATER DROP NEWSLETTERS PUBLISHED</i>	3	3	3	3
<i>NUMBER OF BILL INSERTS DISTRIBUTED</i>	7	6	6	6

## TECHNICAL SERVICES

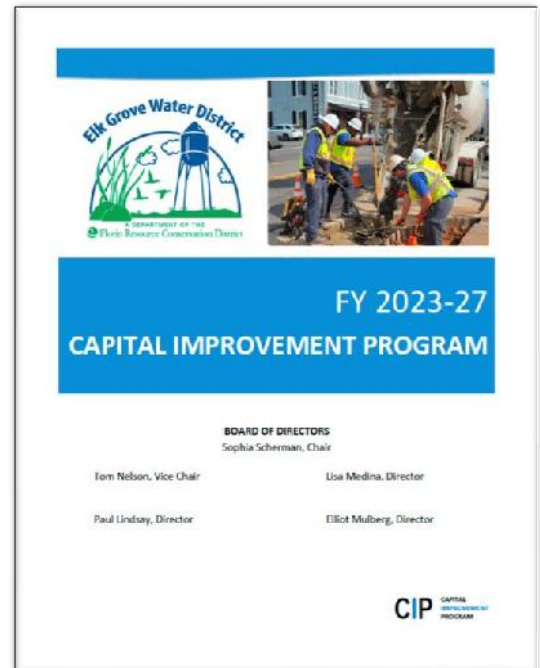
The Technical Services Department provides planning, engineering, construction management, Operations technical support, and district-wide geographic information system (GIS) services. Technical Services Department is also responsible for developing and administering the District’s capital improvement program.

**FY 2023-24 TECHNICAL SERVICES EXPENDITURES**



### FY 2022-23 ACCOMPLISHMENTS

- Completed approximately 85 percent of the CIP projects identified in the FY 2022-23 CIP budget.
- Improved GIS mapping products to improve field staff efficiency in accessing record drawings while in the field.
- Continued updating the District’s Standard Construction Detail Drawings.
- Developed digital well checking program and informational web-tools utilizing GIS software applications, improving field staff efficiency.
- Re-organized commercial meter reading route to make more efficient use of operators’ time when reading the route.



**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

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**FY 2023-24 GOALS AND OBJECTIVES**

- Perform the technical work behind the District’s capital improvement program.
- Develop improvement plans for the District’s water main replacement program.
- Finalize the District’s standard construction Detail drawings and the District’s Standard Construction Specifications.
- Develop a transmission main valve exercising plan.
- Complete a risk assessment of water system infrastructure serving and adjacent to critical facilities (schools, hospitals, etc.)
- Facilitate unidirectional flushing operations.
- Represent the District’s interest with developer-installed water system infrastructure.

**FY 2023-24 PERFORMANCE MEASURES**

MEASURE	2022 ACTUAL	2023 TARGET	2023 ESTIMATE	2024 TARGET
<i>% OF PROJECTS COMPLETED IN ANNUAL CIP</i>	85%	100%	90%	100%
<i>% OF PROJECTS COMPLETED UNDER BUDGET</i>	50%	100%	80%	100%
<i>% OF SUCCESSFUL RESPONSES TO OUTSIDE INFORMATION REQUESTS</i>	100%	100%	100%	100%
<i># OF MONTHLY OPERATIONS REPORTS COMPLETED ON TIME</i>	12	12	12	12



## INFORMATION TECHNOLOGY

The District does not have a formal Information Technology (IT) department or staff but considers the operations of IT to be an essential function. The District contracts its Information Technology (IT) services to an IT Professional that reports to the General Manager, who is responsible for information services, including development and support of computers and software, information network, program development, office telecommunications, office security, and office systems. All hardware and software IT costs are budgeted for and directly charged to each department based on actual costs for equipment and software. Contract costs are budgeted for and paid out of the Administrative Budget, so there are no expenditures to report for Information Technology.



### FY 2022-23 ACCOMPLISHMENTS

- Installed 6,809 security patches to servers and systems.
- Maintained and patched all user software as needed to keep systems operating at peak efficiency. Server system uptime (24x7x365) averaged 98.992% uptime (a total downtime of 7 hours, 15 minutes, 27 seconds per month over all servers and systems and services; this accounts for downtime to patch/reboot systems during off-hours).
- Completed and closed out 10,207 help desk tickets.
- Completed a security scan of all the district's network assets for twelve consecutive months and fixed any major flaws found. Vulnerabilities found, patched, or fixed reduced by 16.07%.
- Implemented all recommendations made by Technology Crest after their cyber security review/audit of the District's Information Technology Systems.
- Worked with Consolidated Communications and implemented an entirely new internet-based phone system for the entire district.
- Got the new administrative offices fully wired for data, and all IT equipment set up and functioning in the new building.
- Assisted with the grand opening of the new administrative building.
- Deployed new Disaster Recovery Servers.
- Automated Non-Windows Server Patching and software updates.

**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

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**FY 2023-24 GOALS AND OBJECTIVES**

- Set up automated disaster recovery response and test response systems to test the effectiveness of the server and system backups.
- Reduce the outstanding cyber security vulnerabilities (High and Medium) to below 40.
- Migrate all Server systems whose operating systems will be discontinued this fiscal year to new operating system versions (about 30 systems).
- Set up a Backup System for all camera systems at the district.
- Upgrade SCADA Wonderware Software to the latest version.
- Implement a solution to allow continued use of Win911 to make phone calls to alert the Treatment Team to any alarms.

**FY 2023-24 PERFORMANCE MEASURES**

MEASURE	2022 ACTUAL	2023 TARGET	2023 ESTIMATE	2024 TARGET
<i>SYSTEM UPTIME (MONTHLY AVERAGE)</i>	99.214%	99.3%	99.0%	99.4%
<i>HELP DESK TICKETS CLOSED</i>	9500	10,000	11,000	11300
<i>OUTSTANDING CYBER SECURITY VILNERABILITIES</i>	92	80	79	39



## OPERATIONS

The Operations Department, overseen by the General Manager, consists of the Treatment, Distribution, and Utility Divisions. The purpose of the Operations Department is to operate and maintain all facilities in a manner that safeguards public and employee health, complies with all regulatory requirements, and ensures outstanding customer service. The Operations Department is also responsible for the delivery of water to District customers as well as operating and maintaining the District's pipelines and facilities. This department includes the functions of water quality, system maintenance, planning, operations, inspection, and safety.

### TREATMENT DIVISION

The Treatment Division oversees the operation and maintenance of the District's water supply and treatment facilities to ensure safe and reliable water supplies to ratepayers. Responsibilities of the Treatment Division include maintaining strict compliance with all state and federal regulatory agencies with the



intent of safeguarding public health and the environment; managing all water quality sampling and reporting to local, state and federal agencies; and maintaining water production and equipment maintenance records and reports

### DISTRIBUTION DIVISION

The Distribution Division oversees the operation and maintenance of the District's water distribution facilities to ensure the reliable and safe distribution of water to ratepayers. Responsibilities of the Distribution Division include maintenance of 1,610 fire hydrants to ensure reliable fire flows during emergencies; and maintenance and exercising of 1,843 valves to ensure that every valve is checked and exercised every three years. The Distribution Division also conducts monthly meter readings, responds to all customer service requests, performs corrective maintenance, repairs leaks that occur in the water distribution system, and facilitates the District's backflow/cross-connection program.



**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

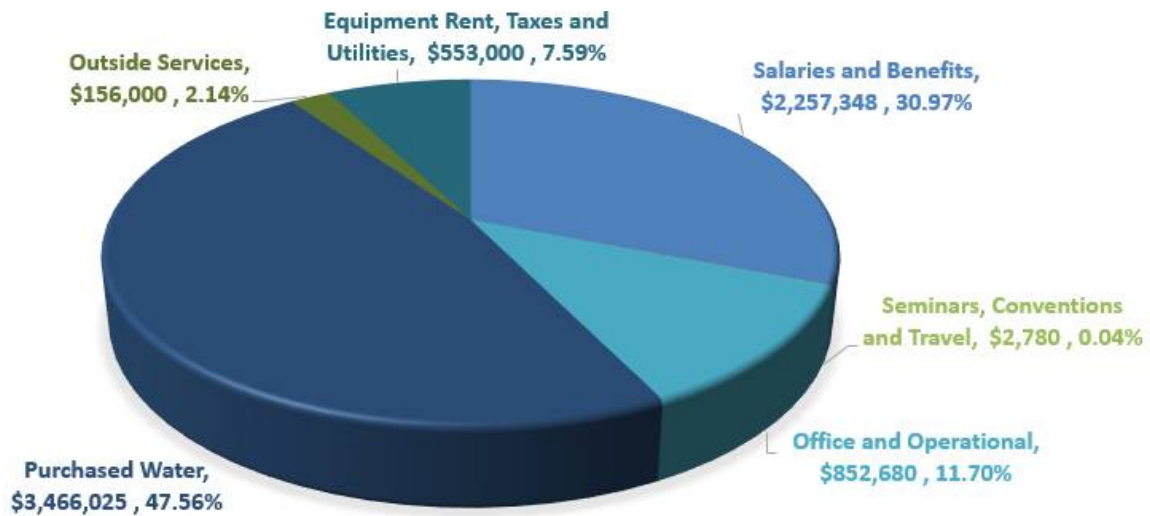
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**UTILITY DIVISION**

The Utility Division oversees the implementation of the capital improvement program for the District's water system. Responsibilities of the Utility Division are to replace the District's aging water mains on a pay-as-you-go basis.



**FY 2023-24 OPERATIONS DEPARTMENT EXPENDITURES**



**FY 2022-23 ACCOMPLISHMENTS**

- Installed 3,000 linear feet of new water main pipeline as part of the District's ongoing water main replacement program.
- Completed over 900 water quality samples on raw and treated water throughout the system and performed per- and polyfluoroalkyl substances (PFAS) sampling per state general order.
- Completed the Railroad Water Treatment Plant Filter Media Replacement project.
- Conducted the District's ongoing valve exercising and hydrant maintenance program.

**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

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- Became proficient with the new cold planer to restore small areas of damaged pavement.
- Developed standard operating procedures for Operation’s activities.

**FY 2023-24 GOALS AND OBJECTIVES**

- Install 3,100 linear feet of new water main pipeline.
- Complete unidirectional flushing of Service Area 1.
- Complete PFAS sampling of all District water wells, exceeding state-mandated requirements.
- Perform valve exercising of transmission main valves.
- Perform all scheduled preventative maintenance activities.

**FY 2023-24 PERFORMANCE MEASURES**

MEASURE	2022 ACTUAL	2023 TARGET	2023 ESTIMATE	2024 TARGET
<i>LINEAR FEET OF NEW WATERMAIN INSTALLED</i>	3200	3100	3000	3100
<i># OF WATER DISTRIBUTION VALVES EXERCISED</i>	1524	1524	1524	1524
<i># OF WATER DISTRIBUTION HYDRANTS EXERCISED</i>	552	552	552	552
<i># OF WEEKS PREVENTATIVE MAINTENANCE PROGRAM FOR WATER TREATMENT PLANTS FULLY COMPLETED</i>	52	52	52	52

# **LONG-TERM INDEBTEDNESS BOND COVENANT RATIO**

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

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**LONG TERM DEBT OBLIGATIONS**

The District’s long-term debt obligations are comprised of the 2014 Series A Water Revenue Refunding Bonds and 2016 Series A Water Revenue Refunding Bonds. A description of the purpose, original issue and outstanding amounts as of June 30, 2023 are as follows:

	Principal	Interest
<u>Florin Resource Conservation District, Water Revenue Refunding Bonds, 2014 Series A</u>		
On December 16, 2014, the District issued the Florin Resource Conservation District, Water Revenue Refunding Bonds, 2014 Series A in the amount of \$32,325,000. The proceeds were used to prepay aggregate principal amount of outstanding certificates of participation previously executed and delivered by the District, purchase a debt service reserve surety bond, and pay for certain costs associated with the issuance of the 2014 Series A Bonds. The Bonds are secured by a lien on the net water system revenues. Annual principal payments of \$715,000 to \$2,450,000 are due on September 1 through September 1, 2032. Semi-annual interest payments of \$37,625 to \$688,909 are due March 1 and September 1, 2016 through September 1, 2032. The interest rates range from 4.30% to 5.00%. These bonds are rated A-hv Standard and Poors	\$ 20,545,000	\$ 4,107,278
<u>Florin Resource Conservation District, Water Revenue Refunding Bonds, 2016 Series A</u>		
On June 7, 2016, the District issued the Florin Resource Conservation District, Direct Placement Water Revenue Refunding Bonds, 2016 Series A in the amount of \$14,875,000. The proceeds were used to prepay aggregate principal amount of outstanding certificates of participation previously executed and delivered by the District, purchase a debt service reserve surety bond, and pay for certain costs associated with the issuance of the 2016 Series A Bonds. The Bonds are secured by a lien on the net water system revenues. Annual principal payments of \$350,000 to \$2,395,000 are due on September 1 through September 1, 2032. Semi-annual interest payments of \$43,110 to \$261,450 are due March 1 and September 1, 2016 through September 1, 2032. The interest rate is 3.6%. This is a private placement debt obligation and as such is not rated	\$ 12,065,000	\$ 2,861,190
TOTAL	\$ 32,610,000	\$ 6,968,468

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

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**Bond Covenant Ratio Requirements**

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

The calculation of the projected required coverage ratio based on the FY 2024 budget is as follows:

	2024
Covenant:	
Net Income	\$ 4,726,901
Interest and principal payments, cash basis (as defined)	\$ 3,886,994
Coverage ratio computed	1.22

The annual requirements to amortize the outstanding debt through maturity are as follows:

Year Ending June 30,	2014 Refunding, Series A Bonds		Direct Placement 2016 Refunding, Series A Bonds		Total
	Principal	Interest	Principal	Interest	
2024	2,245,000	785,394	430,000	426,600	3,886,994
2025	2,330,000	697,269	450,000	410,760	3,888,029
2026	2,170,000	617,613	765,000	388,890	3,941,503
2027	2,285,000	545,147	790,000	360,900	3,981,047
2028	2,365,000	465,200	815,000	332,010	3,977,210
2029-2033	9,150,000	996,656	8,815,000	942,030	19,903,686
	\$ 20,545,000	\$ 4,107,279	\$ 12,065,000	\$ 2,861,190	\$ 39,578,469

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# **FISCAL YEAR 2023-24 RATES AND FEES SCHEDULE**



**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

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**Use Charges:**

Fixed charge based on the number of accounts and the size of the water meter/connections:

Connection Size	Jan. 1, 2023	Jan. 1, 2024
1"	\$ 62.37	\$ 61.49
1.5"	\$ 87.79	\$ 111.92
2"	\$ 118.29	\$ 172.44
3"	\$ 189.48	\$ 364.08
4"	\$ 291.14	\$ 616.23
6"	\$ 545.33	\$ 1,372.69
8"	\$ 850.36	\$ 1,624.85
10"	\$ 1,206.22	\$ 4,247.24

Commodity charge for units of water used in a month:

Service Type	Jan. 1, 2023	Jan. 1, 2024
Residential Metered		
Tier 1 (0-30 CCF)	\$ 1.96	\$ 2.15
Tier 2 (30.01+ CCF)	\$ 4.12	\$ 3.19
CCF = Hundred Cubic Feet		
Non-residential	\$ 1.83	\$ 2.14
Irrigation	\$ 2.32	\$ 2.97

**Other Fees:**

Private Fire Protection Service Rates:

Connection Size	Jan. 1, 2023	Jan. 1, 2024
2"	\$ 3.08	\$ 3.72
3"	\$ 8.96	\$ 10.79
4"	\$ 19.08	\$ 22.99
6"	\$ 55.43	\$ 66.77
8"	\$ 118.12	\$ 142.29
10"	\$ 212.42	\$ 255.89
12"	\$ 343.10	\$ 413.32

\*Note: The January 1, 2024 rates are subject to the receipt and consideration of any protests and comments received before and during the public hearing to be conducted on July 18, 2023.

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

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New Connections: Effective September 18, 2023

Fees for new connection to EGWD contain two components. The base charge for a 1-inch meter is \$926.00 and larger meter installations will be charged any additional time and material (T&M) cost. The second is a capacity charge, which covers the cost of “buying-in” to an existing system. New connections in EGWD’s Service Area 2 do not pay the capacity charge, as those costs are part of Sacramento County’s infrastructure.

Meter Size	Meter Charge	Capacity Fee	Total
1”	\$ 926	\$ 4,292	\$ 5,518
1.5”	T&M	\$ 8,584	\$ 8,584 + T&M
2”	T&M	\$ 13,734	\$ 13,734 + T&M
3”	T&M	\$ 30,044	\$ 30,044 + T&M
4”	T&M	\$ 51,504	\$ 51,504 + T&M
6”	T&M	\$ 115,884	\$ 115,884 + T&M

Other: Effective February 15, 2022

Account set up	\$30.00
Return check charge	\$35.00, plus amount of check
Meter re-read	
First request	Free
Subsequent requests	\$25.00
Photocopies - Black and white	\$0.10/page
Photocopies - Color	\$0.15/page
Delinquency shutoff	
Delinquent amount	Amount of past due bill
Door Tag Fee	\$25.00
Late Payment Penalty	\$100.00
24-hour turn-on fee	\$100.00
Meter testing	\$47/hour
Back flow Tag Fee	\$25/tag
Back flow Testing Fee	T/M at contractors’ rate
Fire flow testing	\$156.00
Violation of water ordinance (within 1 year)	
First occurrence	\$100.00
Second occurrence	\$200.00
Each additional occurrence	\$500.00
Plan check fees	
Irrigation only	\$500.00
1 lot (EDU)	\$500.00
2-9 lots (EDUs)	\$2,000.00
10 lots (EDUs) or more	\$5,000.00
Construction/temporary service	
Installation & removal	\$194.00
Weekly rental	\$50.00
Deposit	\$3,000.00
Water Theft	See “Water Theft and Tampering w/ District Facilities Ordinance”

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# **FISCAL YEAR 2023-24 SALARY SCHEDULE**

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

**ELK GROVE WATER DISTRICT**  
**Salary Schedule**  
**Annual, Monthly, Bi-Weekly & Hourly Wage**  
**As of July 1, 2023 (4.67% COLA)**

Grade	Step I	Step II	Step III	Step IV	Step V
1	\$ 21,507.20	\$ 22,588.80	\$ 23,691.20	\$ 24,897.60	\$ 26,145.60
	\$ 1,792.27	\$ 1,882.40	\$ 1,974.27	\$ 2,074.80	\$ 2,178.80
	\$ 827.20	\$ 868.80	\$ 911.20	\$ 957.60	\$ 1,005.60
	\$ 10.34	\$ 10.86	\$ 11.39	\$ 11.97	\$ 12.57
2	\$ 22,027.20	\$ 23,150.40	\$ 24,315.20	\$ 25,521.60	\$ 26,832.00
	\$ 1,835.60	\$ 1,929.20	\$ 2,026.27	\$ 2,126.80	\$ 2,236.00
	\$ 847.20	\$ 890.40	\$ 935.20	\$ 981.60	\$ 1,032.00
	\$ 10.59	\$ 11.13	\$ 11.69	\$ 12.27	\$ 12.90
3	\$ 22,588.80	\$ 23,691.20	\$ 24,897.60	\$ 26,145.60	\$ 27,476.80
	\$ 1,882.40	\$ 1,974.27	\$ 2,074.80	\$ 2,178.80	\$ 2,289.73
	\$ 868.80	\$ 911.20	\$ 957.60	\$ 1,005.60	\$ 1,056.80
	\$ 10.86	\$ 11.39	\$ 11.97	\$ 12.57	\$ 13.21
4	\$ 23,150.40	\$ 24,315.20	\$ 25,521.60	\$ 26,832.00	\$ 28,121.60
	\$ 1,929.20	\$ 2,026.27	\$ 2,126.80	\$ 2,236.00	\$ 2,343.47
	\$ 890.40	\$ 935.20	\$ 981.60	\$ 1,032.00	\$ 1,081.60
	\$ 11.13	\$ 11.69	\$ 12.27	\$ 12.90	\$ 13.52
5	\$ 23,691.20	\$ 24,897.60	\$ 26,145.60	\$ 27,476.80	\$ 28,808.00
	\$ 1,974.27	\$ 2,074.80	\$ 2,178.80	\$ 2,289.73	\$ 2,400.67
	\$ 911.20	\$ 957.60	\$ 1,005.60	\$ 1,056.80	\$ 1,108.00
	\$ 11.39	\$ 11.97	\$ 12.57	\$ 13.21	\$ 13.85
6	\$ 24,315.20	\$ 25,521.60	\$ 26,832.00	\$ 28,121.60	\$ 29,536.00
	\$ 2,026.27	\$ 2,126.80	\$ 2,236.00	\$ 2,343.47	\$ 2,461.33
	\$ 935.20	\$ 981.60	\$ 1,032.00	\$ 1,081.60	\$ 1,136.00
	\$ 11.69	\$ 12.27	\$ 12.90	\$ 13.52	\$ 14.20
7	\$ 24,897.60	\$ 26,145.60	\$ 27,476.80	\$ 28,808.00	\$ 30,264.00
	\$ 2,074.80	\$ 2,178.80	\$ 2,289.73	\$ 2,400.67	\$ 2,522.00
	\$ 957.60	\$ 1,005.60	\$ 1,056.80	\$ 1,108.00	\$ 1,164.00
	\$ 11.97	\$ 12.57	\$ 13.21	\$ 13.85	\$ 14.55
8	\$ 25,521.60	\$ 26,832.00	\$ 28,121.60	\$ 29,536.00	\$ 31,033.60
	\$ 2,126.80	\$ 2,236.00	\$ 2,343.47	\$ 2,461.33	\$ 2,586.13
	\$ 981.60	\$ 1,032.00	\$ 1,081.60	\$ 1,136.00	\$ 1,193.60
	\$ 12.27	\$ 12.90	\$ 13.52	\$ 14.20	\$ 14.92
9	\$ 26,145.60	\$ 27,476.80	\$ 28,808.00	\$ 30,264.00	\$ 31,782.40
	\$ 2,178.80	\$ 2,289.73	\$ 2,400.67	\$ 2,522.00	\$ 2,648.53
	\$ 1,005.60	\$ 1,056.80	\$ 1,108.00	\$ 1,164.00	\$ 1,222.40
	\$ 12.57	\$ 13.21	\$ 13.85	\$ 14.55	\$ 15.28
10	\$ 26,832.00	\$ 28,121.60	\$ 29,536.00	\$ 31,033.60	\$ 32,552.00
	\$ 2,236.00	\$ 2,343.47	\$ 2,461.33	\$ 2,586.13	\$ 2,712.67
	\$ 1,032.00	\$ 1,081.60	\$ 1,136.00	\$ 1,193.60	\$ 1,252.00
	\$ 12.90	\$ 13.52	\$ 14.20	\$ 14.92	\$ 15.65

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

**ELK GROVE WATER DISTRICT**  
**Salary Schedule**  
**Annual, Monthly, Bi-Weekly & Hourly Wage**  
**As of July 1, 2023 (4.67% COLA)**

<b>Grade</b>	<b>Step I</b>	<b>Step II</b>	<b>Step III</b>	<b>Step IV</b>	<b>Step V</b>
11	\$ 27,476.80	\$ 28,808.00	\$ 30,264.00	\$ 31,782.40	\$ 33,363.20
	\$ 2,289.73	\$ 2,400.67	\$ 2,522.00	\$ 2,648.53	\$ 2,780.27
	\$ 1,056.80	\$ 1,108.00	\$ 1,164.00	\$ 1,222.40	\$ 1,283.20
	\$ 13.21	\$ 13.85	\$ 14.55	\$ 15.28	\$ 16.04
12	\$ 28,121.60	\$ 29,536.00	\$ 31,033.60	\$ 32,552.00	\$ 34,174.40
	\$ 2,343.47	\$ 2,461.33	\$ 2,586.13	\$ 2,712.67	\$ 2,847.87
	\$ 1,081.60	\$ 1,136.00	\$ 1,193.60	\$ 1,252.00	\$ 1,314.40
	\$ 13.52	\$ 14.20	\$ 14.92	\$ 15.65	\$ 16.43
13	\$ 28,808.00	\$ 30,264.00	\$ 31,782.40	\$ 33,363.20	\$ 35,006.40
	\$ 2,400.67	\$ 2,522.00	\$ 2,648.53	\$ 2,780.27	\$ 2,917.20
	\$ 1,108.00	\$ 1,164.00	\$ 1,222.40	\$ 1,283.20	\$ 1,346.40
	\$ 13.85	\$ 14.55	\$ 15.28	\$ 16.04	\$ 16.83
14	\$ 29,536.00	\$ 31,033.60	\$ 32,552.00	\$ 34,174.40	\$ 35,900.80
	\$ 2,461.33	\$ 2,586.13	\$ 2,712.67	\$ 2,847.87	\$ 2,991.73
	\$ 1,136.00	\$ 1,193.60	\$ 1,252.00	\$ 1,314.40	\$ 1,380.80
	\$ 14.20	\$ 14.92	\$ 15.65	\$ 16.43	\$ 17.26
15	\$ 30,264.00	\$ 31,782.40	\$ 33,363.20	\$ 35,006.40	\$ 36,774.40
	\$ 2,522.00	\$ 2,648.53	\$ 2,780.27	\$ 2,917.20	\$ 3,064.53
	\$ 1,164.00	\$ 1,222.40	\$ 1,283.20	\$ 1,346.40	\$ 1,414.40
	\$ 14.55	\$ 15.28	\$ 16.04	\$ 16.83	\$ 17.68
16	\$ 31,033.60	\$ 32,552.00	\$ 34,174.40	\$ 35,900.80	\$ 37,689.60
	\$ 2,586.13	\$ 2,712.67	\$ 2,847.87	\$ 2,991.73	\$ 3,140.80
	\$ 1,193.60	\$ 1,252.00	\$ 1,314.40	\$ 1,380.80	\$ 1,449.60
	\$ 14.92	\$ 15.65	\$ 16.43	\$ 17.26	\$ 18.12
17	\$ 31,782.40	\$ 33,363.20	\$ 35,006.40	\$ 36,774.40	\$ 38,604.80
	\$ 2,648.53	\$ 2,780.27	\$ 2,917.20	\$ 3,064.53	\$ 3,217.07
	\$ 1,222.40	\$ 1,283.20	\$ 1,346.40	\$ 1,414.40	\$ 1,484.80
	\$ 15.28	\$ 16.04	\$ 16.83	\$ 17.68	\$ 18.56
18	\$ 32,552.00	\$ 34,174.40	\$ 35,900.80	\$ 37,689.60	\$ 39,603.20
	\$ 2,712.67	\$ 2,847.87	\$ 2,991.73	\$ 3,140.80	\$ 3,300.27
	\$ 1,252.00	\$ 1,314.40	\$ 1,380.80	\$ 1,449.60	\$ 1,523.20
	\$ 15.65	\$ 16.43	\$ 17.26	\$ 18.12	\$ 19.04
19	\$ 33,363.20	\$ 35,006.40	\$ 36,774.40	\$ 38,604.80	\$ 40,539.20
	\$ 2,780.27	\$ 2,917.20	\$ 3,064.53	\$ 3,217.07	\$ 3,378.27
	\$ 1,283.20	\$ 1,346.40	\$ 1,414.40	\$ 1,484.80	\$ 1,559.20
	\$ 16.04	\$ 16.83	\$ 17.68	\$ 18.56	\$ 19.49
20	\$ 34,174.40	\$ 35,900.80	\$ 37,689.60	\$ 39,603.20	\$ 41,558.40
	\$ 2,847.87	\$ 2,991.73	\$ 3,140.80	\$ 3,300.27	\$ 3,463.20
	\$ 1,314.40	\$ 1,380.80	\$ 1,449.60	\$ 1,523.20	\$ 1,598.40
	\$ 16.43	\$ 17.26	\$ 18.12	\$ 19.04	\$ 19.98

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

**ELK GROVE WATER DISTRICT**  
**Salary Schedule**  
**Annual, Monthly, Bi-Weekly & Hourly Wage**  
**As of July 1, 2023 (4.67% COLA)**

Grade	Step I	Step II	Step III	Step IV	Step V
21	\$ 35,006.40	\$ 36,774.40	\$ 38,604.80	\$ 40,539.20	\$ 42,577.60
	\$ 2,917.20	\$ 3,064.53	\$ 3,217.07	\$ 3,378.27	\$ 3,548.13
	\$ 1,346.40	\$ 1,414.40	\$ 1,484.80	\$ 1,559.20	\$ 1,637.60
	\$ 16.83	\$ 17.68	\$ 18.56	\$ 19.49	\$ 20.47
22	\$ 35,900.80	\$ 37,689.60	\$ 39,603.20	\$ 41,558.40	\$ 43,638.40
	\$ 2,991.73	\$ 3,140.80	\$ 3,300.27	\$ 3,463.20	\$ 3,636.53
	\$ 1,380.80	\$ 1,449.60	\$ 1,523.20	\$ 1,598.40	\$ 1,678.40
	\$ 17.26	\$ 18.12	\$ 19.04	\$ 19.98	\$ 20.98
23	\$ 36,774.40	\$ 38,604.80	\$ 40,539.20	\$ 42,577.60	\$ 44,699.20
	\$ 3,064.53	\$ 3,217.07	\$ 3,378.27	\$ 3,548.13	\$ 3,724.93
	\$ 1,414.40	\$ 1,484.80	\$ 1,559.20	\$ 1,637.60	\$ 1,719.20
	\$ 17.68	\$ 18.56	\$ 19.49	\$ 20.47	\$ 21.49
24	\$ 37,689.60	\$ 39,603.20	\$ 41,558.40	\$ 43,638.40	\$ 45,822.40
	\$ 3,140.80	\$ 3,300.27	\$ 3,463.20	\$ 3,636.53	\$ 3,818.53
	\$ 1,449.60	\$ 1,523.20	\$ 1,598.40	\$ 1,678.40	\$ 1,762.40
	\$ 18.12	\$ 19.04	\$ 19.98	\$ 20.98	\$ 22.03
25	\$ 38,604.80	\$ 40,539.20	\$ 42,577.60	\$ 44,699.20	\$ 46,966.40
	\$ 3,217.07	\$ 3,378.27	\$ 3,548.13	\$ 3,724.93	\$ 3,913.87
	\$ 1,484.80	\$ 1,559.20	\$ 1,637.60	\$ 1,719.20	\$ 1,806.40
	\$ 18.56	\$ 19.49	\$ 20.47	\$ 21.49	\$ 22.58
26	\$ 39,603.20	\$ 41,558.40	\$ 43,638.40	\$ 45,822.40	\$ 48,110.40
	\$ 3,300.27	\$ 3,463.20	\$ 3,636.53	\$ 3,818.53	\$ 4,009.20
	\$ 1,523.20	\$ 1,598.40	\$ 1,678.40	\$ 1,762.40	\$ 1,850.40
	\$ 19.04	\$ 19.98	\$ 20.98	\$ 22.03	\$ 23.13
27	\$ 40,539.20	\$ 42,577.60	\$ 44,699.20	\$ 46,966.40	\$ 49,316.80
	\$ 3,378.27	\$ 3,548.13	\$ 3,724.93	\$ 3,913.87	\$ 4,109.73
	\$ 1,559.20	\$ 1,637.60	\$ 1,719.20	\$ 1,806.40	\$ 1,896.80
	\$ 19.49	\$ 20.47	\$ 21.49	\$ 22.58	\$ 23.71
28	\$ 41,558.40	\$ 43,638.40	\$ 45,822.40	\$ 48,110.40	\$ 50,523.20
	\$ 3,463.20	\$ 3,636.53	\$ 3,818.53	\$ 4,009.20	\$ 4,210.27
	\$ 1,598.40	\$ 1,678.40	\$ 1,762.40	\$ 1,850.40	\$ 1,943.20
	\$ 19.98	\$ 20.98	\$ 22.03	\$ 23.13	\$ 24.29
29	\$ 42,577.60	\$ 44,699.20	\$ 46,966.40	\$ 49,316.80	\$ 51,771.20
	\$ 3,548.13	\$ 3,724.93	\$ 3,913.87	\$ 4,109.73	\$ 4,314.27
	\$ 1,637.60	\$ 1,719.20	\$ 1,806.40	\$ 1,896.80	\$ 1,991.20
	\$ 20.47	\$ 21.49	\$ 22.58	\$ 23.71	\$ 24.89
30	\$ 43,638.40	\$ 45,822.40	\$ 48,110.40	\$ 50,523.20	\$ 53,060.80
	\$ 3,636.53	\$ 3,818.53	\$ 4,009.20	\$ 4,210.27	\$ 4,421.73
	\$ 1,678.40	\$ 1,762.40	\$ 1,850.40	\$ 1,943.20	\$ 2,040.80
	\$ 20.98	\$ 22.03	\$ 23.13	\$ 24.29	\$ 25.51

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

**ELK GROVE WATER DISTRICT**  
**Salary Schedule**  
**Annual, Monthly, Bi-Weekly & Hourly Wage**  
**As of July 1, 2023 (4.67% COLA)**

Grade	Step I	Step II	Step III	Step IV	Step V
31	\$ 44,699.20	\$ 46,966.40	\$ 49,316.80	\$ 51,771.20	\$ 54,350.40
	\$ 3,724.93	\$ 3,913.87	\$ 4,109.73	\$ 4,314.27	\$ 4,529.20
	\$ 1,719.20	\$ 1,806.40	\$ 1,896.80	\$ 1,991.20	\$ 2,090.40
	\$ 21.49	\$ 22.58	\$ 23.71	\$ 24.89	\$ 26.13
32	\$ 45,822.40	\$ 48,110.40	\$ 50,523.20	\$ 53,060.80	\$ 55,681.60
	\$ 3,818.53	\$ 4,009.20	\$ 4,210.27	\$ 4,421.73	\$ 4,640.13
	\$ 1,762.40	\$ 1,850.40	\$ 1,943.20	\$ 2,040.80	\$ 2,141.60
	\$ 22.03	\$ 23.13	\$ 24.29	\$ 25.51	\$ 26.77
33	\$ 46,966.40	\$ 49,316.80	\$ 51,771.20	\$ 54,350.40	\$ 57,054.40
	\$ 3,913.87	\$ 4,109.73	\$ 4,314.27	\$ 4,529.20	\$ 4,754.53
	\$ 1,806.40	\$ 1,896.80	\$ 1,991.20	\$ 2,090.40	\$ 2,194.40
	\$ 22.58	\$ 23.71	\$ 24.89	\$ 26.13	\$ 27.43
34	\$ 48,110.40	\$ 50,523.20	\$ 53,060.80	\$ 55,681.60	\$ 58,468.80
	\$ 4,009.20	\$ 4,210.27	\$ 4,421.73	\$ 4,640.13	\$ 4,872.40
	\$ 1,850.40	\$ 1,943.20	\$ 2,040.80	\$ 2,141.60	\$ 2,248.80
	\$ 23.13	\$ 24.29	\$ 25.51	\$ 26.77	\$ 28.11
35	\$ 49,316.80	\$ 51,771.20	\$ 54,350.40	\$ 57,054.40	\$ 59,924.80
	\$ 4,109.73	\$ 4,314.27	\$ 4,529.20	\$ 4,754.53	\$ 4,993.73
	\$ 1,896.80	\$ 1,991.20	\$ 2,090.40	\$ 2,194.40	\$ 2,304.80
	\$ 23.71	\$ 24.89	\$ 26.13	\$ 27.43	\$ 28.81
36	\$ 50,523.20	\$ 53,060.80	\$ 55,681.60	\$ 58,468.80	\$ 61,401.60
	\$ 4,210.27	\$ 4,421.73	\$ 4,640.13	\$ 4,872.40	\$ 5,116.80
	\$ 1,943.20	\$ 2,040.80	\$ 2,141.60	\$ 2,248.80	\$ 2,361.60
	\$ 24.29	\$ 25.51	\$ 26.77	\$ 28.11	\$ 29.52
37	\$ 51,771.20	\$ 54,350.40	\$ 57,054.40	\$ 59,924.80	\$ 62,899.20
	\$ 4,314.27	\$ 4,529.20	\$ 4,754.53	\$ 4,993.73	\$ 5,241.60
	\$ 1,991.20	\$ 2,090.40	\$ 2,194.40	\$ 2,304.80	\$ 2,419.20
	\$ 24.89	\$ 26.13	\$ 27.43	\$ 28.81	\$ 30.24
38	\$ 53,060.80	\$ 55,681.60	\$ 58,468.80	\$ 61,401.60	\$ 64,500.80
	\$ 4,421.73	\$ 4,640.13	\$ 4,872.40	\$ 5,116.80	\$ 5,375.07
	\$ 2,040.80	\$ 2,141.60	\$ 2,248.80	\$ 2,361.60	\$ 2,480.80
	\$ 25.51	\$ 26.77	\$ 28.11	\$ 29.52	\$ 31.01
39	\$ 54,350.40	\$ 57,054.40	\$ 59,924.80	\$ 62,899.20	\$ 66,060.80
	\$ 4,529.20	\$ 4,754.53	\$ 4,993.73	\$ 5,241.60	\$ 5,505.07
	\$ 2,090.40	\$ 2,194.40	\$ 2,304.80	\$ 2,419.20	\$ 2,540.80
	\$ 26.13	\$ 27.43	\$ 28.81	\$ 30.24	\$ 31.76
40	\$ 55,681.60	\$ 58,468.80	\$ 61,401.60	\$ 64,500.80	\$ 67,704.00
	\$ 4,640.13	\$ 4,872.40	\$ 5,116.80	\$ 5,375.07	\$ 5,642.00
	\$ 2,141.60	\$ 2,248.80	\$ 2,361.60	\$ 2,480.80	\$ 2,604.00
	\$ 26.77	\$ 28.11	\$ 29.52	\$ 31.01	\$ 32.55



**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

**ELK GROVE WATER DISTRICT**  
**Salary Schedule**  
**Annual, Monthly, Bi-Weekly & Hourly Wage**  
**As of July 1, 2023 (4.67% COLA)**

Grade	Step I	Step II	Step III	Step IV	Step V
41	\$ 57,054.40	\$ 59,924.80	\$ 62,899.20	\$ 66,060.80	\$ 69,347.20
	\$ 4,754.53	\$ 4,993.73	\$ 5,241.60	\$ 5,505.07	\$ 5,778.93
	\$ 2,194.40	\$ 2,304.80	\$ 2,419.20	\$ 2,540.80	\$ 2,667.20
	\$ 27.43	\$ 28.81	\$ 30.24	\$ 31.76	\$ 33.34
42	\$ 58,468.80	\$ 61,401.60	\$ 64,500.80	\$ 67,704.00	\$ 71,073.60
	\$ 4,872.40	\$ 5,116.80	\$ 5,375.07	\$ 5,642.00	\$ 5,922.80
	\$ 2,248.80	\$ 2,361.60	\$ 2,480.80	\$ 2,604.00	\$ 2,733.60
	\$ 28.11	\$ 29.52	\$ 31.01	\$ 32.55	\$ 34.17
43	\$ 59,924.80	\$ 62,899.20	\$ 66,060.80	\$ 69,347.20	\$ 72,841.60
	\$ 4,993.73	\$ 5,241.60	\$ 5,505.07	\$ 5,778.93	\$ 6,070.13
	\$ 2,304.80	\$ 2,419.20	\$ 2,540.80	\$ 2,667.20	\$ 2,801.60
	\$ 28.81	\$ 30.24	\$ 31.76	\$ 33.34	\$ 35.02
44	\$ 61,401.60	\$ 64,500.80	\$ 67,704.00	\$ 71,073.60	\$ 74,651.20
	\$ 5,116.80	\$ 5,375.07	\$ 5,642.00	\$ 5,922.80	\$ 6,220.93
	\$ 2,361.60	\$ 2,480.80	\$ 2,604.00	\$ 2,733.60	\$ 2,871.20
	\$ 29.52	\$ 31.01	\$ 32.55	\$ 34.17	\$ 35.89
45	\$ 62,899.20	\$ 66,060.80	\$ 69,347.20	\$ 72,841.60	\$ 76,460.80
	\$ 5,241.60	\$ 5,505.07	\$ 5,778.93	\$ 6,070.13	\$ 6,371.73
	\$ 2,419.20	\$ 2,540.80	\$ 2,667.20	\$ 2,801.60	\$ 2,940.80
	\$ 30.24	\$ 31.76	\$ 33.34	\$ 35.02	\$ 36.76
46	\$ 64,500.80	\$ 67,704.00	\$ 71,073.60	\$ 74,651.20	\$ 78,374.40
	\$ 5,375.07	\$ 5,642.00	\$ 5,922.80	\$ 6,220.93	\$ 6,531.20
	\$ 2,480.80	\$ 2,604.00	\$ 2,733.60	\$ 2,871.20	\$ 3,014.40
	\$ 31.01	\$ 32.55	\$ 34.17	\$ 35.89	\$ 37.68
47	\$ 66,060.80	\$ 69,347.20	\$ 72,841.60	\$ 76,460.80	\$ 80,288.00
	\$ 5,505.07	\$ 5,778.93	\$ 6,070.13	\$ 6,371.73	\$ 6,690.67
	\$ 2,540.80	\$ 2,667.20	\$ 2,801.60	\$ 2,940.80	\$ 3,088.00
	\$ 31.76	\$ 33.34	\$ 35.02	\$ 36.76	\$ 38.60
48	\$ 67,704.00	\$ 71,073.60	\$ 74,651.20	\$ 78,374.40	\$ 82,326.40
	\$ 5,642.00	\$ 5,922.80	\$ 6,220.93	\$ 6,531.20	\$ 6,860.53
	\$ 2,604.00	\$ 2,733.60	\$ 2,871.20	\$ 3,014.40	\$ 3,166.40
	\$ 32.55	\$ 34.17	\$ 35.89	\$ 37.68	\$ 39.58
49	\$ 69,347.20	\$ 72,841.60	\$ 76,460.80	\$ 80,288.00	\$ 84,302.40
	\$ 5,778.93	\$ 6,070.13	\$ 6,371.73	\$ 6,690.67	\$ 7,025.20
	\$ 2,667.20	\$ 2,801.60	\$ 2,940.80	\$ 3,088.00	\$ 3,242.40
	\$ 33.34	\$ 35.02	\$ 36.76	\$ 38.60	\$ 40.53
50	\$ 71,073.60	\$ 74,651.20	\$ 78,374.40	\$ 82,326.40	\$ 86,361.60
	\$ 5,922.80	\$ 6,220.93	\$ 6,531.20	\$ 6,860.53	\$ 7,196.80
	\$ 2,733.60	\$ 2,871.20	\$ 3,014.40	\$ 3,166.40	\$ 3,321.60
	\$ 34.17	\$ 35.89	\$ 37.68	\$ 39.58	\$ 41.52

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

**ELK GROVE WATER DISTRICT**  
**Salary Schedule**  
**Annual, Monthly, Bi-Weekly & Hourly Wage**  
**As of July 1, 2023 (4.67% COLA)**

<b>Grade</b>	<b>Step I</b>	<b>Step II</b>	<b>Step III</b>	<b>Step IV</b>	<b>Step V</b>
51	\$ 72,841.60	\$ 76,460.80	\$ 80,288.00	\$ 84,302.40	\$ 88,524.80
	\$ 6,070.13	\$ 6,371.73	\$ 6,690.67	\$ 7,025.20	\$ 7,377.07
	\$ 2,801.60	\$ 2,940.80	\$ 3,088.00	\$ 3,242.40	\$ 3,404.80
	\$ 35.02	\$ 36.76	\$ 38.60	\$ 40.53	\$ 42.56
52	\$ 74,651.20	\$ 78,374.40	\$ 82,326.40	\$ 86,361.60	\$ 90,729.60
	\$ 6,220.93	\$ 6,531.20	\$ 6,860.53	\$ 7,196.80	\$ 7,560.80
	\$ 2,871.20	\$ 3,014.40	\$ 3,166.40	\$ 3,321.60	\$ 3,489.60
	\$ 35.89	\$ 37.68	\$ 39.58	\$ 41.52	\$ 43.62
53	\$ 76,460.80	\$ 80,288.00	\$ 84,302.40	\$ 88,524.80	\$ 92,955.20
	\$ 6,371.73	\$ 6,690.67	\$ 7,025.20	\$ 7,377.07	\$ 7,746.27
	\$ 2,940.80	\$ 3,088.00	\$ 3,242.40	\$ 3,404.80	\$ 3,575.20
	\$ 36.76	\$ 38.60	\$ 40.53	\$ 42.56	\$ 44.69
54	\$ 78,374.40	\$ 82,326.40	\$ 86,361.60	\$ 90,729.60	\$ 95,284.80
	\$ 6,531.20	\$ 6,860.53	\$ 7,196.80	\$ 7,560.80	\$ 7,940.40
	\$ 3,014.40	\$ 3,166.40	\$ 3,321.60	\$ 3,489.60	\$ 3,664.80
	\$ 37.68	\$ 39.58	\$ 41.52	\$ 43.62	\$ 45.81
55	\$ 80,288.00	\$ 84,302.40	\$ 88,524.80	\$ 92,955.20	\$ 97,593.60
	\$ 6,690.67	\$ 7,025.20	\$ 7,377.07	\$ 7,746.27	\$ 8,132.80
	\$ 3,088.00	\$ 3,242.40	\$ 3,404.80	\$ 3,575.20	\$ 3,753.60
	\$ 38.60	\$ 40.53	\$ 42.56	\$ 44.69	\$ 46.92
56	\$ 82,326.40	\$ 86,361.60	\$ 90,729.60	\$ 95,284.80	\$100,068.80
	\$ 6,860.53	\$ 7,196.80	\$ 7,560.80	\$ 7,940.40	\$ 8,339.07
	\$ 3,166.40	\$ 3,321.60	\$ 3,489.60	\$ 3,664.80	\$ 3,848.80
	\$ 39.58	\$ 41.52	\$ 43.62	\$ 45.81	\$ 48.11
57	\$ 84,302.40	\$ 88,524.80	\$ 92,955.20	\$ 97,593.60	\$102,481.60
	\$ 7,025.20	\$ 7,377.07	\$ 7,746.27	\$ 8,132.80	\$ 8,540.13
	\$ 3,242.40	\$ 3,404.80	\$ 3,575.20	\$ 3,753.60	\$ 3,941.60
	\$ 40.53	\$ 42.56	\$ 44.69	\$ 46.92	\$ 49.27
58	\$ 86,361.60	\$ 90,729.60	\$ 95,284.80	\$100,068.80	\$105,040.00
	\$ 7,196.80	\$ 7,560.80	\$ 7,940.40	\$ 8,339.07	\$ 8,753.33
	\$ 3,321.60	\$ 3,489.60	\$ 3,664.80	\$ 3,848.80	\$ 4,040.00
	\$ 41.52	\$ 43.62	\$ 45.81	\$ 48.11	\$ 50.50
59	\$ 88,524.80	\$ 92,955.20	\$ 97,593.60	\$102,481.60	\$107,619.20
	\$ 7,377.07	\$ 7,746.27	\$ 8,132.80	\$ 8,540.13	\$ 8,968.27
	\$ 3,404.80	\$ 3,575.20	\$ 3,753.60	\$ 3,941.60	\$ 4,139.20
	\$ 42.56	\$ 44.69	\$ 46.92	\$ 49.27	\$ 51.74
60	\$ 90,729.60	\$ 95,284.80	\$100,068.80	\$105,040.00	\$110,281.60
	\$ 7,560.80	\$ 7,940.40	\$ 8,339.07	\$ 8,753.33	\$ 9,190.13
	\$ 3,489.60	\$ 3,664.80	\$ 3,848.80	\$ 4,040.00	\$ 4,241.60
	\$ 43.62	\$ 45.81	\$ 48.11	\$ 50.50	\$ 53.02

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

**ELK GROVE WATER DISTRICT**  
**Salary Schedule**  
**Annual, Monthly, Bi-Weekly & Hourly Wage**  
**As of July 1, 2023 (4.67% COLA)**

Grade	Step I	Step II	Step III	Step IV	Step V
61	\$ 92,955.20	\$ 97,593.60	\$ 102,481.60	\$ 107,619.20	\$ 112,985.60
	\$ 7,746.27	\$ 8,132.80	\$ 8,540.13	\$ 8,968.27	\$ 9,415.47
	\$ 3,575.20	\$ 3,753.60	\$ 3,941.60	\$ 4,139.20	\$ 4,345.60
	\$ 44.69	\$ 46.92	\$ 49.27	\$ 51.74	\$ 54.32
62	\$ 95,284.80	\$ 100,068.80	\$ 105,040.00	\$ 110,281.60	\$ 115,772.80
	\$ 7,940.40	\$ 8,339.07	\$ 8,753.33	\$ 9,190.13	\$ 9,647.73
	\$ 3,664.80	\$ 3,848.80	\$ 4,040.00	\$ 4,241.60	\$ 4,452.80
	\$ 45.81	\$ 48.11	\$ 50.50	\$ 53.02	\$ 55.66
63	\$ 97,593.60	\$ 102,481.60	\$ 107,619.20	\$ 112,985.60	\$ 118,601.60
	\$ 8,132.80	\$ 8,540.13	\$ 8,968.27	\$ 9,415.47	\$ 9,883.47
	\$ 3,753.60	\$ 3,941.60	\$ 4,139.20	\$ 4,345.60	\$ 4,561.60
	\$ 46.92	\$ 49.27	\$ 51.74	\$ 54.32	\$ 57.02
64	\$ 100,068.80	\$ 105,040.00	\$ 110,281.60	\$ 115,772.80	\$ 121,596.80
	\$ 8,339.07	\$ 8,753.33	\$ 9,190.13	\$ 9,647.73	\$ 10,133.07
	\$ 3,848.80	\$ 4,040.00	\$ 4,241.60	\$ 4,452.80	\$ 4,676.80
	\$ 48.11	\$ 50.50	\$ 53.02	\$ 55.66	\$ 58.46
65	\$ 102,481.60	\$ 107,619.20	\$ 112,985.60	\$ 118,601.60	\$ 124,529.60
	\$ 8,540.13	\$ 8,968.27	\$ 9,415.47	\$ 9,883.47	\$ 10,377.47
	\$ 3,941.60	\$ 4,139.20	\$ 4,345.60	\$ 4,561.60	\$ 4,789.60
	\$ 49.27	\$ 51.74	\$ 54.32	\$ 57.02	\$ 59.87
66	\$ 105,040.00	\$ 110,281.60	\$ 115,772.80	\$ 121,596.80	\$ 127,691.20
	\$ 8,753.33	\$ 9,190.13	\$ 9,647.73	\$ 10,133.07	\$ 10,640.93
	\$ 4,040.00	\$ 4,241.60	\$ 4,452.80	\$ 4,676.80	\$ 4,911.20
	\$ 50.50	\$ 53.02	\$ 55.66	\$ 58.46	\$ 61.39
67	\$ 107,619.20	\$ 112,985.60	\$ 118,601.60	\$ 124,529.60	\$ 130,748.80
	\$ 8,968.27	\$ 9,415.47	\$ 9,883.47	\$ 10,377.47	\$ 10,895.73
	\$ 4,139.20	\$ 4,345.60	\$ 4,561.60	\$ 4,789.60	\$ 5,028.80
	\$ 51.74	\$ 54.32	\$ 57.02	\$ 59.87	\$ 62.86
68	\$ 110,281.60	\$ 115,772.80	\$ 121,596.80	\$ 127,691.20	\$ 134,014.40
	\$ 9,190.13	\$ 9,647.73	\$ 10,133.07	\$ 10,640.93	\$ 11,167.87
	\$ 4,241.60	\$ 4,452.80	\$ 4,676.80	\$ 4,911.20	\$ 5,154.40
	\$ 53.02	\$ 55.66	\$ 58.46	\$ 61.39	\$ 64.43
69	\$ 112,985.60	\$ 118,601.60	\$ 124,529.60	\$ 130,748.80	\$ 137,342.40
	\$ 9,415.47	\$ 9,883.47	\$ 10,377.47	\$ 10,895.73	\$ 11,445.20
	\$ 4,345.60	\$ 4,561.60	\$ 4,789.60	\$ 5,028.80	\$ 5,282.40
	\$ 54.32	\$ 57.02	\$ 59.87	\$ 62.86	\$ 66.03
70	\$ 115,772.80	\$ 121,596.80	\$ 127,691.20	\$ 134,014.40	\$ 140,753.60
	\$ 9,647.73	\$ 10,133.07	\$ 10,640.93	\$ 11,167.87	\$ 11,729.47
	\$ 4,452.80	\$ 4,676.80	\$ 4,911.20	\$ 5,154.40	\$ 5,413.60
	\$ 55.66	\$ 58.46	\$ 61.39	\$ 64.43	\$ 67.67

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

**ELK GROVE WATER DISTRICT**  
**Salary Schedule**  
**Annual, Monthly, Bi-Weekly & Hourly Wage**  
**As of July 1, 2023 (4.67% COLA)**

Grade	Step I	Step II	Step III	Step IV	Step V
71	\$ 118,601.60	\$ 124,529.60	\$ 130,748.80	\$ 137,342.40	\$ 144,185.60
	\$ 9,883.47	\$ 10,377.47	\$ 10,895.73	\$ 11,445.20	\$ 12,015.47
	\$ 4,561.60	\$ 4,789.60	\$ 5,028.80	\$ 5,282.40	\$ 5,545.60
	\$ 57.02	\$ 59.87	\$ 62.86	\$ 66.03	\$ 69.32
72	\$ 121,596.80	\$ 127,691.20	\$ 134,014.40	\$ 140,753.60	\$ 147,804.80
	\$ 10,133.07	\$ 10,640.93	\$ 11,167.87	\$ 11,729.47	\$ 12,317.07
	\$ 4,676.80	\$ 4,911.20	\$ 5,154.40	\$ 5,413.60	\$ 5,684.80
	\$ 58.46	\$ 61.39	\$ 64.43	\$ 67.67	\$ 71.06
73	\$ 124,529.60	\$ 130,748.80	\$ 137,342.40	\$ 144,185.60	\$ 151,403.20
	\$ 10,377.47	\$ 10,895.73	\$ 11,445.20	\$ 12,015.47	\$ 12,616.93
	\$ 4,789.60	\$ 5,028.80	\$ 5,282.40	\$ 5,545.60	\$ 5,823.20
	\$ 59.87	\$ 62.86	\$ 66.03	\$ 69.32	\$ 72.79
74	\$ 127,691.20	\$ 134,014.40	\$ 140,753.60	\$ 147,804.80	\$ 155,168.00
	\$ 10,640.93	\$ 11,167.87	\$ 11,729.47	\$ 12,317.07	\$ 12,930.67
	\$ 4,911.20	\$ 5,154.40	\$ 5,413.60	\$ 5,684.80	\$ 5,968.00
	\$ 61.39	\$ 64.43	\$ 67.67	\$ 71.06	\$ 74.60
75	\$ 130,748.80	\$ 137,342.40	\$ 144,185.60	\$ 151,403.20	\$ 158,953.60
	\$ 10,895.73	\$ 11,445.20	\$ 12,015.47	\$ 12,616.93	\$ 13,246.13
	\$ 5,028.80	\$ 5,282.40	\$ 5,545.60	\$ 5,823.20	\$ 6,113.60
	\$ 62.86	\$ 66.03	\$ 69.32	\$ 72.79	\$ 76.42
76	\$ 134,014.40	\$ 140,753.60	\$ 147,804.80	\$ 155,168.00	\$ 162,968.00
	\$ 11,167.87	\$ 11,729.47	\$ 12,317.07	\$ 12,930.67	\$ 13,580.67
	\$ 5,154.40	\$ 5,413.60	\$ 5,684.80	\$ 5,968.00	\$ 6,268.00
	\$ 64.43	\$ 67.67	\$ 71.06	\$ 74.60	\$ 78.35
77	\$ 137,342.40	\$ 144,185.60	\$ 151,403.20	\$ 158,953.60	\$ 166,920.00
	\$ 11,445.20	\$ 12,015.47	\$ 12,616.93	\$ 13,246.13	\$ 13,910.00
	\$ 5,282.40	\$ 5,545.60	\$ 5,823.20	\$ 6,113.60	\$ 6,420.00
	\$ 66.03	\$ 69.32	\$ 72.79	\$ 76.42	\$ 80.25
78	\$ 140,753.60	\$ 147,804.80	\$ 155,168.00	\$ 162,968.00	\$ 171,100.80
	\$ 11,729.47	\$ 12,317.07	\$ 12,930.67	\$ 13,580.67	\$ 14,258.40
	\$ 5,413.60	\$ 5,684.80	\$ 5,968.00	\$ 6,268.00	\$ 6,580.80
	\$ 67.67	\$ 71.06	\$ 74.60	\$ 78.35	\$ 82.26
79	\$ 144,185.60	\$ 151,403.20	\$ 158,953.60	\$ 166,920.00	\$ 175,281.60
	\$ 12,015.47	\$ 12,616.93	\$ 13,246.13	\$ 13,910.00	\$ 14,606.80
	\$ 5,545.60	\$ 5,823.20	\$ 6,113.60	\$ 6,420.00	\$ 6,741.60
	\$ 69.32	\$ 72.79	\$ 76.42	\$ 80.25	\$ 84.27
80	\$ 147,804.80	\$ 155,168.00	\$ 162,968.00	\$ 171,100.80	\$ 179,628.80
	\$ 12,317.07	\$ 12,930.67	\$ 13,580.67	\$ 14,258.40	\$ 14,969.07
	\$ 5,684.80	\$ 5,968.00	\$ 6,268.00	\$ 6,580.80	\$ 6,908.80
	\$ 71.06	\$ 74.60	\$ 78.35	\$ 82.26	\$ 86.36

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

**ELK GROVE WATER DISTRICT**  
**Salary Schedule**  
**Annual, Monthly, Bi-Weekly & Hourly Wage**  
**As of July 1, 2023 (4.67% COLA)**

Grade	Step I	Step II	Step III	Step IV	Step V
81	\$ 151,403.20	\$ 158,953.60	\$ 166,920.00	\$ 175,281.60	\$ 184,038.40
	\$ 12,616.93	\$ 13,246.13	\$ 13,910.00	\$ 14,606.80	\$ 15,336.53
	\$ 5,823.20	\$ 6,113.60	\$ 6,420.00	\$ 6,741.60	\$ 7,078.40
	\$ 72.79	\$ 76.42	\$ 80.25	\$ 84.27	\$ 88.48
82	\$ 155,168.00	\$ 162,968.00	\$ 171,100.80	\$ 179,628.80	\$ 188,656.00
	\$ 12,930.67	\$ 13,580.67	\$ 14,258.40	\$ 14,969.07	\$ 15,721.33
	\$ 5,968.00	\$ 6,268.00	\$ 6,580.80	\$ 6,908.80	\$ 7,256.00
	\$ 74.60	\$ 78.35	\$ 82.26	\$ 86.36	\$ 90.70
83	\$ 158,953.60	\$ 166,920.00	\$ 175,281.60	\$ 184,038.40	\$ 193,190.40
	\$ 13,246.13	\$ 13,910.00	\$ 14,606.80	\$ 15,336.53	\$ 16,099.20
	\$ 6,113.60	\$ 6,420.00	\$ 6,741.60	\$ 7,078.40	\$ 7,430.40
	\$ 76.42	\$ 80.25	\$ 84.27	\$ 88.48	\$ 92.88
84	\$ 162,968.00	\$ 171,100.80	\$ 179,628.80	\$ 188,656.00	\$ 198,057.60
	\$ 13,580.67	\$ 14,258.40	\$ 14,969.07	\$ 15,721.33	\$ 16,504.80
	\$ 6,268.00	\$ 6,580.80	\$ 6,908.80	\$ 7,256.00	\$ 7,617.60
	\$ 78.35	\$ 82.26	\$ 86.36	\$ 90.70	\$ 95.22
85	\$ 166,920.00	\$ 175,281.60	\$ 184,038.40	\$ 193,190.40	\$ 202,862.40
	\$ 13,910.00	\$ 14,606.80	\$ 15,336.53	\$ 16,099.20	\$ 16,905.20
	\$ 6,420.00	\$ 6,741.60	\$ 7,078.40	\$ 7,430.40	\$ 7,802.40
	\$ 80.25	\$ 84.27	\$ 88.48	\$ 92.88	\$ 97.53
86	\$ 171,100.80	\$ 179,628.80	\$ 188,656.00	\$ 198,057.60	\$ 207,958.40
	\$ 14,258.40	\$ 14,969.07	\$ 15,721.33	\$ 16,504.80	\$ 17,329.87
	\$ 6,580.80	\$ 6,908.80	\$ 7,256.00	\$ 7,617.60	\$ 7,998.40
	\$ 82.26	\$ 86.36	\$ 90.70	\$ 95.22	\$ 99.98
87	\$ 175,281.60	\$ 184,038.40	\$ 193,190.40	\$ 202,862.40	\$ 213,033.60
	\$ 14,606.80	\$ 15,336.53	\$ 16,099.20	\$ 16,905.20	\$ 17,752.80
	\$ 6,741.60	\$ 7,078.40	\$ 7,430.40	\$ 7,802.40	\$ 8,193.60
	\$ 84.27	\$ 88.48	\$ 92.88	\$ 97.53	\$ 102.42
88	\$ 179,628.80	\$ 188,656.00	\$ 198,057.60	\$ 207,958.40	\$ 218,337.60
	\$ 14,969.07	\$ 15,721.33	\$ 16,504.80	\$ 17,329.87	\$ 18,194.80
	\$ 6,908.80	\$ 7,256.00	\$ 7,617.60	\$ 7,998.40	\$ 8,397.60
	\$ 86.36	\$ 90.70	\$ 95.22	\$ 99.98	\$ 104.97
89	\$ 184,038.40	\$ 193,190.40	\$ 202,862.40	\$ 213,033.60	\$ 223,683.20
	\$ 15,336.53	\$ 16,099.20	\$ 16,905.20	\$ 17,752.80	\$ 18,640.27
	\$ 7,078.40	\$ 7,430.40	\$ 7,802.40	\$ 8,193.60	\$ 8,603.20
	\$ 88.48	\$ 92.88	\$ 97.53	\$ 102.42	\$ 107.54
90	\$ 188,656.00	\$ 198,057.60	\$ 207,958.40	\$ 218,337.60	\$ 229,278.40
	\$ 15,721.33	\$ 16,504.80	\$ 17,329.87	\$ 18,194.80	\$ 19,106.53
	\$ 7,256.00	\$ 7,617.60	\$ 7,998.40	\$ 8,397.60	\$ 8,818.40
	\$ 90.70	\$ 95.22	\$ 99.98	\$ 104.97	\$ 110.23

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

**ELK GROVE WATER DISTRICT**  
**Salary Schedule**  
**Annual, Monthly, Bi-Weekly & Hourly Wage**  
**As of July 1, 2023 (4.67% COLA)**

<b>Grade</b>	<b>Step I</b>	<b>Step II</b>	<b>Step III</b>	<b>Step IV</b>	<b>Step V</b>
91	\$ 193,190.40	\$ 202,862.40	\$ 213,033.60	\$ 223,683.20	\$ 234,873.60
	\$ 16,099.20	\$ 16,905.20	\$ 17,752.80	\$ 18,640.27	\$ 19,572.80
	\$ 7,430.40	\$ 7,802.40	\$ 8,193.60	\$ 8,603.20	\$ 9,033.60
	\$ 92.88	\$ 97.53	\$ 102.42	\$ 107.54	\$ 112.92
92	\$ 198,057.60	\$ 207,958.40	\$ 218,337.60	\$ 229,278.40	\$ 240,739.20
	\$ 16,504.80	\$ 17,329.87	\$ 18,194.80	\$ 19,106.53	\$ 20,061.60
	\$ 7,617.60	\$ 7,998.40	\$ 8,397.60	\$ 8,818.40	\$ 9,259.20
	\$ 95.22	\$ 99.98	\$ 104.97	\$ 110.23	\$ 115.74
93	\$ 202,862.40	\$ 213,033.60	\$ 223,683.20	\$ 234,873.60	\$ 246,646.40
	\$ 16,905.20	\$ 17,752.80	\$ 18,640.27	\$ 19,572.80	\$ 20,553.87
	\$ 7,802.40	\$ 8,193.60	\$ 8,603.20	\$ 9,033.60	\$ 9,486.40
	\$ 97.53	\$ 102.42	\$ 107.54	\$ 112.92	\$ 118.58
94	\$ 207,958.40	\$ 218,337.60	\$ 229,278.40	\$ 240,739.20	\$ 252,782.40
	\$ 17,329.87	\$ 18,194.80	\$ 19,106.53	\$ 20,061.60	\$ 21,065.20
	\$ 7,998.40	\$ 8,397.60	\$ 8,818.40	\$ 9,259.20	\$ 9,722.40
	\$ 99.98	\$ 104.97	\$ 110.23	\$ 115.74	\$ 121.53
95	\$ 213,033.60	\$ 223,683.20	\$ 234,873.60	\$ 246,646.40	\$ 258,960.00
	\$ 17,752.80	\$ 18,640.27	\$ 19,572.80	\$ 20,553.87	\$ 21,580.00
	\$ 8,193.60	\$ 8,603.20	\$ 9,033.60	\$ 9,486.40	\$ 9,960.00
	\$ 102.42	\$ 107.54	\$ 112.92	\$ 118.58	\$ 124.50
96	\$ 218,337.60	\$ 229,278.40	\$ 240,739.20	\$ 252,782.40	\$ 265,387.20
	\$ 18,194.80	\$ 19,106.53	\$ 20,061.60	\$ 21,065.20	\$ 22,115.60
	\$ 8,397.60	\$ 8,818.40	\$ 9,259.20	\$ 9,722.40	\$ 10,207.20
	\$ 104.97	\$ 110.23	\$ 115.74	\$ 121.53	\$ 127.59
97	\$ 223,683.20	\$ 234,873.60	\$ 246,646.40	\$ 258,960.00	\$ 271,897.60
	\$ 18,640.27	\$ 19,572.80	\$ 20,553.87	\$ 21,580.00	\$ 22,658.13
	\$ 8,603.20	\$ 9,033.60	\$ 9,486.40	\$ 9,960.00	\$ 10,457.60
	\$ 107.54	\$ 112.92	\$ 118.58	\$ 124.50	\$ 130.72
98	\$ 229,278.40	\$ 240,739.20	\$ 252,782.40	\$ 265,387.20	\$ 278,699.20
	\$ 19,106.53	\$ 20,061.60	\$ 21,065.20	\$ 22,115.60	\$ 23,224.93
	\$ 8,818.40	\$ 9,259.20	\$ 9,722.40	\$ 10,207.20	\$ 10,719.20
	\$ 110.23	\$ 115.74	\$ 121.53	\$ 127.59	\$ 133.99
99	\$ 234,873.60	\$ 246,646.40	\$ 258,960.00	\$ 271,897.60	\$ 285,459.20
	\$ 19,572.80	\$ 20,553.87	\$ 21,580.00	\$ 22,658.13	\$ 23,788.27
	\$ 9,033.60	\$ 9,486.40	\$ 9,960.00	\$ 10,457.60	\$ 10,979.20
	\$ 112.92	\$ 118.58	\$ 124.50	\$ 130.72	\$ 137.24
100	\$ 240,739.20	\$ 252,782.40	\$ 265,387.20	\$ 278,699.20	\$ 292,635.20
	\$ 20,061.60	\$ 21,065.20	\$ 22,115.60	\$ 23,224.93	\$ 24,386.27
	\$ 9,259.20	\$ 9,722.40	\$ 10,207.20	\$ 10,719.20	\$ 11,255.20
	\$ 115.74	\$ 121.53	\$ 127.59	\$ 133.99	\$ 140.69

**ELK GROVE WATER DISTRICT**  
**General Manager Salary**  
**Annual, Monthly, Bi-Weekly & Hourly Wage**  
**As of July 1, 2023 (4.67% COLA)**

General Manager	
GM	\$ 258,970
	\$ 21,581
	\$ 9,960
	\$ 124.50

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## ACRONYMS & GLOSSARY OF TERMS

### A

**Account** – A category that identifies the justification of the transaction of funds received or paid.

**Account Balance** – The difference in dollars between the total debits and the total credits in an account.

**Accrual Basis of Accounting** – A basis of accounting under which increases and decreases in economic resources are recognized as soon as the underlying event or transaction occurs. Revenues are recognized when earned and expenses are recognized when incurred, regardless of the timing of related cash flows.

**Accrual** – The recognition of a revenue or expense in the current period even though the actual cash may not be received or paid until the following period.

**Acre-foot of Water** – The volume of water that covers one acre to a depth of one foot; 43,560 cubic feet; 1,233.5 cubic meters; 325,872 gallons.

**Actual** – The final audited revenue / expenditure results of operations for the fiscal year indicated.

**ACWA** – Association of California Water Agencies.

**AICPA** – American Institute of Certified Public Accountants.

**Amortization** – Gradual reduction, redemption, or liquidation of the balance of an account according to specified times and amounts.

**Assets** – Resources owned or held by EGWD/FRCD which have monetary value.

**Audit** – An examination of the books and records of EGWD/FRCD to determine financial status and results of operations (excess or loss).

**AWWA** – American Water Works Association.

### B

**Backflow** – The backing up of water through a conduit or channel in the direction opposite to normal flow.

**BMPs** – Best Management Practices.

**Board of Directors** – The EGWD/FRCD is governed by a Board, the members of which are elected by the voters within the FRCD boundaries. The Board sets policy and provides overall leadership for EGWD/FRCD including the mission, goals, priorities and resource allocation.

**Bond Issuance Costs** – The costs incurred by the bond issuer during the planning, marketing and sale of a bond issue.

**Bonds** – Fixed income instruments that represent loans made by investors to borrowers.

**Budget Calendar** – The schedule of key dates or milestones which the District follows in the preparation, adoption, and administration of the budget.

**Budgetary Control** - The control of management in accordance with the approved budget to keep expenditures within the limitations of available appropriations and available revenues.

**Florin Resource Conservation District/Elk Grove Water District  
Fiscal Year 2023-24 Operating Budget**

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**C**

**CAC** – Community Advisory Committee.

**CalPERS** – California Public Employees Retirement System.

**Capital Equipment (Assets)** – Fixed assets such as vehicles, computers, equipment, technical instruments, etc., which have a life expectancy of more than one year and a value over \$5,000.

**Cash Flows** – The movement of cash in and out of the District from day-to-day activities.

**Cash Management** – The management of cash flows in such a way that interest and penalties paid are minimized and interest earned is maximized. Funds received are deposited on the day of receipt and invested as soon as the funds are available. The District maximizes the return on all funds available for investment without sacrifice of safety or necessary liquidity.

**CCF** – Centum cubic feet.

**CCR** – Consumer Confidence Report.

**CIP** – Capital Improvement Program.

**COLA** – Cost of Living Adjustment.

**CMTA** – California Municipal Treasurer’s Association.

**Consumer Price Index (CPI)** – A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living or doing business (i.e. economic inflation).

**CSDA** – California Special Districts Association.

**CSR** – Customer Service Representative.

**CSMFO** – California Society of Municipal Finance Officers.

**Current Assets** – Cash plus assets that are expected to be converted to cash, sold or consumed during the next 12 months or as a part of the normal operating cycle.

**Current Liabilities** – Obligations that will become due within the next year or within the normal operating cycle, if longer than a year.

**D**

**Debt** – An obligation resulting from the borrowing of money or from the purchase of goods and services. These include bonds and accounts payable.

**Debt Service** – The payment of principal and interest on any short-term and long-term debt.

**Debt Service Requirements** – The amount of money required to pay interest and principal on outstanding debt.

**Depreciation** – The allocation of the acquisition cost of plant, property and equipment to the particular periods or products that benefit from the utilization of the asset in service.

**E**

**Easement** – An acquired legal right to the use of land owned by others.

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

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**ECCP** – Employee Cost Control Program.

**EGWD** – Elk Grove Water District.

**Enterprise Fund** – A fund established to account for the operation of self-supporting enterprises.

**Expenditures** – A decrease in net financial resources, actual payment for goods and services received.

## **F**

**Financial Statement** – A set of summary documents which pertain to financial information that consist of the following: Balance Sheet or Combining Schedule of Net Assets, Income Statement or Combining Schedule of Revenues and Expenses, Statement of Cash Flows, Notes of Financial Statements and, in the District’s case, various Supplements, Schedules, etc.

**Fiscal Policy** – The District’s policies with respect to revenues, spending, and debt management as these relate to services, programs and capital investment.

**Fixed Assets** – Long-term tangible assets that have a normal use expectancy of more than one year and do not lose their individual identity through use. Fixed assets include primarily buildings, equipment, and land.

**FRCD** – Florin Resource Conservation District.

**FTE** – Full Time Equivalent.

**Fund** – A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

**Fund Balance** – The cumulative difference of all revenues and all expenditures of the fund from the time the District was established. Fund balance is also considered to be the difference between fund assets and fund liabilities and is sometimes referred to as “fund equity” at any given point in time.

## **G**

**Generally Accepted Accounting Principles (GAAP)** – Uniform minimum standards of, and guidelines for, external financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations. The primary authoritative statement on the application of GAAP to state and local governments is Government Accounting Standards Board (GASB) pronouncements.

**Geographic Information System (GIS)** – An organized collection of computer hardware, software and geographic data designed to efficiently capture, store, update, manipulate, analyze, and display all forms of geographically referenced information.

**Goals** – General statements of desired state, condition, or situation to be achieved, which may be viewed from a short or long-term perspective.

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

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**Governmental Accounting Standards Board (GASB)** – Their mission is to establish and improve standards of state and local governmental accounting and financial reporting that will result in useful information for users of financial reports.

**Governmental Finance Officers of America (GFOA)** – Their purpose is to enhance and promote the professional management of governments for the public benefit. The GFOA accomplishes this mission by identifying and developing financial policies and practices and promoting them through education, training and leadership.

**Groundwater** – Water produced by pumping from underground.

**GSP** – Groundwater Sustainability Plan.

## **H**

## **I**

**Independent Auditor** – External public accounting firm hired to audit the annual financial statements and express an opinion on those statements as to conformity with generally accepted accounting principles.

**Infrastructure** – District owned capital assets that provide services to the ratepayers.

**Internal Control** – Methods and procedures that are primarily concerned with the authorization of transactions, safeguarding of assets, and accuracy of the financial records.

**Inventories** – Items held for future use.

**Investment Income** – Income derived by investing certain fund balance in interest-yielding securities in compliance with the provisions of the District’s Investment policy.

## **J**

## **K**

## **L**

**Liabilities** – Obligations incurred in past or current transactions requiring present or future settlement.

**Long-Term Debt** – Debt with a maturity of more than one year after the date of issuance.

## **M**

**Meter** – An instrument of measuring the flow of water.

**MGD** – Million gallons per day.

**Mid-Year Review** – Midway through the fiscal year the current year budget is evaluated based on spending to date and current projections. The primary areas reviewed and analyzed are year-to-date expenditure and revenue status plus expenditure and revenue projections for the remainder of the year.

**Modified Accrual Basis** – The accrual basis of accounting adapted to the governmental fund type. Revenues are recognized when they become both “measurable” and “available to finance

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

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expenditures of the current period.” Expenditures are recognized when the liability is incurred except on long-term debt which is recognized when due.

## **N**

**Net Position** – *The difference between the District’s assets plus deferred outflows of resources and the District’s liabilities plus deferred inflows of resources.*

**Notes Payable** – Long or short-term obligations that are payable according to a contract or agreement in which the timeframe is executed.

**NSF** – Non-sufficient funds.

## **O**

**Objective** – A statement of purpose defined more specifically than goals, defining the result-oriented activities necessary to achieve a stated goal.

**Obligation** – Amounts which the District may be legally required to meet out of its resources and includes not only actual liabilities, but also encumbrances not yet paid.

**OPEB** – Other Post Employment Benefit.

**Operating Expense** – All costs required for the daily operation of the District necessary to provide services and maintain the systems in good operating condition that are not considered capital improvements or debt repayments.

**Overtime** – Hours worked in excess of 40 hours per work week or hours worked in excess of those scheduled in a shift.

## **P**

**Projected** – An estimate of revenues or expenditures based on past trends, the present economic situation and future financial forecasts.

**PTO** – Personal time off.

## **Q**

## **R**

**Ratepayers**– Those being provided with water service by Elk Grove Water District.

**Refunding Bonds** – Bonds issued to retire bonds already outstanding.

**Reimbursements** – Payment made to someone for out-of-pocket expenses incurred.

**Reserves** – An account used to indicate that a portion of a fund’s assets are restricted for a specific purpose.

**Revenue** – An inflow of assets in exchange for services.

**Revenue Bonds** – Municipal bonds that finance income-producing projects and are secured by a specific revenue source.

**Risk Management** – A coordinated effort to minimize costs – typically where insurance policies are purchased to manage the District’s exposure to various risks of loss; Workers’ Compensation; theft

**Florin Resource Conservation District/Elk Grove Water District**  
**Fiscal Year 2023-24 Operating Budget**

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of, damage to, and destruction of assets, errors and omissions; injuries to employees; and natural disasters.

**RRWTF** – Railroad Water Treatment Facility.

**RWA** – Regional Water Authority.

## **S**

**SCADA System** – “*Supervisory Control and Data Acquisition*” System. The computer system that collects data, processes the data and allows operating personnel to take corrective actions.

**SCGA** – Sacramento Central Groundwater Authority.

**SCWA** – Sacramento County Water Agency.

**SDLF** – Special District Leadership Foundation.

**SOP** – Standard operating procedures.

## **T**

**Treated Water** – Water which has been processed through the District’s water treatment plant(s) or imported from other utilities to supplement the EGWD’s water supplies.

## **U**

## **V**

**Variance** – The dollar and/or percentage difference between two sets of figures.

**VFD** – Variable frequency drive.

**VTO** – Vacation time off.

## **W**

**Water Conservation** – Reducing the demand for water through activities that alter water use practices, e.g., improving efficiency in water use, and reducing losses of water from leaks.

**Water Quality** – The chemical, physical and biological characteristics of water with respect to its suitability for a particular purpose. The same water may be of good quality for one purpose or use, and bad for another, depending on its characteristics and the requirements for the particular use.

**Well** – A vertical drilled hole into an underground formation, usually to obtain a source of water, to monitor ground water quality or to determine the position of the water table.

**WDO** – Water Distribution Operator.

## **X**

## **Y**

## **Z**

June 20, 2023

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Bruce Kamilos, General Manager

SUBJECT: **ELK GROVE WATER DISTRICT EMPLOYEE POLICY MANUAL AMENDMENT  
– OVERTIME PAY**

### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution No. 06.20.23.02, amending the 2019 Elk Grove Water District Employee Policy Manual, Section 4.2.7, Overtime Pay.

### **SUMMARY**

The Florin Resource Conservation District/Elk Grove Water District (District) relies on staff to respond to emergency events or take on-call duty to support the District's critical operations. The District's current Overtime Pay policy for non-exempt employees does not incentivize employees in some cases to do this.

To address this situation, staff has prepared an amendment to the Elk Grove Water District Employee Policy Manual to compensate non-exempt employees who may be called out to work after regular hours of work at the overtime rate of one and a half (1.5) times the employee's regular rate of pay, regardless of whether the employee has worked a full workday or a full 40-hour work week.

### **DISCUSSION**

#### **Background**

District staff, on occasion, are asked to work outside of their regularly scheduled work hours. This includes responding to emergency events or taking on-call duty. There have been incidents in the past where a staff member has been called out in the middle of the night to respond to an emergency event, or starts an on-call shift, and only gets paid straight time for after-hours work. This is because the individual may not have worked a full workday earlier that day, or a full 40-hour work week, as required by the current Overtime Pay policy.

It is critical that District staff respond to emergency events. The District's Overtime Pay policy should incentivize staff to respond to an emergency event. As an example, a non-exempt employee who takes personal leave or vacation time to accompany their child to a doctor's appointment on Monday afternoon would be paid straight time for responding to an emergency event that same night. Responding to an emergency event like this is a hardship and it is in the District's best interest to reward the effort by paying time and a half, whether the employee has worked a full workday or not.

**ELK GROVE WATER DISTRICT EMPLOYEE POLICY MANUAL AMENDMENT –  
OVERTIME PAY**

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Page 2

Present Situation

To address this situation, staff proposes amending Section 4.2.7, Overtime Pay, of the Employee Policy Manual (attached). The proposed amended language would count personal leave, other leave and vacation toward time worked.

It is worth noting that the situation described above does not happen often within the District. In fiscal years 2021-22 and 2022-23, the District would have spent an additional \$1,956.83 and \$2,617.51 respectively if the proposed amended policy language had been in place. These amounts represent small percentages of the overall budget for Overtime Compensation. Furthermore, staff assumes that all overtime will be paid at time and a half when budgeting, so the additional amounts are already included in the budget.

If approved, the District Board of Directors (Board) would adopt Resolution No. 06.20.23.02, amending the 2019 Elk Grove Water District Employee Policy Manual, Section 4.2.7, Overtime Pay.

**ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

**STRATEGIC PLAN CONFORMITY**

Updating Board policies and the Elk Grove Water District Employee Policy Manual 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**

The proposed amendment to the Employee Policy Manual for overtime pay would not have a financial impact on the District's budget as staff prepares the budget under the assumption that overtime pay will be paid at one and a half (1.5) times the employee's regular pay.

Respectfully submitted,



BRUCE KAMILOS  
GENERAL MANAGER

Attachment



**RESOLUTION NO. 06.20.23.02**

**RESOLUTION OF THE FLORIN RESOURCE  
CONSERVATION DISTRICT BOARD OF DIRECTORS  
AMENDING THE 2019 ELK GROVE WATER DISTRICT EMPLOYEE  
POLICY MANUAL, SECTION 4.2.7, OVERTIME PAY**

**WHEREAS**, the Florin Resource Conservation District Board of Directors (Board) establishes written policies and procedures for the Elk Grove Water District (EGWD) staff;

**WHEREAS**, approved policies provide guidance and continuity of direction for EGWD staff;

**WHEREAS**, the Board desires to maintain an Employee Policy Manual (Manual) of performance standards and to keep that Manual current according to labor laws, employment benefit offerings and other conditions of employment;

**WHEREAS**, the Board and staff reviews this Manual regularly and updates it as necessary;

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

SECTION 1. The Board of Directors hereby adopts the amendment to the Elk Grove Water District Employee Policy Manual, Section 4.27, Overtime Pay, attached hereto as Exhibit A, effective June 20, 2023.

SECTION 2. This Resolution shall go into effect on July 1, 2023.

**PASSED, APPROVED AND ADOPTED** by the Florin Resource Conservation District Board of Directors on this 20<sup>th</sup> day of June 2023 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Tom Nelson  
Chair

ATTEST:

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Stefani Phillips  
Board Secretary

APPROVED AS TO FORM:

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Ren Nosky  
General Counsel

**EXHIBIT "A"**

**ELK GROVE WATER DISTRICT  
EMPLOYEE POLICY MANUAL,  
SECTION 4.2.7, OVERTIME PAY**

[Attached behind this cover page]

#### 4.2.7 Overtime Pay

Non-exempt employees shall be eligible for overtime compensation. No employee shall work overtime unless the employee's immediate supervisor authorizes the additional work time. Employees who work unauthorized overtime will be compensated for such work, but will be subject to discipline, up to and including termination.

All hours worked over a regularly scheduled nine (9) ~~hour~~ work-dayworkday or time worked in excess 40 hours in a workweek shall be paid at the overtime rate of one and a half (1.5) times the employee's regular rate of pay. An employee will be paid for overtime worked by rounding up to the nearest 15-minute interval.

EXAMPLE: If a non-exempt employee who is scheduled for a nine (9) hour ~~work~~ dayworkday works an additional hour, he or she will be paid one (1) hour overtime, even if he or she has not exceeded 40 hours in that week.

Time worked ~~does not include~~ s vacation, personal leave, or other leave whether paid or unpaid. No employee may work more than 12 hours in a ~~24-hour~~ 24-hour period without the approval of the General Manager or his or her designee.

Exempt employees are not eligible for overtime pay.

June 20, 2023

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Patrick Lee, Finance Manager / Treasurer

SUBJECT: **FISCAL YEAR 2023-24 INVESTMENT POLICY GUIDELINES**

### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution 06.20.23.03, approving the Fiscal Year 2023-24 Investment Policy Guidelines of the Florin Resource Conservation District and delegating investment authority to the Finance Manager/Board Treasurer.

### **SUMMARY**

By this action, if approved, the Florin Resource Conservation District (District) Board of Directors (Board) will approve the Fiscal Year 2023-24 Investment Policy Guidelines (attached) of the District and delegate investment authority to the Finance Manager/Board Treasurer.

### **DISCUSSION**

#### **Background**

State of California Government Code section 53607 et. seq., states that the authority to invest District funds is expressly delegated to the Board of Directors. The Board of Directors may then re-delegate that authority to the District Treasurer for a period of up to one (1) year. Subject to review, the Board may renew the delegation of authority each year.

#### **Present Situation**

The District's Investment Policy Guidelines requires the annual readoption and delegation of investment authority annually. California Government Code sections 53600 – 53610 establishes the guidelines for the investment of public funds including the types of allowable investments and maximum amounts of each type of investment. Staff has reviewed the policy for compliance with applicable government codes and is not recommending any changes to the Investment Policy Guidelines at this time.

**FISCAL YEAR 2023-24 INVESTMENT POLICY GUIDELINES**

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Page 2

California Government Code section 53607 et. seq., allows the authority of the Board of Directors to invest or to reinvest funds of the District, or to sell or exchange securities so purchased, to be delegated for a one-year period by the Board of Directors to the Treasurer of the District, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires.

If approved, the Board will readopt the District's Investment Policy Guidelines and delegate investment authority to the Finance Manager/Board Treasurer for fiscal year 2023-24.

**ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

**STRATEGIC PLAN CONFORMITY**

This item conforms to the FRCD/EGWD's 2020-2025 Strategic Plan. Annual adoption of the Investment Policy Guidelines is in line with the Fiscal Responsibility and best business practices of the Strategic Plan.

**FINANCIAL SUMMARY**

There is no direct financial impact associated with this report.

Respectfully submitted,



PATRICK LEE  
FINANCE MANAGER / TREASURER

Attachment

**RESOLUTION NO. 06.20.23.03**

**A RESOLUTION OF THE FLORIN RESOURCE  
CONSERVATION DISTRICT BOARD OF DIRECTORS APPROVING  
THE FISCAL YEAR 2023-24 INVESTMENT POLICY GUIDELINES OF THE FLORIN  
RESOURCE CONSERVATION DISTRICT AND DELEGATING INVESTMENT  
AUTHORITY TO THE FINANCE MANAGER/BOARD TREASURER**

**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); and

**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; and

**WHEREAS**, the District Board of Directors (Board) adopted the Fiscal Year (FY) 2022-23 Investment Policy Guidelines on June 21, 2022, to guide the District, General Manager, Finance Manager, and District staff regarding District investments; and

**WHEREAS**, Section XIV of the Investment Policy Guidelines provides that the District shall adopt the guidelines by resolution annually; and

**WHEREAS**, California Government Code Section 53607 et. seq., allows the authority of the Board of Directors to invest or to reinvest funds of the District, or to sell or exchange securities so purchased, to be delegated for a one-year period by the Board to the Finance Manager/Board Treasurer of the District, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires; and

**WHEREAS**, the Board wishes to adopt the FY 2023-24 Investment Policy Guidelines and delegate investment authority to the District's Treasurer for a period of one year.

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

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

SECTION 2. Investments shall be made in accordance with the FY 2023-24 Investment Policy Guidelines attached hereto as Exhibit "A," and made a part hereof.

SECTION 3. Investment authority shall be delegated to the Finance Manager/Board Treasurer for a period of one year.

SECTION 4. The policies adopted by this resolution are in addition to and supplement any other legal requirements.

SECTION 5. The Board Secretary shall certify the passage and adoption of this resolution

and the same shall take effect and be in force upon its adoption.

**PASSED, APPROVED AND ADOPTED** by the Florin Resource Conservation District Board of Directors on this 20<sup>th</sup> day of June 2023 by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

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Tom Nelson  
Chair

ATTEST:

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Stefani Phillips  
Board Secretary

APPROVED AS TO FORM:

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Richard E. Nosky  
General Counsel

**EXHIBIT “A”**

**FLORIN RESOURCE CONSERVATION DISTRICT**

**“FISCAL YEAR 2023-24 INVESTMENT POLICY GUIDELINES”**

[Attached behind this cover page]



Policy Type: Florin Resource Conservation District Board of Directors  
Policy Title: Fiscal Year 2023-24 Investment Policy Guidelines  
Date Adopted: June 20, 2023  
Resolution No: 06.20.23.03  
Date Amended:

## **I. PURPOSE**

The purpose of this policy is to provide guidelines for the investment of public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Florin Resource Conservation District (District) and conforming to all state and local statutes governing the investment of public funds.

## **II. POLICY**

This policy applies to all surplus financial assets of the District. These funds are accounted in the monthly financial reports and the annual comprehensive financial report of District financial activities.

## **III. INVESTMENT AUTHORITY**

In accordance with the section 53600 et. seq. of the Government Code of the State of California, the authority to invest public funds is expressly delegated to the District Board of Directors (Board) for subsequent re-delegation to the Finance Manager/Treasurer.

### **A. Delegation of Authority**

Management responsibility for the investment program is hereby delegated, pursuant to Section 53607 of the Government Code, to the Finance Manager/Treasurer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. This responsibility includes authority to select Brokers, establish safekeeping accounts, enter into wire transfer agreements, banking service contracts, and collateral/depository agreements. The Finance Manager/Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. This delegation shall be for no greater than one (1) year and may be revoked at any time, or, upon review, renewed each year.

## **IV. PRUDENCE**

The standard of prudence to be used by investment officials in the management of District funds shall be the "prudent investor" standard which shall be applied in the context of managing all aspects of the overall portfolio. Investments shall be made with the care, skill, prudence, and diligence, under circumstances then prevailing, including the general economic conditions and the anticipated needs of the District, which persons of prudence, discretion and intelligence acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

It is the District's intent, at the time of purchase, to hold all investments until maturity. However, investments may be sold prior to maturity for cash flow purposes or to take advantage of principal appreciation.

## **V. OBJECTIVE**

The primary objectives, in priority order, of the District's investment activities shall be:

### **A. Safety**

Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

### **B. Liquidity**

The District's investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.

### **C. Return on Investments**

The District's investment portfolio shall be designed with the objective of attaining a rate of return commensurate with the District's investment risk constraints and the cash flow characteristics of the portfolio.

## **VI. ETHICS AND CONFLICTS OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program or impairs their ability to make impartial investment decisions. Additionally, the Finance Manager/Treasurer is required to annually file applicable financial disclosures as required by the Fair Political Practices Commission (FPPC) and/or the District's Conflict of Interest Code.

## **VII. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

The District shall transact business only with banks, associations, and with broker/dealers licensed by the State of California. The broker/dealers should be primary government dealers regularly reporting to the New York Federal Reserve Bank. The Finance Manager/Treasurer shall annually send a copy of the current investment policy to all broker/dealers approved to do business with the District. Confirmation of receipt of this policy shall be considered evidence that the dealer understands the District's investment policies and intends to sell the District only appropriate investments authorized by this investment policy.

## **VIII. INVESTMENTS**

### **A. Authorized and Suitable Investments**

All investment vehicles allowed by Sections 53601 of the California Government Code may be used by the Florin Resource Conservation District.

#### **1. Government Agency Issues**

As authorized in Government Code Sections 53601 (a) through (f), this category includes a wide variety of government securities. There are no

special portfolio limitations on the amount that may be invested in these securities, as follows:

- a. California local government agency bonds, notes, warrants or other indebtedness;
- b. California State warrants, notes, bonds or other indebtedness;
- c. Bonds issued by the Florin Resource Conservation District;
- d. U.S. Treasury notes, bonds, bills or other certificates of indebtedness secured by the full faith and credit of the federal government;
- e. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

2. Bankers Acceptances

As provided in Government Code Section 53601 (g), up to 40% of the District's surplus funds may be invested in Bankers Acceptances [that are eligible for purchase by the Federal Reserve System], although no more than 30% of the surplus funds may be invested in Bankers Acceptances of any one commercial bank. Additionally, the maturity period of any Bankers Acceptance shall not exceed 180 days.

3. Commercial Paper

As authorized in Government Code Section 53601 (h), up to 25% of the District's surplus funds may be invested in "prime" commercial paper of quality of the highest ranking or of the highest letter and number rating provided by a nationally recognized statistical-rating organization (NRSRO). Issuing corporation must meet all of the following conditions in either paragraph (1) or paragraph (2):

a. The entity meets the following criteria:

- Is organized and operating in the United States as a general corporation.
- Has total assets in excess of five hundred million dollars (\$500,000,000).
- Has debt other than commercial paper, if any, that is rated "A" or higher by a NRSRO.

b. The entity meets the following criteria:

- Is organized within the United States as a special purpose corporation, trust, or limited liability company.
- Has program-wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bond.
- Has commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

District shall not purchase more than 10% of the outstanding commercial paper of any one issuer. Maturities may not exceed 270 days.

4. **Negotiable Certificates of Deposit or Bonds**  
As authorized in Government Code Section 53601 (i), up to 30% of District's surplus funds may be invested in negotiable certificates of deposit issued by nationally or state-chartered commercial banks, federally insured credit unions, or the state licensed branch of a foreign bank. There is no limitation on the maturity period for this investment vehicle except for the overall investment constraints.
  
5. **Repurchase Agreements, Reverse Repurchase Agreements, Or Securities Lending Agreements** as authorized in Government Code Section 53601 (j), District may invest in repurchase agreements, reverse repurchase agreements, or securities lending agreements of any securities authorized in Government Code Section 53601 (a) to (k) or (n) or (o) provided that a master repurchase agreement that complies with the Bond Market Association (TBMA) Model has been executed with the contra-party. These investment vehicles are agreements between the District and the seller for the purchase of government securities to be resold on or before a specified date and for a specified amount. The market value of the securities that underlay the repurchase agreement shall be valued at 102% or greater of the funds borrowed against those securities, adjusted no less than quarterly. As provided in Government Code Section 53601(j)(5), investing in reverse repurchase agreements or securities lending agreements may only be made upon prior approval of the Board of Directors. The proceeds from a reverse repurchase agreement shall solely supplement the income normally received from the underlying securities. Also:
  - a. The maturity of the reverse repurchase agreement must match the maturity of the securities purchased with the proceeds from the sale of the securities on the reverse repurchase agreement, and shall not exceed a term of 92 days, unless the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement and the final maturity date of the same security; and
  - b. The total amount invested in reverse repurchase agreements shall not exceed 20% of the base value of the portfolio; and
  - c. The securities to be sold on the reverse repurchase agreement or securities lending agreement must be owned and fully paid for by the District for a minimum of 30 days prior to the settlement of the reverse repurchase agreement; and
  - d. Repurchase agreements, reverse repurchase agreements, or securities lending agreements may only be made with primary dealers of the Federal Reserve Bank of New York.

The Board of Directors specifically authorizes the Finance Manager/Treasurer to enter into reverse repurchase agreements or securities lending agreements pursuant to the limitations described herein.

6. Medium-Term Corporate Notes

As authorized in Government Code Section 53601 (k), up to 30% of District's surplus funds may be invested in medium term corporate notes. Maturities may not exceed five years. The issuing corporation must be organized and operating within the U.S. and must be rated "A" or better by a nationally recognized rating service.

7. Shares of Beneficial Interest

As authorized by Government Code Section 53601 (l), up to 20% of District's surplus funds may be invested in shares of beneficial interest issued by diversified management companies investing in securities authorized by Government Code Section 53601 (a) to (k), inclusive or (n) or (o), and shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the investment company act of 1940.

If the investment is in shares by a company that invests in securities and obligations authorized by subdivisions (a) to (k), inclusive or subdivisions (n) or (o), the company must have attained the highest ranking or the highest letter and numerical rating provided by two (2) nationally recognized statistical rating organizations or retain an investment advisor registered or exempt from registration with the Securities and Exchange Commission with at least five (5) years investing the securities authorized by subdivisions (a) to (k), inclusive, or (n) or (o) or experience managing money market mutual funds and with assets under management in excess of \$500,000,000.

The purchase price of shares shall not include any commission and no more than 10% of the surplus funds may be invested in shares of any one mutual fund.

8. Mortgage Pass-Through Securities

As authorized in Government Code Section 53601 (o) up to 20% of the District's surplus funds may be invested in mortgage pass-through securities, collateralized mortgage obligations, mortgage-backed or other pay-through bonds, equipment lease-backed certificates, consumer receivable pass-through certificates, or consumer receivable-backed bonds of a maximum of five (5) years maturity.

Securities eligible for investment under this provision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating service and rated in a rating category of "AA" or its equivalent or better by a nationally recognized rating service.

9. Financial Futures and Financial Option Contracts

As permitted in Government Code Section 53601.1, District may invest in financial futures or financial option contracts in any of the above investment categories, subject to the same overall portfolio limitations.

#### 10. Time Certificates of Deposit

As authorized in Government Code Sections 53601.8 and 53630 and following, up to 30% of the District's surplus funds may be invested in non-negotiable, fixed-term Certificates of Deposit collateralized in accordance with the Government Code requirements. In order to secure such deposits, an institution shall maintain in the collateral pool securities having a market value of at least 10% in excess of the total amount deposited (50% in excess of the total amount of deposits secured by promissory notes secured by first mortgages and first trust deeds). District is permitted to waive the first \$100,000 of collateral security for such deposits if the institution is insured pursuant to federal law. There are no special portfolio limits on the amount or maturity for this investment vehicle. TCDs may be purchased from banks, associations, federally insured credit unions, and federally insured industrial loan companies which meet the requirements set forth in the Government Code.

#### 11. Local Agency Investment Fund (LAIF)

Deposits with the LAIF, which is managed by the California State Treasurer's Office, are also permitted. This investing is authorized by Government Code Section 16429.1. The District is a current participant in this fund.

#### B. Prohibited Investments

The District shall not invest any funds, pursuant to Government Code 53601.6 or pursuant to Article 2 (commencing with Section 53630), in inverse floaters, range notes, mortgage-derived, or interest-only strips that are derived from a pool of mortgages. Nor shall the District invest in any security that could result in zero interest accrual if held to maturity.

#### C. Investment Pools

The Finance Manager/Treasurer shall have a thorough understanding of the operational areas listed below for each pool and/or fund prior to investing, and on a continual basis.

1. A description of eligible investment securities, and a written statement of investment policy and objectives; and
2. A description of interest calculations and how interest is distributed, and how gains and losses are treated; and
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced, and the program is audited; and
4. A description of who may invest in the program, how often, and the permissible size of deposit and withdrawal; and
5. A schedule for receiving statements and portfolio listings; and
6. Whether reserves, retained earnings, etc. are utilized by the pool/fund; and
7. A fee schedule, and when and how it is assessed; and
8. Whether the pool/fund is eligible for bond proceeds and/or whether it will accept such proceeds.

## **IX. SAFEKEEPING, CUSTODY AND DELIVERY**

### **A. Safekeeping and Custody**

To protect against fraud or embezzlement or losses caused by collapse of an individual securities dealer, all securities owned by the District shall be held in safekeeping by a third-party custodian, acting as agent for the District under the terms of a custody agreement or TBMA agreement executed by the Finance Manager/Treasurer. All security transactions will settle delivery vs. payment (DVP) through the District's safekeeping agent. Securities purchased from brokers/dealers shall be held in third party safekeeping by the trust department of the District's main bank, or by another third-party trustee designated by the Finance Manager/Treasurer.

### **B. Delivery**

The purchase of an eligible security shall require delivery of the securities to the District, including those purchased for the District by financial advisors, consultants, or managers using the District's funds, by book entry, physical delivery, or by third party custodial agreement. The transfer of securities to the counter party bank's customer book entry account may be used for book entry delivery. A counter party bank's trust department or separate safekeeping department may be used for the physical delivery of the security if it is held in the District's name.

## **X. MAXIMUM MATURITY**

Pursuant to Government Code Section 53601 where the Government Code does not specify a limitation on the maturity term of a security, the Finance Manager/Treasurer is authorized, as part of the District's investment program set forth herein, to invest in individual instruments in the portfolio to a maximum maturity of ten (10) years. The maximum weighted average maturity of the portfolio shall not exceed five (5) years.

## **XI. INTERNAL CONTROL**

### **A. Separation of Functions**

Separation of functions between the Finance Manager/Treasurer and the Finance Supervisor is designed to provide an ongoing internal review to prevent the potential for converting assets or concealing transactions.

### **B. Proper Documentation**

Existing procedures require all wire transfers to be approved by the Finance Manager/Treasurer and Finance Supervisor. Proper documentation obtained from confirmation and cash disbursement wire transfers is required for each investment transaction. Timely bank reconciliation is conducted to ensure proper handling of all transactions.

### **C. Investment Portfolio**

The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by the Finance Manager/Treasurer on a monthly basis.

D. Investment Bonding

All employees involved in the investment of District funds are properly bonded.

E. Confirmation Documentation

Confirmation letters are delivered to the financial institution with the details of the investment transaction. The letters are signed by the Finance Manager/Treasurer with copies to the Finance Supervisor. In the absence of the Finance Manager/Treasurer, the Finance Supervisor may sign the confirmation letter for investments previously authorized. The Finance Manager/Treasurer will review the letter signed during his or her absence by the Finance Supervisor. District receives confirmations from the financial institutions. All investment confirmations received from financial institutions are reviewed for accuracy and filed with the District's letter of confirmation in the Finance Manager/Treasurer's office.

F. Legal Reporting

The District investment accounting software package meets all legal reporting requirements. It has the capability of generating a variety of reports for monitoring and controlling investment activity. An independent confirmation by an external auditor is conducted annually to review internal control, account activity and compliance with policies and procedures.

## **XII. OTHER GUIDELINES**

A. Liquidity

Liquidity refers to the ability to convert investment holdings to cash immediately with minimal loss of principal or accrued interest. This quality is important when the need for unexpected funds suddenly occurs. The secondary duty of the Finance Manager/Treasurer is to ensure that the liquidity needs of the District are met.

B. Competitive Bids

Purchase and sale of securities are made on the basis of competitive offers and bids.

C. Selling Securities Prior to Maturity

Generally, losses are acceptable on a sale before maturity if the earnings from the reinvested proceeds will exceed the income that would have been generated by the old investment considering any capital loss or foregone interest on the original investment.

D. Sale of Investments Before Maturity

Investments may be sold prior to maturity for cash flow or appreciation purposes; however, no investment shall be made solely for the purpose of trading.

E. Negotiable Certificates of Deposit (NCD) Evaluation

NCD are evaluated in terms of the credit worthiness of the issuer, as these deposits are unsecured, and uncollateralized promissory notes.



F. Time Deposit Placement

Time deposits (insured and collateralized certificates of deposit) are not placed with banks, credit unions and/or associations unless an office is maintained in the State of California.

G. Time Certificates of Deposit (TCD) Evaluation

TCD are evaluated in terms of FDIC coverage. For deposits in excess of the insured maximum of \$100,000 approved levels of collateral at full market value are required, as prescribed in the California Government Code.

H. Security Marketability

The marketability (salability) of a security is considered at the time of purchase, as the security may have to be sold prior to maturity in order to meet unanticipated cash demands.

I. Cash Flow Requirements Used to Establish Maturity

Projected cash flow requirements and the overall weighted average maturity of the District's investment portfolio are the primary factors to be used in determining investment maturity terms.

### **XIII. REPORTING**

A. Monthly Report

1. Government Code Section 53067 requires the Finance Manager/Treasurer to make a monthly report to the Board of Directors of transactions made pursuant to the Investment Policy.
2. Water Code Section 24273 requires the Finance Manager/Treasurer to file a report with the Secretary showing: Amount of money in District's treasury, audit of receipts and audit of items of expenditure.

B. Quarterly Report

Government Code Section 53646 requires the Finance Manager/Treasurer to issue a quarterly report within 30 days following the end of the quarter, to the General Manager and the Board, showing the type of investment, issuer and/or institution, date of maturity, amount of investment, current market value for all securities, rate of interest, and other relevant data that may be required. The quarterly report shall state compliance of the investment portfolio with the Investment Policy and shall include a statement denoting the ability of the District to meet its pool expenditure requirements for the next six (6) months. The Finance Manager/Treasurer shall also submit the investment policy annually to the Board, disclose the source of market value information, confirm compliance with the guidelines or explain the differences, and affirm the agency's ability to meet its obligations over the next six (6) months.

### **XIV. INVESTMENT POLICY ADOPTION**

The District's investment policy guidelines shall be adopted by resolution annually. However, changing economic conditions may make it advisable to review the

guidelines during the year. Legislative changes affecting public agency investment practices may also need to be incorporated into the policy statement prior to year-end. It is anticipated that most changes will be processed at the end of the fiscal year.

APPENDIX A – Glossary

APPENDIX B – Sources

## Appendix A

Accrued Interest	Interest that has accumulated between the most recent payment and the sale of a bond or other fixed income security. At the time of sale, the buyer pays the seller the bond's price plus accrued interest.
Agencies	Securities issued by government-sponsored corporations or agencies of the U.S. Government such as the Federal Home Loan Banks, the Federal Farm Credit Banks Small Business Administration, Department of Housing and Urban Development.
Amortize	Accounting method whereby the cost of acquisition of an asset gradually is reduced to reflect the theoretical resale value of the asset.
Asked Price	The price at which securities are offered for sale. Also called the Ask Price, Asking Price, or Ask.
Bankers' Acceptance	A draft or bill of exchange accepted by a bank or trust company. It is the customary means of effecting payment for merchandise sold in import-export transactions and a source of financing used extensively in international trade.
Basis Point	.01% of yield (1/100 of 1%) on a fixed-income security.
Bear Market	Prolonged period of falling prices. A bear market in stocks is usually brought on by the anticipation of declining economic activity, and a bear market in bonds is caused by rising interest rates.
Bearish	Having the opinion that securities will fall in market value.
Bid	The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.
Bond	Any interest-bearing or discounted government or corporate security that obligates the issuer to pay the bondholder a specified sum of money, usually at specific intervals, and to repay the principal amount of the loan at maturity.
Book Entry	Holdings of the securities are recorded on the books of the Federal Reserve Bank of New York for the issuer. Interest and principal payments are sent to the investor when due. No physical certificates are issued or delivered to the investor. Bonds issued in book entry form are transferred via the Federal Reserve wire or book entry system to member financial institutions. Book entry securities are said to be wireable.
Book Value	Value at which an asset is carried on the balance sheet.
Broker	A person who acts as an intermediary between a buyer and seller.

Bull Market	Prolonged rise in the prices of stocks, bonds, or commodities. Bull markets usually last at least a few months and are characterized by high trading volume.
Bullish	The belief that prices will rise or will continue to rise.
Call	The action whereby a company elects to redeem a security prior to its maturity date.
Callable Bond	Bond that may be called (redeemed) by the issuer on or after a specified date before maturity.
Certificate of Deposit (CD)	A time deposit with a specific maturity evidenced by a certificate.
Collateral	Securities, evidenced of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.
Commercial Paper	Short-term obligations with maturities ranging from 2 to 270 days issued by banks, corporations, and other borrowers to investors with temporarily idle cash. Such instruments are unsecured and usually discounted, although some are interest bearing.
Confirmation	Formal memorandum from a broker to a client giving details of a securities transaction.
Consumer Price Index (CPI)	Measure of change in consumer prices, as determined by a monthly survey of the U.S. Bureau of Labor Statistics.
Coupon	(a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.
Current Yield	The annual interest received on a bond in relation to the amount paid for the bond expressed as a percentage.
Debenture	A bond secured only by the general credit of the issuer.
Delivery Versus Payment (DVP)	There are two methods of delivering securities: delivery versus payment (DVP) and delivery versus receipt. DVP is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.
Depository Trust Company (DTC)	A central securities certificate depository, and member of the Federal Reserve System, through which members may arrange deliveries of securities between each other through computerized debit and credit entries without physical delivery of the certificates.
Derivatives	(1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

Discount	The difference between the cost price of a security and its maturity amount when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.
Discount Rates	Interest rate that the Federal Reserve charges member banks for loans, using government securities or eligible paper as collateral.
Discount Securities	Non-interest-bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.
Diversification	Dividing investment funds among a variety of securities offering independent returns.
Face Value	Value of a bond stated on the bond certificate.
Fed Wire	Computerized network linking the Fed with its district banks, member banks, and primary dealers in government securities.
Federal Deposit Insurance Corporation (FDIC)	A federal agency that insures bank deposits, currently up to \$100,000 per deposit.
Federal Funds Rate	Interest rate charged by banks with excess reserves at a Federal Reserve district bank to banks needing overnight loans to meet reserve requirements.
Federal Home Loan Banks (FHLB)	Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.
Federal National Mortgage Association (FNMA)	FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

Federal Open Market Committee (FOMC)	Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.
Federal Reserve System	The central bank of the United States created by Congress to regulate the U.S. monetary and banking system.
Flat	A bond that is sold without accrued interest.
Government National Mortgage Association (GNMA or Ginnie Mae)	A government-owned corporation, nicknamed Ginnie Mae, which is an agency of the U.S. Department of Housing and Urban Development. GNMA guarantees, with the full faith and credit of the U.S. Government, full and timely payment of all monthly principal and interest payments on the mortgage-backed pass-through securities of registered holders.
Illiquid	Used when a security that does not enjoy an active secondary market; thus, the holder may find it difficult to sell the security and thereby go back to cash.
Know Your Customer	Industry obligation that requires a brokerage firm and its registered representatives to know the important facts about the customer with whom they do business.
Liquidity	A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.
Local Government Investment Pool (LGIP)	The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment. In California it is called the Local Agency Investment Fund (LAIF).
Market Value	The price at which a security is trading and could presumably be purchased or sold.
Master Repurchase Agreement	A written contract covering all future transactions between the parties to repurchase -- reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.
Maturity Date	The specified day on which the issuer of a debt security is obligated to repay the principal amount, or face value, of a security.
Money Market	The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

New Issue	Popular term for any new security offered for sale by the issuer.
Odd Lot	Transactions that are for less than the typical unit of trading.
Offer	The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.
Open Market Operations	Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.
Paper Loss	An unrealized loss on a security position. Paper losses become realized losses only if the security is sold.
Par	Any security whose market or offering price is the same as its face value at the time of redemption.
Portfolio	Collection of securities held by an investor.
Premium	The dollar amount by which the market price of a bond exceeds its par value.
Primary Dealer	A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.
Prime Rate	Interest rate banks charge to their most creditworthy customers.
Prudent Person Rule	An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state -- the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.
Quote	A statement of the highest bid and lowest offer for the security.
Rally	Industry term for a sharp rise in the price of the security.
Rate of Return	The yield obtainable on a security based on its purchase price or its current market price.
Rating	Judgment of creditworthiness of an issuer made by an accepted rating service.
Registered Bond	A bond that is recorded in the name of the holder on the books of the issuer or the issuer's Registrar and can be transferred to another owner only when endorsed by the registered owner.

Repurchase Agreement (RP or Repo)	A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate him for this.
Reverse Repurchase Agreements	Whereby dealers agree to buy the securities and the investor agrees to repurchase them at a later date.
Safekeeping	A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.
Secondary Market	A market made for the purchase and sale of outstanding issues following the initial distribution.
Securities Lending Agreement	An agreement under which a local agency agrees to transfer securities to a borrower who, in turn, agrees to provide collateral to the local agency. During the term of the agreement, both the securities and the collateral are held by a third party. At the conclusion of the agreement, the securities are transferred back to the local agency in return for the collateral.
Settlement Date	The date on which a securities contract, by prearranged agreement, must be cleared or settled.
Spread	The difference between yields on various fixed-income securities.
Subject	Term used of a quote made by a dealer, whether a bid or an offer or both, that must be reviewed before a final decision to buy or sell is made.
Swap	Industry jargon for the sale of one security and the purchase of another.
The Bond Marketing Association (TBMA)	A trade association representing banks, dealers, and brokers who underwrite and trade municipals, governments, and federal agency securities.
Treasury Bills	A non-interest-bearing discount security issued by the U.S. Treasury. Most bills are issued to mature in three months, six months, or one year, in minimum denominations of \$10,000.
Treasury Bonds	Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities 10 years or longer issued in minimum denominations of \$1,000.
Treasury Notes	Intermediate securities with maturities of 1 to 10 years.



Yield	The rate of annual income returns on an investment, expressed as a percentage. (a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security. (b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.
Yield to Maturity	A measurement of the compound rate of return that an investor in a bond with a maturity of more than one year will receive if: (1) the investor holds the security to maturity and (2) reinvests all cash flows at the same market rate of interest.

## **Appendix B**

1. California Government Code Section 53600
2. Dictionary of Finance and Investment Terms, Second Edition, John Downes and Jordan Elliot Goodman.
3. Debt Securities, A Handbook for State and Local Government Portfolio Managers, Keith Williams.
4. Municipal Treasurers' Association of the United States and Canada, Investment Policy Guidelines.

June 20, 2023

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Bruce Kamilos, General Manager

SUBJECT: **RESOLUTION HONORING GENERAL COUNSEL REN NOSKY**

### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution No. 06.20.23.04 honoring Ren Nosky for his service as General Counsel to the Florin Resource Conservation District.

### **SUMMARY**

Ren Nosky, for the past five (5) years, has skillfully and faithfully served as General Counsel to the Florin Resource Conservation District (District). Staff has prepared a resolution (attached) honoring Ren's service to the District.

### **DISCUSSION**

#### **Background**

In June 2018, Ren Nosky took over as General Counsel for the District. For the past five (5) years, Ren has provided steady guidance and wise counsel to staff and board members alike at the District. Ren's common-sense approach and sense of humor have made working with him a joy on District matters.

#### **Present Situation**

As the saying goes, all good things must eventually come to an end. Such is the case with Ren Nosky's service as General Counsel to the District. Ren will be deeply missed and fondly remembered by all at the District.

### **ENVIRONMENTAL CONSIDERATIONS**

Ren's sense of humor is good for the environment.

**RESOLUTION HONORING GENERAL COUNSEL REN NOSKY**

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**STRATEGIC PLAN CONFORMITY**

This item conforms to Strategic Goal 1, Governance and Customer Engagement, of the FRCD/EGWD 2020-2025 Strategic Plan. Strategic Goal 1 instructs to conduct public affairs and manage public resources in an effective, efficient, and transparent manner. This is exactly what Ren Nosky has helped this District do over the past five (5) years.

**FINANCIAL SUMMARY**

There is no financial impact associated with this report.

Respectfully submitted,



BRUCE KAMILOS  
GENERAL MANAGER

Attachment

**RESOLUTION NO. 06.20.23.04**

**A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION DISTRICT  
BOARD OF DIRECTORS HONORING REN NOSKY FOR HIS SERVICE AS  
GENERAL COUNSEL TO THE FLORIN RESOURCE CONSERVATION DISTRICT**

**WHEREAS**, for the past five years, Ren Nosky has skillfully and faithfully served as General Counsel to the Florin Resource Conservation District (District); and

**WHEREAS**, the District has relied on Ren’s extensive legal expertise and government experience to help guide the District on a variety of important matters; and

**WHEREAS**, Ren has been a steady hand and wise counsel to staff and board members alike at the District; and

**WHEREAS**, Ren through his combination of humor, pragmatism and penchant to not “over-lawyer” has made working with him a joy; and

**WHEREAS**, Ren will be deeply missed and fondly remembered by all at the District.

**NOW, THEREFORE, BE IT RESOLVED THAT THE FLORIN RESOURCE  
CONSERVATION DISTRICT BOARD OF DIRECTORS:**

1. Honors Ren Nosky for his five years of work with the District.
2. Thanks Ren for his dedicated service; and
3. Wishes Ren all the best in his future endeavors.

**PASSED, APPROVED AND ADOPTED** by the Florin Resource Conservation District Board of Directors on this 20<sup>th</sup> day of June 2023 by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

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Tom Nelson  
Chair

ATTEST:

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Stefani Phillips  
Board Secretary

APPROVED AS TO FORM:

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Ren Nosky  
General Counsel

June 20, 2023

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Bruce Kamilos, General Manager

SUBJECT: **AGREEMENT FOR LEGAL SERVICES BETWEEN THE FLORIN RESOURCE CONSERVATION DISTRICT AND BARTKIEWICZ, KRONICK & SHANAHAN**

### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors authorize the General Manager to execute the Agreement for Legal Services between the Florin Resource Conservation District and Bartkiewicz, Kronick & Shanahan.

### **SUMMARY**

The Florin Resource Conservation District's (District) current Agreement for Legal Services expires on June 30, 2023. It is in the interest of the District to retain replacement legal services beginning on July 1, 2023. At the regular board meeting on April 18, 2023, staff invited Andrew Ramos of Bartkiewicz, Kronick & Shanahan (BKS) to provide a brief presentation about the services BKS provides and share his professional qualifications (Attachment 1) with the District Board of Directors (Board). Staff has determined that Mr. Ramos and the legal firm he represents, BKS, are well qualified to provide legal services to the District. Staff is recommending that the Board authorize the General Manager to execute the proposed Agreement for Legal Services (Attachment 2) with BKS.

### **DISCUSSION**

#### **Background**

The District's current Agreement for Legal Services expires on June 30, 2023. At the regular board meeting in March, staff discussed with the Board the approach the District should take to retain replacement legal services. The District's Legal Services Policy (Attachment 3) prescribes that "the Board shall have the sole authority to retain General Counsel." In alignment with District policy, staff suggested the Board consider negotiating directly with a qualified, local attorney firm for legal services. The Board agreed and gave staff direction to proceed with this approach.

#### **Present Situation**

BKS is a Sacramento law firm founded in 1989 that represents local agencies on matters concerning governmental and water issues. BKS represents a host of local agencies such

**AGREEMENT FOR LEGAL SERVICES BETWEEN THE FLORIN RESOURCE CONSERVATION DISTRICT AND BARTKIEWICZ, KRONICK & SHANAHAN**

Page 2

as the Sacramento Suburban Water District, Regional Water Authority, Amador Water Agency, City of Roseville, City of Folsom, and others. Mr. Ramos is a firm shareholder with BKS who focuses his practice on advising and representing public agencies and water suppliers. Mr. Ramos serves as General Counsel for the Regional Water Authority.

At the regular board meeting on April 18, 2023, Mr. Ramos presented the services BKS provides and shared his professional qualifications with the Board. Staff has determined that Mr. Ramos and the legal firm he represents, BKS, are well qualified to provide legal services to the District. Staff is recommending that the Board authorize the General Manager to execute the proposed Agreement for Legal Services with BKS.

**ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

**STRATEGIC PLAN CONFORMITY**

Retaining qualified General Counsel services to assist the District with governance and water-related issues conforms with Strategic Goal 1, Governance and Customer Engagement, of the Strategic Plan.

**FINANCIAL SUMMARY**

There is no financial impact associated with this report.

Respectfully submitted,



BRUCE KAMILOS  
GENERAL MANAGER

Attachments

**BARTKIEWICZ, KRONICK & SHANAHAN**

ANDREW J. RAMOS  
ajr@bkslawfirm.com  
916.244.3233 (direct)

A PROFESSIONAL CORPORATION  
1011 TWENTY-SECOND STREET  
SACRAMENTO, CALIFORNIA 95816-4907  
TEL. (916) 446-4254  
www.bkslawfirm.com

April 11, 2023

Board of Directors  
Florin Resource Conservation District  
c/o Bruce Kamilos, General Manager  
9829 Waterman Road  
Elk Grove, CA 95624

Re: Legal Services for Florin Resource Conservation District

Dear Directors:

I am pleased to be meeting with you on April 18, 2023 to discuss BKS's proposal to provide general counsel legal services to Florin Resource Conservation District.

I currently serve as general counsel or assistant general counsel to several special districts and joint powers authorities with a focus on water providers. In the Sacramento region, these clients include the Regional Water Authority, Rancho Murieta Community Services District, Yolo County Flood Control & Water Conservation District, and several local park and recreation districts.

The firm proposes that I would serve as general counsel to the District. I would be available to attend District Board of Director meetings and assist you and District staff as needed. My firm partner, Joshua Horowitz, would assist the District when I am unavailable for scheduled absences. Joshua has more than 25 years' experience providing legal services to public agencies. Other firm attorneys would also be available to the District, including our attorneys who focus their practice on water and natural resources matters.

All attorneys at BKS have extensive experience advising California public agencies. We offer:

- Shared expertise as attorneys for over 30 special district and public agency clients, most of whom are water providers;



Board of Directors


April 11, 2023

Page 2

- Legal services for most District needs, including special district, environmental, contracting, employment, real estate, and construction law;
- Assistance in selecting and supervising outside counsel when specialized counsel is appropriate, such as specialized labor, litigation, and public pension issues; and,
- Value through efficient billing, potential to share expenses with other firm clients on shared matters, use of technology to reduce costs, and discounted hourly rates for public agency clients like the District.

I have enclosed resumes for Joshua Horowitz and me, a firm biography, and proposed legal services rates for 2023. I look forward to meeting with you on April 18 and answering any questions you have.

Sincerely,



Andrew J. Ramos

Enclosures

# BARTKIEWICZ, KRONICK & SHANAHAN

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## ANDREW J. RAMOS

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Shareholder and Managing Partner, Bartkiewicz, Kronick & Shanahan, PC  
California Bar No. 267313

Andrew has practiced law since 2009 and is BKS's managing partner. Since he joined BKS in 2013, his practice has focused on advising and representing clients in legal matters concerning water, public agency, and special district issues. His background in contracts, real property and construction law has been helpful to clients who manage small and large agencies.

### LEGAL EXPERIENCE

2013–Present: Bartkiewicz, Kronick & Shanahan, Sacramento, California.

2011–2013: Watt, Tieder, Hoffar & Fitzgerald LLP, San Francisco, CA. Construction law.

2009–2011: Miller Starr Regalia, Walnut Creek, CA. Real estate law.

### EDUCATION

J.D., University of California, Davis School of Law, 2009. Order of the Coif. Member, *UC Davis Law Review*

B.A., University of California, Davis, 2004. Phi Beta Kappa

### HONORS

2019 Northern California Rising Star (Super Lawyers)

Top Verdict of 2018 - Jury Verdict in *Steinbeck Vineyards #1, LLC, et al.* (Daily Recorder)

### REPRESENTATIVE MATTERS

*Special District and Water Supplier Counsel* – Andrew serves as general counsel to multiple California special districts, water suppliers, and joint powers authorities. He also serves as special counsel and assistant general counsel to many other firm clients throughout the state, including cities, municipal water suppliers, irrigation districts, groundwater sustainability agencies and private water companies.

*Public Works and Special Projects* – Andrew helps clients navigate the many requirements for California public works projects, including design and construction management contracting, competitive bidding, prevailing wage issues, construction disputes, and grant funding obligations.

*State Water Resources Control Board Proceedings* – Andrew represents water suppliers in several pending proceedings before the Board, including water right applications and petitions for changes to existing water rights.

*In re Petition for the Adjudication of Rights to the Fresno River* – Andrew represents a private landowner in the adjudication of all water rights to the Fresno River in Madera County and related mediated proceedings.

*Steinbeck Vineyards #1, LLC. et al. v. San Luis Obispo County, et al.*, Santa Clara Superior Court Case No. 1-14-CV-265039 (trial court jury verdict) – As trial counsel for a small public water supplier in the Paso Robles groundwater adjudication, Andrew proved-up his client’s acquisition of prescriptive rights to groundwater in a month-long jury trial.

*In re Antelope Valley Groundwater Cases*, Judicial Council Coordinated Proceeding No. 4408 (trial court judgment) – As trial counsel for a private landowner, Andrew successfully proved up his client’s right to groundwater as part of a 15-year adjudication of the Antelope Valley groundwater basin.

*Millview Cty. Water Dist. v. State Water Res. Ctrl. Bd.* (2014) 229 Cal. App. 4th 879 – As appellate counsel for a regional water agency, Andrew assisted in court proceedings to adjudicate another water user’s claim to a pre-1914 appropriative water right.

## **PUBLICATIONS AND PRESENTATIONS**

“2023 Legal Update,” Presenter, Vector Control Joint Powers Authority, Annual Workshop (February 2023).

“Virtual Water Agency Board Meetings During COVID-19”, Panelist, Webinars for the Association of California Water Agencies and California Association of Sanitation Agencies (April and May 2020).

“The Fundamentals and Questions of Groundwater Rights: Rights in Augmented Groundwater Recharge,” Association of California Water Agencies, panelist (2017).

“The View from the Foxhole: What is Happening on the Ground Under and in Reaction to SGMA,” Association of California Water Agencies, panelist (2016).

“Appellate Confirmation of State Water Board Administrative Jurisdiction to Prevent Illegal or Unreasonable Water Diversion and Use: Young, Millview and Light,” Environmental Law News, State Bar of California (2015).

# BARTKIEWICZ, KRONICK & SHANAHAN

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## JOSHUA M. HOROWITZ

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**Shareholder, Bartkiewicz, Kronick & Shanahan, APC**  
**California Bar No. 186866**

Mr. Horowitz has been an attorney since 1996. He received his undergraduate degree with honors from Middlebury College, Middlebury, Vermont. He received his law degree from the University of California, Davis King Hall School of Law and was a recipient of the Martin Luther King, Jr. Public Service Award. Mr. Horowitz was Bartkiewicz, Kronick & Shanahan's managing partner from 2015 through 2022.

Mr. Horowitz's practice focuses primarily on advising public agency clients as general legal counsel on a variety of issues, including: water rights and water transfers; Proposition 218 and related public finance, development and user fee matters; SGMA implementation and compliance; conflict of interest, ethics and Brown Act/Public Records Act compliance; real property transactions; public works project development and construction; elections, utility enterprise operations; government claims and insurance coverage; contracting and grant funding; utility service obligations and operations; and local government organization and reorganization.

Mr. Horowitz serves as General Counsel to a number of special districts, including urban water and wastewater agencies and agricultural water suppliers. Mr. Horowitz also serves as an assistant counsel to other public agency clients of the firm. Mr. Horowitz has represented the firm's public agency clients in administrative and civil litigation concerning water rate and elections challenges, tax and rate collection, property disputes, water-right disputes and permitting, and contract validation.

Mr. Horowitz's practice has included the following specific projects:

- Successfully represented a countywide water agency in a State Water Resources Control Board proceeding for the issuance of a new water right permit under a 1927 state filing.
- Advising water and wastewater agency clients on Proposition 218 rate increase proceedings, including working with rate consultants to produce defensible rate studies, preparing rate increase notices, and advising governing bodies and management on rate approvals and responding to challenges to proposed rates.
- Representing a public agency client in litigation challenging a proposed referendum to roll back a new water rate structure, which ultimately resulted in a new legal precedent confirming that a referendum cannot be used to challenge an agency's adoption of new water rates.
- Representing a countywide water agency in administrative proceedings and litigation challenging a proposed initiative to tax water transfer revenues.
- Advising clients on SGMA implementation and compliance, including GSA formation and basin boundary adjustments.
- Participating as co-drafter of the Sites Reservoir joint powers agreement.
- Advising special districts on negotiating and implementing multiple water transfers.

- Advising a client on forming a new California water district.
- Advising a City on its water rights and service obligations related to the proposed annexation of a major new development project.
- Advising various public agencies in the issuance and closing of over \$625 million in debt issuances to finance capital facilities projects.
- Advising a county water district during its consolidation with a neighboring county water district under the Cortese-Knox-Herzberg Local Government Reorganization Act of 2000 and providing continuing general counsel services to the consolidated district.
- Advising an irrigation district on all aspects of providing a water supply to a proposed 3,500-unit residential development including: (1) determining whether to provide retail treated water service to the development; (2) issuing will-serve letters; (3) negotiating a funding agreement; (4) preparing and executing a public outreach strategy; and (5) assisting in the preparation of a SB 610 water supply assessment.
- Advising a community services district on the formation of community facilities districts to finance a wastewater treatment facilities expansion and negotiating annexation, mainline extension and reimbursement and bond refunding agreements with the developers to ensure that they pay the full, fair share of the district's costs of facilities to serve their developments.
- Negotiating on behalf of a countywide water agency, which was Pacific Gas & Electric's largest contact hydroelectric generator, for PG&E's assumption of the generation contract in its 2001 bankruptcy proceedings.

Mr. Horowitz also has been active in professional and legislative matters, including:

- Co-author of the revised *Guidelines for Conduct and AB 1234 Compliance – A Primer for Public Agency Officials* published by the Association of California Water Agencies.
- Co-designing ACWA's AB 1234 ethics training program and conducting ethics training seminars for ACWA in the northern California area.
- Reviewing and editing the League of California Cities' *Open and Public IV: A User's Guide to the Ralph M. Brown Act*.
- Assisting in drafting and updating the ACWA handbook on Proposition 218 compliance issues.
- Presenting on SGMA, drought, public agency governance, and district consolidation issues.

Before joining BKS in 2000, Mr. Horowitz practiced at Bardellini, Straw & Cavin in San Ramon, California, specializing in real property litigation and transactions and business counseling. In 1997, Mr. Horowitz served as law clerk to the Honorable Elaine M. Watters of the Sonoma County Superior Court. During law school, Mr. Horowitz interned in the Chief Counsel's Office of the California Department of Water Resources, assisting staff counsel on various issues including water rights, supply and quality, endangered species, and dam operations. Before practicing law, Mr. Horowitz worked for over eleven years in agribusiness management at a major multi-national exporting company.

Mr. Horowitz is a member of the State and Sacramento County Bar Associations and is admitted to practice in all state courts and the United States Court of Appeals for the Ninth Circuit and the United States District Courts for the Eastern and Northern Districts of California.

# **BARTKIEWICZ, KRONICK & SHANAHAN**

ANDREW J. RAMOS  
ajr@bkslawfirm.com  
916.244.3233 (direct)

A PROFESSIONAL CORPORATION  
1011 TWENTY-SECOND STREET  
SACRAMENTO, CALIFORNIA 95816-4907  
TEL. (916) 446-4254  
www.bkslawfirm.com

## **Firm Profile**

Bartkiewicz, Kronick & Shanahan is a capable and accomplished law firm representing public sector clients in local government. The attorneys of Bartkiewicz, Kronick & Shanahan concentrate in the areas of public and municipal law, water law, natural resources and environmental law, and related civil and administrative litigation and appellate practice. The firm is located in Sacramento, with a regional practice covering areas throughout California.

In California today, the numerous laws, regulations and cases applicable to local government are substantial and complex. Only attorneys who concentrate in this area can expect to stay current on the many legislative, regulatory and case law developments affecting local government and water and natural resource issues. By focusing our practice, we are able to keep abreast of current developments, and provide highly knowledgeable, competent, and experienced representation to our clients. Furthermore, with our practice located in Sacramento, we have ready access to the state and federal agencies which regulate or otherwise affect local government and resource issues, including the Legislature, State Water Resources Control Board, Department of Fish and Wildlife, Department of Water Resources and U.S. Bureau of Reclamation.

Bartkiewicz, Kronick & Shanahan serves as general and special counsel to over thirty cities, counties, water districts, water agencies, sewer districts, public utility districts, community services districts, recreation and park districts, joint powers authorities, and other special districts.

The firm was established in 1989 when Paul Bartkiewicz, Steve Kronick, and Dick Shanahan joined as partners to start a law practice specializing in local government, water law and natural resource issues. Our attorneys have expertise and experience in many areas of public and natural resource law, including:

- Water rights law, including water supply and service contracts, acquisition and preservation of water rights, water right opinions, water right adjudications, the Sustainable Groundwater Management Act, and water transfers.
- Water quality law, including permitting of wastewater treatment facilities under Clean Water Act and Porter-Cologne Water-Quality Control Act.
- Public works projects, including all legal aspects of the planning, design, construction documents, construction management, operation and

maintenance of all types of public works projects such as hydroelectric projects, water diversion, storage, delivery and treatment projects, sewage collection, treatment and disposal projects, street improvement projects and administrative facilities.

- Employment law, including employee discipline and termination and reviewing and drafting of personnel manuals.
- Land use, planning, zoning, subdivisions and development issues.
- Land and rights-of-way acquisition and eminent domain.
- Environmental law, including procedural and substantive requirements under the California Environmental Quality Act.
- Public finance, including financings, rates and charges, developer fees, assessments, general and special taxes and investment of public funds.
- Joint powers authorities and JPA law.
- Drafting ordinances, code books and resolutions.
- Ralph M. Brown Act (open meeting law) and Public Records Act issues.
- Conflict of interest matters, including advise on specific conflict issues, conflict of interest code requirements and Fair Political Practices Commission matters.
- Tort Claims Act issues, including entity and officer liability.
- Local government reorganization, including entity formation and annexations.
- Civil litigation, appellate practice, and administrative proceedings related to these areas.

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### **Representative BKS Public Agency Clients**

- Amador Water Agency
- Biggs-West Gridley Water District
- Browns Valley Irrigation District
- Buena Vista Water Storage District
- City of Camarillo
- Coastside County Water District
- Contra Costa Water District
- Contra Costa County Mosquito and Vector Control District
- Dublin San Ramon Services District
- El Dorado Irrigation District
- City of Folsom
- City of Grass Valley
- Hidden Valley Lake Community Services District
- Horsefly Irrigation District
- James Irrigation District
- Kirkwood Meadows Public Utility District
- Kirkwood Water District
- Langell Valley Irrigation District
- Linda County Water District
- Lockeford Community Services District
- McCloud Community Services District
- City of Merced
- City of Modesto
- County of Napa
- Oakwood Lake Water District
- City of Ojai
- City of Orange Cove
- Orland-Artois Water District
- Pajaro Valley Water Management Agency
- Rancho Murieta Community Services District



- City of Roseville
- Regional Water Authority
- Sacramento Suburban Water District
- Sacramento-Yolo Mosquito and Vector Control District
- City of Santa Barbara
- City of Santa Cruz
- County of Sonoma
- Sonoma County Water Agency
- Stanislaus Regional Water Authority
- Tahoe-Truckee Sanitation Agency
- City of Tracy
- University of California
- Vector Control Joint Powers Authority
- City of Wheatland
- Woodland-Davis Clean Water Agency
- Wyandotte Creek Groundwater Sustainability Agency
- Yolo County Flood Control and Water Conservation District
- Yuba County Water Agency

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**BKS Proposed 2023 Hourly Rates for Legal Services to  
Florin Resource Conservation District**

<b>Principal 1:</b>	\$365 (includes Horowitz)
<b>Principal 2:</b>	\$325 (includes Ramos)
<b>Associate 1:</b>	\$275
<b>Associate 2:</b>	\$235
<b>Paralegal:</b>	\$130

## Attachment 2

**AGREEMENT FOR LEGAL SERVICES**

This Agreement for Legal Services (“Agreement”) is made by and between Florin Resource Conservation District (“District”) and Bartkiewicz, Kronick & Shanahan, a professional corporation (“Attorney”), effective on June 21, 2023, who agree as follows:

**1. Scope and Duties.** District retains Attorney to provide general counsel legal services to District. Attorney may provide additional legal services as requested by District and agreed in writing by Attorney. Andrew J. Ramos will be the principal attorney representing District under this Agreement. Joshua M. Horowitz will serve as the designated backup attorney during any times that Mr. Ramos is unavailable. The term of this agreement is from the effective date through June 30, 2026 unless extended by mutual agreement or terminated earlier under section 7.

To provide for an effective transition of District legal matters to Attorney, between the effective date and June 30, 2023, Attorney agrees to waive Attorney’s fees for all matters related to legal services transition, including, but not limited to, meeting with District’s staff and current general counsel for legal services transition and related matters.

District acknowledges that it is not retaining Attorney for any other matter at this time and that Attorney is not receiving any information from District concerning any other matter. Attorney will provide those legal services reasonably required to represent District in this matter and will take reasonable steps to keep District informed of progress and significant developments, and to respond to District's inquiries. District will be truthful with Attorney, cooperate with Attorney, keep Attorney informed of developments and changed circumstances, abide by this Agreement and pay Attorney's bills in a timely manner.

In order to properly and effectively protect the best interests of District in specialized areas of the law, District shall have the right to assign legal matters to special counsel, subject to the applicable District policies. Attorney shall monitor the activities of any special counsel retained by District as requested.

**2. Billing Rates.** District agrees to pay for Attorney's legal services at the 2023 Principal 2 rate of \$325 per hour for Mr. Ramos. He will be assisted as needed by other attorneys in the firm whose rates are \$365 (Principal 1, including Mr. Horowitz), \$275 (Associate 1), \$235 (Associate 2), and \$130 (Paralegal 1). Attorney’s rates are subject to inflationary increases of 5% annually effective January 1.

**3. Costs and Expenses.** District will reimburse Attorney for all necessary and actual costs and expenses incurred by Attorney, including, but not limited to, the following: messenger and other delivery fees; postage; photocopying (at \$.20/page black and white and \$.30 for color); parking; mileage (at the then-current IRS rate); travel costs and other out-of-pocket expenses incurred by Attorney. Attorney will itemize all costs incurred on each monthly statement. Attorney will obtain District’s written prior approval for any travel expenses.

**4. Statements.** Attorney will send District a statement for fees and costs incurred every month, except that when the fees and costs for a particular month are

minimal, they may be carried over to the next month's statement. Upon District's request, Attorney will provide a statement within 10 days. District will pay Attorney's statements within 30 days after each statement's date. Attorney's statements will clearly state the basis of the charges, including the amount, rate and basis for calculation of Attorney's fees. If District does not pay the statement in full within 30 days from the date of the statement, then District will be charged interest on the balance due at the rate of 10% per year.

**5. Retainer Deposit.** Attorney does not request a retainer deposit.

**6. Disclaimer of Guarantee.** Attorney has made no promises or guarantees to District about the outcome of District's matter, and nothing in this Agreement will be construed as such a promise or guarantee. Attorney's comments about the outcome of District's matter are expressions of opinion only.

**7. Termination.** District may discharge Attorney at any time by giving notice of termination to Attorney. Attorney may withdraw with District's consent or for good cause. Good cause includes District's breach of this Agreement, District's refusal to cooperate with Attorney or to follow Attorney's advice on a material matter, or any other fact or circumstance that would render Attorney's continuing representation unlawful or unethical. When Attorney's services conclude, all unpaid charges will become immediately due and payable. When Attorney's services conclude, Attorney may terminate this Agreement upon notice to District and will, upon District's request, deliver District's files to District, along with any District funds or property in Attorney's possession. Attorney and District each agree to sign any documents reasonably necessary to complete Attorney's discharge or withdrawal.

**8. Insurance.** Attorney at its sole cost and expense will procure and maintain for the duration of this Agreement the following types and limits of insurance: commercial general liability, \$1,000,000 per occurrence; professional liability, \$4,000,000 per claim; and, workers' compensation, statutory limits. Upon request, Attorney will provide to District a certificate or certificates of insurance evidencing this insurance coverage.

**9. Indemnity.** Attorney shall indemnify, defend, protect, and hold harmless District, and its officers, employees and agents ("Indemnitees") from and against any claims, liability, losses, damages and expenses (including attorney, expert witness fees, and litigation costs) (collectively a "Claim") that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Attorney or its employees or agents. The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section. However, this indemnity provision will not apply to any Claim arising from the sole negligence or willful misconduct of District or its employees or agents. Attorney's obligations under this indemnification provision shall survive the termination of this Agreement.

**10. Disclosure of Other Clients.**

Attorney has represented, and continues to represent, numerous water agencies and other clients located upstream of the Sacramento-San Joaquin Bay-Delta ("Bay-Delta") for many years. Those agencies and clients include Yuba County Water Agency, Browns Valley Irrigation District, Yolo County Flood Control & Water Conservation District, the City of Folsom, the City of Roseville, Sacramento Suburban Water District, Amador Water Agency, Woodland-Davis Clean Water Agency, the City of Modesto and the Stanislaus Regional Water

Authority (collectively, "Bay-Delta Clients"). The Bay-Delta-related issues on which we represent our Bay-Delta Clients include the development and implementation of water quality standards for the Delta, related water-right issues, the operation of the federal Central Valley Project ("CVP") and the State Water Project ("SWP"), the contracting for water supplies from the CVP and the SWP, legislative proposals related to the Delta, the transfer of water supplies for use within the CVP and SWP service areas and related issues.

Attorney and District are not aware of a conflict of interest in Attorney's representation of District and the other clients of Attorney. In the event that a conflict is identified or arises in the future, if such a conflict is identified or arises in the future, Attorney would notify District of the potential conflict, and discuss with the District an appropriate way to address the situation. Attorney would not represent clients who are adverse to District in litigation matters. If a potential conflict involves a non-litigation matter, Attorney would discuss with District if the potential conflict could be cured with an appropriate disclosure and conflict waiver, provided that District would have sole discretion to agree to or reject a waiver request.

**11. Notices.** Each party may notify the other at the following contacts:

DISTRICT

Bruce Kamilos, General Manager  
Elk Grove Water District  
9828 Waterman Road  
Elk Grove, CA 95624

BARTKIEWICZ, KRONICK &  
SHANAHAN

Andrew J. Ramos, at the address,  
telephone, and e-mail written above

If sent by U.S. mail, postage prepaid, notices will be deemed delivered five business days after their deposit with the U.S. Postal Service.

**12. No Third-Party Beneficiaries.** No third-party beneficiaries are intended or created by this Agreement.

**13. Entire Agreement.** This document constitutes the entire agreement between the parties. The parties acknowledge and agree that there are no understandings, agreements, terms or conditions with respect to the subject matter of this Agreement except for those contained in this writing.

**14. Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of California.

The foregoing is agreed to by the parties as of the date first written above.

FLORIN RESOURCE CONSERVATION  
DISTRICT

BARTKIEWICZ, KRONICK &  
SHANAHAN  
A Professional Corporation

By: \_\_\_\_\_  
Bruce Kamilos, P.E.  
General Manager

By:  \_\_\_\_\_  
Andrew J. Ramos

Policy Type: Florin Resource Conservation District Board of Directors  
Policy Title: Legal Services Policy  
Date Adopted: April 21, 2020  
Resolution No: 04.21.20.03  
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.

June 20, 2023

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Stefani Phillips, Board Secretary

SUBJECT: **CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS  
2023 ELECTION OF BOARD OF DIRECTOR FOR SEAT C - SIERRA  
NETWORK**

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### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors elect a candidate for Seat C - Sierra Network for the 2023 election of the California Special Districts Association Board of Directors.

### **SUMMARY**

The California Special Districts Association (CSDA) is holding an election for Board of Director, Seat C - Sierra Network. The term of office will begin on January 1, 2024, through December 31, 2026. The CSDA Board of Directors (CSDA Board) governing body is responsible for all policy decisions related to the CSDA's member services, legislative advocacy, education, and resources.

### **DISCUSSION**

#### **Background**

The CSDA Board is elected from six (6) geographical networks. The Florin Resource Conservation District/Elk Grove Water District (District), which is in Region 2, is called the Sierra Network. Each of the CSDA's six (6) geographical networks has three (3) seats on the CSDA Board with staggered three (3) year terms. The candidates must be affiliated with an independent special district that is a CSDA regular member and located within the region that they wish to represent.

#### **Present Situation**

CSDA is holding an election for Board of Director, Seat C - Sierra Network. The term for Seat C is January 1, 2024, through December 31, 2026. There are four (4) candidates selected for the election and who have provided candidate information (attached).

June 20, 2023

**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS 2023  
ELECTION OF BOARD OF DIRECTOR FOR SEAT C - SIERRA NETWORK**

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Page 2

The ballot deadline is July 14, 2023, by 5:00PM. The CSDA will then count the ballots and announce the selected CSDA Board members at the Annual Conference in Monterey in August 2023.

Staff recommends the District Board of Directors elect a candidate for Seat C - Sierra Network for the 2023 election of the California Special Districts Association Board of Directors.

**ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

**STRATEGIC PLAN CONFORMITY**

This item conforms to the FRCD/EGWD's 2020-2025 Strategic Plan. Committee Appointments and Outside Agency Representation aligns with Strategic Goal 7 – Water Industry Leader; “Demonstrate water industry leadership through partnerships and active participation in regional and statewide water efforts”.

**FINANCIAL SUMMARY**

There is no financial impact associated with this report.

Respectfully submitted,



STEFANI PHILLIPS  
BOARD SECRETARY

Attachments





Peter J. Kampa

Groveland Community Services District

General Manager

Staff GM

5 Years



Member of the CSDA Board for 24 years and currently CSDA Vice President, serve on all CSDA committees, attend CSDA Annual Conference and GM

Leadership Summit annually, completed Governance Academy twice



Eleven year member of ACWA and active on Legislative Committee and

related task forces. Previous Board member with California Rural Water

Association and member for 15 years



Spearheaded special district gaining seats on Tuolumne County LAFCo and attend all meetings, spearheaded formation of the Tuolumne County Chapter

of CSDA and its current President, spearheaded formation of the Tuolumne-Stanislaus Integrated Regional Water Management Authority

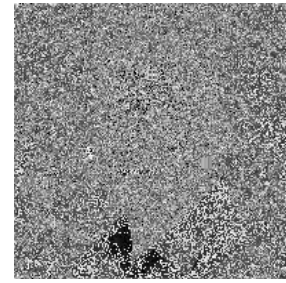


Hwy 120 Chamber of Commerce



Peter J. Kampa, CSDM

CSDA Board Candidate Statement March 2023



*I seek your support for my reelection to the Board of Directors of California Special Districts Association. I have served 24 years as a member of the Board of Directors of the California Special Districts Association and am currently its Vice President as well as the Chair of its Member Services Committee. I am very active in CSDA functions and events attending all CSDA committee meetings, the CSDA conference, Legislative Days and GM Leadership Summit annually.*

*My goals as a CSDA Board member have been, and will continue to be, setting direction with the Board for the protection of local revenues, to bring realities to public works legislation and to convey the practicalities of running a special district to the legislature, regulators and other agencies. CSDA has seen amazing growth in membership and service delivery in the past two decades, and I intend to lead within the CSDA Board to continue to improve and keep relevant all of the offerings provided by CSDA.*

*I am a Certified Special District Manager who has served as General Manager for eleven special districts throughout Northern and Central California over my thirty-year career in local government, including a county water district, sanitary district and nine community services districts.*

*Public services delivered by the special districts under my management include water, sewer, ambulance, fire and emergency response, parks and recreation, solid waste, roads and stormwater, street lighting, snow removal, library, and mosquito protection. My management teams and I have administered the planning, design, funding and construction of over \$80 million in public facility construction, infrastructure and technology upgrades.*

*I currently serve as General Manager of the Groveland Community Services District in Tuolumne County and the Copper Valley CSD in Calaveras County.*



**2023 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** Kevin L. King

**District/Company:** Reclamation District No. 1000

**Title:** General Manager

**Elected/Appointed/Staff:** Staff

**Length of Service with District:** 4 years

**1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

CSDA Legislative Committee 2020, General Manager Leadership Conference, CSDA Leadership Summit, CSDA District 6 Roundtables, CSDA Annual Conferences

**2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

ACWA

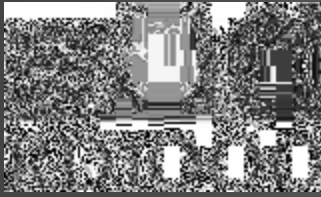
**3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

California Central Valley Flood Control Association - Board Member

**4. List civic organization involvement:**

Natomas Chamber of Commerce

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



Reclamation District No. 1000  
1633 Garden Highway, Sacramento, CA 95833  
(916) 922-1449  
kking@rd1000.org  
[www.rd1000.org](http://www.rd1000.org)  
[www.4Natomas.org](http://www.4Natomas.org)

## Candidate Statement

### Kevin L. King



I am interested in serving on the California Special District's Board of Directors to more significantly contribute to the vitally important work done by CSDA. With more than two decades worth of experience in leadership roles for special districts, I certainly appreciate the significance of all special districts and believe my background and perspectives would be an asset as a member of the CSDA Board.

Upon graduating from California Polytechnic State University, San Luis Obispo, I began my career in public service at a small irrigation district in western Stanislaus County. My career has taken me on a path since that time with stops at Oakdale Irrigation District, Solano Irrigation District and currently as the General Manager of Reclamation District No. 1000 in Sacramento. The advocacy, resources, and support provided by CSDA each step of the way has been tremendous, not only to me personally but to the communities I served.

The challenges faced by special districts escalates, seemingly, on a daily basis. Funding challenges, legislative challenges, staffing challenges, modernization challenges...the list is endlessly, yet the need for our services never wanes. I am an enthusiastic, solution oriented and creative problem solver ready to take on these challenges. I believe my unique background; communication style and leadership would serve all special districts well.

I would be honored to receive your vote for the CSDA Board of Directors – Sierra Network

Warm regards,



Kevin L. King  
General Manager  
Reclamation District No. 1000



**2023 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: BEAU  
 District/Company: Recreation & Parks District  
 Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 2.5 years '20-'24 term

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2022 Leadership Academy Grad - NAPA

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

No

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

2023 Appointed - LAFCO - Special District Advisory

4. List civic organization involvement:

Stonewall Foundation of Greater Sacramento



## 2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** Nicholas Schneider

**District/Company:** Georgetown Divide Public Utility District

**Title:** General Manager

**Elected/Appointed/Staff:** Staff

**Length of Service with District:** 1 year

- 1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

I currently serve on the Fiscal Committee and I have participated with the Legislative Committee for the last two years.

- 2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

I am currently involved with ACWA, in that role I serve on the State Legislative Committee, Agriculture Committee, and many workgroups. Also involved with CMUA and served on their Leg Committee as well.

- 3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

I have worked in local government for 10 plus years. I have presented to LAFCO many times and have also represented my District in front of a variety of local government associations.

- 4. List civic organization involvement:**

I serve as Boy Scout and Cub Scout leader. In the past I have coached little league.

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

June 20, 2023

TO: Chairperson and Directors of the Florin Resource Conservation District

FROM: Stefani Phillips, Board Secretary

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

### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors consider nominating one (1) Board member to serve as a Special District Commissioner for Office No. 7 on the Sacramento Local Agency Formation Commission.

### **SUMMARY**

Sacramento Local Agency Formation Commission (LAFCo) is soliciting nominations for one (1) Special District Commissioner to serve a four (4) year term beginning January 1, 2024. The nominations for the Commissioner will be accumulated and a ballot will be sent to each agency for voting.

### **DISCUSSION**

#### **Background**

Local Agency Formation Commissions were established in 1963 by the State and are charged with ensuring that local government organizations adhere to established policies and procedures regarding annexations, organizations, and other changes.

LAFCo has seven (7) Commissioners and seven (7) Alternates serving staggered four (4) year terms. Both the Commissioners and Alternates include two (2) members from city councils in the Sacramento County region, who are appointed by a committee of mayors from each city in Sacramento County; two (2) Sacramento County Supervisors, who are appointed by the Sacramento County Board of Supervisors; two (2) members from Special Districts, who are elected by a vote of the Special Districts; and one (1) public member.

#### **Present Situation**

LAFCo is soliciting nominations for one (1) Commissioner for Office No. 7 for the term beginning January 1, 2024, through December 31, 2027.

June 20, 2023

**NOMINATION OF SACRAMENTO LOCAL AGENCY FORMATION COMMISSION  
SPECIAL DISTRICT COMMISSIONER**

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Page 2

Currently, Lindsey Liebig of Herald Fire Protection District holds the seat of Commissioner Office No. 7. Her term ends December 31, 2023.

The deadline for nominations is July 1, 2023, at 5:00PM. The nominations for the Commissioner will be accumulated and a ballot will be sent to each agency for voting.

By this action, the Florin Resource Conservation District Board of Directors may nominate one (1) Board member to serve as Commissioner for Office No. 7 to serve on LAFCo.

**ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.


**STRATEGIC PLAN CONFORMITY**

This item 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 item at this time.

Respectfully submitted,

  
STEFANI PHILLIPS,  
BOARD SECRETARY



June 20, 2023

TO: Chair and Directors of the Florin Resource Conservation District  
FROM: Travis Franklin, Program Manager  
SUBJECT: **LEGISLATIVE MATTERS AND POTENTIAL DIRECTION TO STAFF**

### **RECOMMENDATION**

This item is presented as information although the Florin Resource Conservation District Board of Directors may provide an action to authorize staff to respond to a legislative item.

### **SUMMARY**

There are several bills that have been introduced in the 2023 legislative session that could potentially impact the Florin Resource Conservation District/Elk Grove Water District (District) if passed. These bills are highlighted below.

### **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 2023 legislative session that could potentially impact the District if passed in their current form.

#### **AB 30 (Ward D) Atmospheric Rivers: Research, Mitigation, and Climate Forecasting Program.**

This bill will rename an existing Atmospheric Rivers research program from the Atmospheric Rivers: Research, Mitigation, and Climate Forecasting Program to the Atmospheric Rivers Research and Forecast Improvement Program: Enabling Climate Adaptation Through Forecast-Informed Reservoir Operations and Hazard Resiliency (AR/FIRO) Program, and make various changes to the program, as specified. This bill changes the research directive of the Department of Water Resources (DWR): The department shall research, develop, and implement new observations, prediction models, novel forecasting methods, and tailored decision support systems to improve predictions

**LEGISLATIVE MATTERS AND POTENTIAL DIRECTION TO STAFF**

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Page 2

of atmospheric rivers and their impacts on water supply, flooding, post-wildfire debris flows, and environmental conditions. RWA and CSDA have taken a support position.

**AB 249 (Holden D) Water: school sites: lead testing: conservation.**

This bill would require a community water system that serves a school site to test for lead in the potable water system outlets of the school site before January 1, 2027, except for potable water system outlets in buildings that were either constructed after January 1, 2010, or modernized after January 1, 2010, and all faucets and other end point devices used for providing potable water were replaced as part of the modernization. The bill would require the community water system to report its findings to the applicable school or local educational agency and to the State Water Resources Control Board. The bill would require the local educational agency or school, if the lead level exceeds a specified level at a school site, to notify the parents and guardians of the pupils who attend the school site or preschool, take immediate steps to make inoperable and shut down from use all fountains and faucets where the excess lead levels may exist, and work with the school sites under its jurisdiction to ensure that a potable source of drinking water is provided for pupils, as specified. The bill would require a community water system to prepare a sampling plan for each school site where lead sampling is required under these provisions. The bill would require the state board to make the results of school site lead sampling publicly available by posting the results on its internet website. CSDA has taken an oppose position. ACWA and RWA have taken an oppose unless amended position.

**AB 460 (Bauer-Kahan D) State Water Resources Control Board: interim relief.**

This bill authorizes the State Water Resources Control Board to issue an interim relief order in appropriate circumstances, after notice and an opportunity for a hearing, in adjudicative proceedings to apply or enforce any of the following:

- (1) Section 2 of Article X of the California Constitution.
- (2) The public trust doctrine.
- (3) Water quality objectives or principals and guidelines adopted under subdivision (b) of Section 13142, Section 13149, Section 13170, or 13241.
- (4) The requirements set forth in permits, licenses, certificates, and registrations issued under Part 2 (commencing with Section 1200), including actions that invoke the board's reserved jurisdiction or continuing authority.
- (5) Section 5937 of the Fish and Game Code.

ACWA has taken an oppose position. RWA has taken an oppose unless amended position.

**LEGISLATIVE MATTERS AND POTENTIAL DIRECTION TO STAFF**

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Page 3

**AB 560 (Bennett D) Sustainable Groundwater Management Act: groundwater adjudication.**

This bill would require the court to refer a proposed judgment in specified adjudication proceedings to the State Water Resources Control Board for an advisory determination as to whether the proposed judgment will substantially impair the ability of a groundwater sustainability agency, the State Water Resources Control Board, or the Department of Water Resources to comply with the act and to achieve sustainable groundwater management. RWA has taken an oppose position.

**AB 557 (Hart D) Open meetings: local agencies: teleconferences.**

This bill would extend the teleconferencing provisions when a declared state of emergency is in effect, or in other situations related to public health indefinitely. The bill would also extend the period for a legislative body to make the above-described findings related to a continuing state of emergency and social distancing to not later than 45 days after the first teleconferenced meeting, and every 45 days thereafter, in order to continue to meet under the abbreviated teleconferencing procedures. CSDA is the sponsor of this bill.

**AB 676 (Bennett D) Water: general state policy.**

Current law establishes various state water policies, including the policy that the use of water for domestic purposes is the highest use of water and that the next highest use is for irrigation. This bill would instead declare that the use of water for health and safety purposes is the highest use of water. RWA has taken an oppose position.

**AB 755 (Papan D) Water: public entity: cost-of-service analysis**

This bill requires a public entity, when conducting a cost-of-service analysis, to (1) identify and make publicly available on the entity's website the incremental costs incurred by major water users in the single-family residential class and (2) identify the incremental costs that would be avoided if major water users met a specified efficiency goal. ACWA and RWA have taken an oppose position.

**AB 779 (Wilson D) Groundwater: adjudication.**

This bill would require the court to invite a representative from the department or the State Water Resources Control Board to provide technical assistance or expert testimony on the amount of water in the basin subject to adjudication, equitable and sustainable pumping allocations for the basin, and sustainable groundwater management best

**LEGISLATIVE MATTERS AND POTENTIAL DIRECTION TO STAFF**

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Page 4

practices and recommendations. The bill would require the court to take into account the needs of small farmers and disadvantaged communities, as those terms are defined, when entering a judgment. RWA has taken an oppose position.

**AB 1337 (Wicks D) State Water Resources Control Board: water shortage enforcement.**

This bill would authorize the State Water Resources Control Board to adopt regulations for various water conservation purposes, including, but not limited to, to prevent the waste, unreasonable use, unreasonable method of use, or unreasonable method of diversion of water, and to implement these regulations through orders curtailing the diversion or use of water under any claim of right. ACWA has taken an oppose position. RWA has taken an oppose position.

**AB 1563 (Bennett D) Groundwater sustainability agency: groundwater extraction permit: verification.**

Existing law authorizes a groundwater sustainability agency to request of the county, and requires a county to consider, that the county forward permit requests for the construction of new groundwater wells, the enlarging of existing groundwater wells, and the reactivation of abandoned groundwater wells to the agency before permit approval. This bill would instead require a county to forward permit requests for the construction of new groundwater wells, the enlarging of existing groundwater wells, and the reactivation of abandoned groundwater wells to the groundwater sustainability agency before permit approval.

**AB 1567 (Garcia D) Safe Drinking Water, Wildfire Prevention, Drought Preparation, Flood Protection, Extreme Heat Mitigation, and Workforce Development Bond Act of 2023.**

This bill would enact the Safe Drinking Water, Wildfire Prevention, Drought Preparation, Flood Protection, Extreme Heat Mitigation, and Workforce Development Bond Act of 2023, which, if approved by the voters, would authorize the issuance of \$15.1 billion of bonds pursuant to the State General Obligation Bond Law to finance projects for safe drinking water, wildfire prevention, drought preparation, flood protection, extreme heat mitigation, and workforce development programs. Would provide for the submission of these provisions to the voters at the November 5, 2024, statewide general election. ACWA has a support if amended position on the bill.

**LEGISLATIVE MATTERS AND POTENTIAL DIRECTION TO STAFF**

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**AB 1572 (Friedman D) Potable water: nonfunctional turf.**

This bill would prohibit the use of potable water, as defined, for the irrigation of nonfunctional turf located on commercial, industrial, municipal, institutional, and multifamily residential properties, as specified. ACWA has taken an oppose unless amended position on this bill with amendments centered on addressing the requirements on local agencies for enforcement, reporting, and protection of tree health. RWA has taken an oppose unless amended position.

**AB 1637 (Irwin D) Local government: internet websites and email addresses.**

This bill has been amended to no longer include special districts.

This bill, no later than January 1, 2026, would require a local agency that maintains a for use by the public to ensure that the website utilizes a “.gov” top-level domain or a “.ca.gov” second-level domain. This bill, no later than January 1, 2026, would also require a local agency that maintains public email addresses to ensure that each email address provided to its employees utilizes a “.gov” domain name or a “.ca.gov” domain name. CSDA has taken an oppose unless amended position.

**SB 48 (Becker D) Water and Energy Savings Act.**

Current law requires each utility to maintain records of the energy usage data of all buildings to which they provide service for at least the most recent 12 complete calendar months, and to deliver or otherwise provide that aggregated energy usage data for each covered building, as defined, to the owner, as specified. This bill would expand those requirements, beginning January 1, 2025, to include each utility that provides water service and its water usage data. RWA has taken an oppose unless amended position.

**SB 231 (Hurtado D) Drought modeling.**

Current law requires the Department of Water Resources to include a discussion of various strategies in the California Water Plan update, including, but not limited to, strategies relating to the development of new water storage facilities, water conservation, water recycling, desalination, conjunctive use, water transfers, and alternative pricing policies that may be pursued to meet the future needs of the state. This bill would state the intent of the Legislature to enact subsequent legislation to require the Department of Water Resources to modify its predictive models as necessary to account for California’s persistent drought.

**LEGISLATIVE MATTERS AND POTENTIAL DIRECTION TO STAFF**

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**SB 366 (Caballero D) The California Water Plan: long-term supply targets.**

This bill would make legislative findings and declarations and state the intent of the Legislature to enact future legislation that modernizes the California Water Plan, including the establishment of long-term water supply targets.

**SB 389 (Allen D) State Water Resources Control Board: determination of water right.**

This bill would authorize the State Water Resources Control Board to investigate the diversion and use of water from a stream system to determine whether the diversion and use are based upon appropriation, riparian right, or other basis of right. This bill would make a water right holder prove by the preponderance of evidence the basis of their right in a state board proceeding to determine a diversion and basis of right. RWA has taken an oppose unless amended position.

**SB 659 (Ashby D) Groundwater recharge: minimum requirement.**

This bill would establish a statewide goal for the ability to do 10 million acre-feet of groundwater recharge a wet year by 2035. This bill would task the Department of Water Resources in consultation with the Water Board to develop a plan to achieve the goal. This is an RWA co-sponsored bill.

**SB 867 (Allen D) Drought and Water Resilience, Wildfire and Forest Resilience, Coastal Resilience, Extreme Heat Mitigation, Biodiversity and Nature-Based Climate Solutions, Climate Smart Agriculture, and Park Creation and Outdoor Access Bond Act of 2023.**

This bill would enact the Drought and Water Resilience, Wildfire and Forest Resilience, Coastal Resilience, Extreme Heat Mitigation, Biodiversity and Nature-Based Climate Solutions, Climate Smart Agriculture, and Park Creation and Outdoor Access Bond Act of 2023, which, if approved by the voters, would authorize the issuance of bonds in an unspecified amount pursuant to the State General Obligation Bond Law to finance projects for drought and water resilience, wildfire and forest resilience, coastal resilience, extreme heat mitigation, biodiversity and nature-based climate solutions, climate smart agriculture, and park creation and outdoor access programs. The District joined the ACWA coalition letter of support. RWA has taken a support if amended position.

Staff will continue to monitor these bills along with any other bills which may affect District operations.

**LEGISLATIVE MATTERS AND POTENTIAL DIRECTION TO STAFF**

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**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,



TRAVIS FRANKLIN  
PROGRAM MANAGER

June 20, 2023

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Bruce Kamilos, General Manager

SUBJECT: **GENERAL MANAGER'S REPORT**

---

### **RECOMMENDATION**

This item is presented to the Florin Resource Conservation District Board of Directors for information, discussion, and in some instances, to provide direction to staff.

### **SUMMARY**

The General Manager's Report is a standing item on the regular board meeting agenda. The report is intended to inform the Florin Resource Conservation District/Elk Grove Water District (District) Board of Directors (Board) of notable, miscellaneous items the General Manager would like to share with the Board. The report also provides an opportunity for the Board to discuss the items, and in some instances provide direction to staff.

### **DISCUSSION**

#### **Background**

Each month, the General Manager provides a report to the Board of any notable, miscellaneous items.

#### **Present Situation**

- **Exceptional Customer Service** – On May 26, 2023, I received an email from a customer who commended the District's Operations personnel for providing exceptional customer service. The customer had a mysterious water leak on his property. Distribution Supervisor Sean Hinton, with the help of others in Operations, investigated and was also able to solve the mystery and stop the leak. The customer thanked Sean for his dedication and GREAT customer service.

### **ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.



**GENERAL MANAGER'S REPORT**

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**STRATEGIC PLAN CONFORMITY**

This item conforms to the FRCD/EGWD 2020-2025 Strategic Plan. Due to the varied subject matters presented in the General Manager's Report, the report over time will likely touch on every strategic goal contained in the plan.

**FINANCIAL SUMMARY**

There is no financial impact associated with this report.

Respectfully submitted,

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

BRUCE KAMILOS  
GENERAL MANAGER

June 20, 2023

TO: Chair and Directors of the Florin Resource Conservation District  
FROM: Bruce Kamilos, General Manager  
SUBJECT: **ELK GROVE WATER DISTRICT OPERATIONS REPORT – MAY 2023**

## **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 May. 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 Board of Director's review is the EGWD's May 2023 Operations Report.

### **Present Situation**

The EGWD May 2023 Operations Report highlights are as follows:

- **Operations Activities Summary** – 372 door hangers were placed for past due balances, which resulted in 64 shut offs. We received three (3) 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 May decreased 7.90 percent compared to what was produced in 2020. The year 2020 is the baseline year the State Water Resources Control Board adopted for water usage. The Total Demand/Production for both service areas on page 14 shows that customer use during the month of May compared to 2020 was down by 13.33 percent.

## **ELK GROVE WATER DISTRICT OPERATIONS REPORT – MAY 2023**

Page 2

- **Static and Pumping Level Graphs** – The second quarter soundings are shown and indicate that the static water levels are higher compared to the second quarter of 2022.
- **Treatment (Compliance Reporting)** – All samples taken during the month comply 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 May:
  - Staff completed repairs of the HVAC control systems on the variable frequency drives at Wells 4D Webb and 11D Dino.
  - Staff launched a trial period of a new type of chlorine analyzer. It was installed at the Railroad Water Treatment Plant for comparison to existing equipment.
  - Staff facilitated repairs of the malfunctioning HVAC units on boosters VFD #1 and VFD #6 at the Railroad Water Treatment Plant
- **Safety Meetings/Training** – Two (2) 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 May.
- **System Pressures** – Pressures in Service Area 1 generally remained stable during the month of May. Pressures in Service Area 2, which is controlled by Sacramento County Water Agency, were lower compared to the previous month.

### **ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

### **STRATEGIC PLAN CONFORMITY**

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

June 20, 2023

**ELK GROVE WATER DISTRICT OPERATIONS REPORT – MAY 2023**

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Page 3

**FINANCIAL SUMMARY**

There is no financial impact associated with this report.

Respectfully submitted,

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

BRUCE KAMILOS  
GENERAL MANAGER

BMK/ac

Attachment

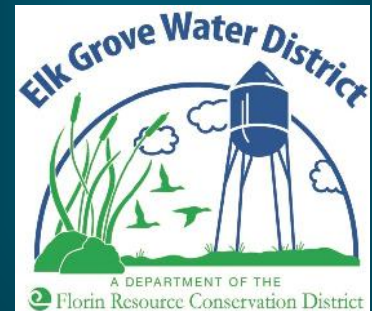
# EGWD

## OPERATIONS REPORT

May 2023



Elk  
Grove  
Water  
District



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

## Service Requests:

	May -23		YTD (Since Jan. 1, 2023)	
<u>Department</u>	<u>Service Request</u>	<u>Hours</u>	<u>Service Request</u>	<u>Hours</u>
<b>Distribution</b>				
Door Hangers	372	16	2,447	84
Shut offs	64	6	366	38
Turn ons	370	11	613	42
Investigations	48	12	311	77.75
USA Locates	410	102.5	1,264	316
Customer Complaints				
-Pressure	3	1.5	13	6.5
-Water Quality	0	0	1	0.5

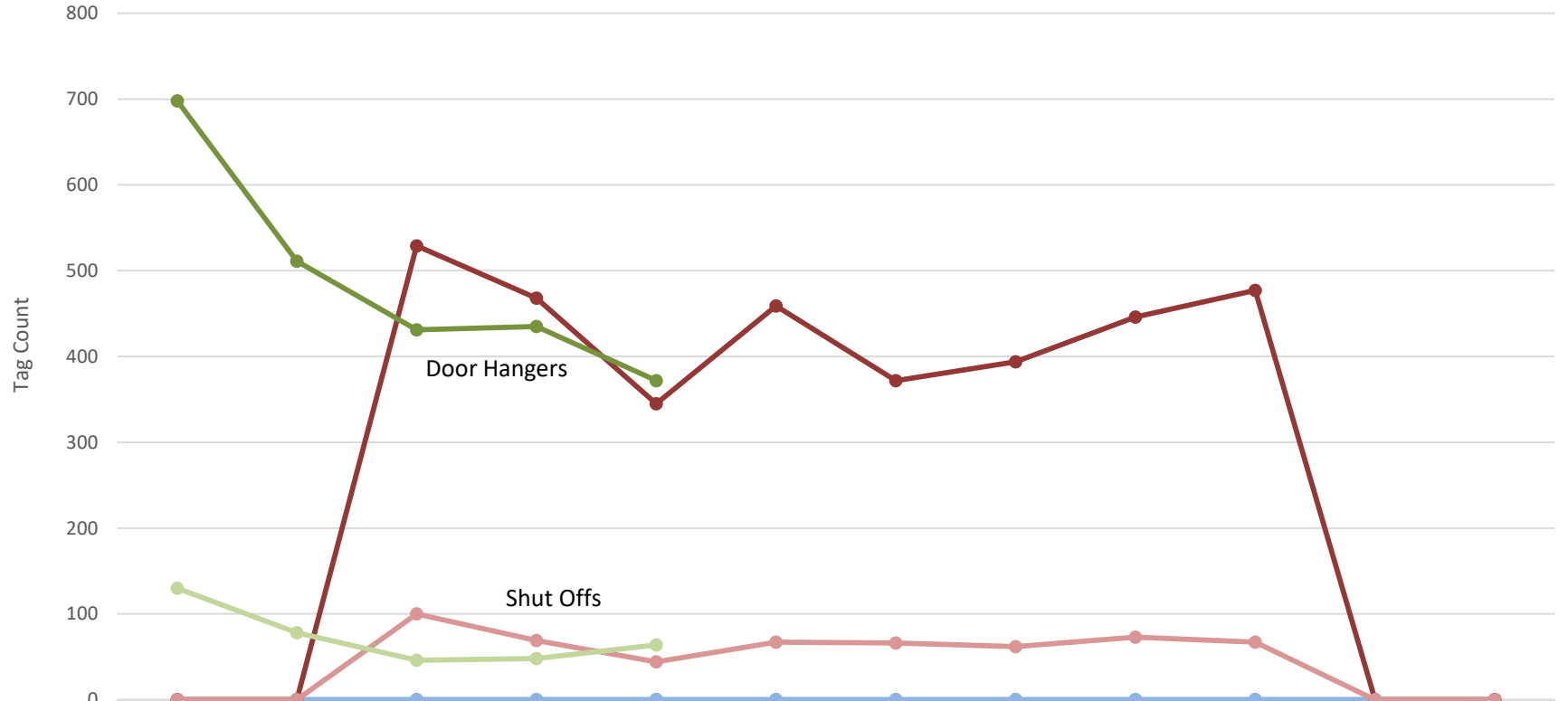
## Work Orders:

	May -23		YTD (Since Jan. 1, 2023)	
<u>Department</u>	<u>Work Orders</u>	<u>Hours</u>	<u>Work Orders</u>	<u>Hours</u>
<b>Distribution:</b>				
Meters Installed	1	0.5	4	1.75
Meter Change Out	17	10	66	36
Preventative Maint.				
-Hydrant Maintenance (45)	48	10	251	62
-Valve Exercising (127)	127	31.5	635	143.5
Corrective Maint.				
-Leaks	2	34	8	104.75
-Other	2	24	71	65.25
Valve Locates	0	0	0	0



# Elk Grove Water District

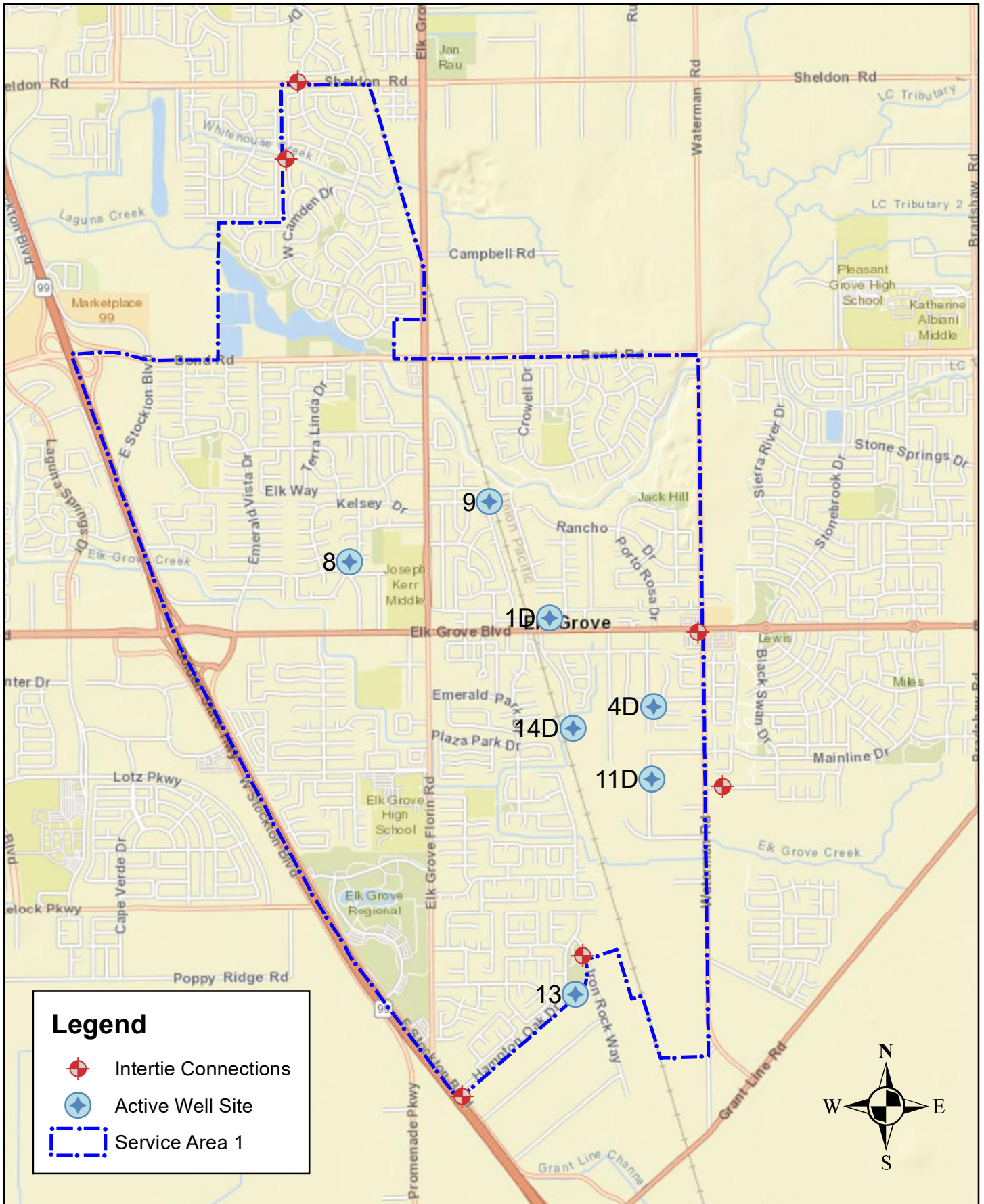
## Door Hangers and Shut Off Tags



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021 Door Hangers	0	0	0	0	0	0	0	0	0	0	0	0
2021 Shut Offs	0	0	0	0	0	0	0	0	0	0	0	0
2022 Door Hangers	0	0	529	468	345	459	372	394	446	477	0	0
2022 Shut Offs	0	0	100	69	44	67	66	62	73	67	0	0
2023 Door Hangers	698	511	431	435	372							
2023 Shut Offs	130	78	46	48	64							

4



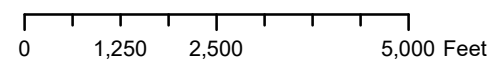


**Legend**

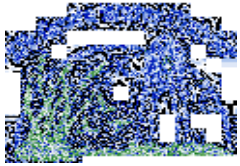
- ◆ Intertie Connections
- ◆ Active Well Site
- Service Area 1



Active Well Sites & Intertie Connections



Elk Grove Water District



# Elk Grove Water District

## Monthly Production

Well 1D School -- May 2023

### Selected Month Production

7,597,784 Gallons

Average GPM: 1,727  
 Pump depth: 275 ft  
 Well depth: 1025 ft

### Motor:

Volts: 471  
 Volts (Rated): 460  
 RPM: 1789  
 RPM (Rated): 2115  
 Amps A: 178  
 Amps A (Rated): 222  
 Amps B: 175  
 Amps B (Rated): 222  
 Amps C: 172  
 Amps C (Rated): 222

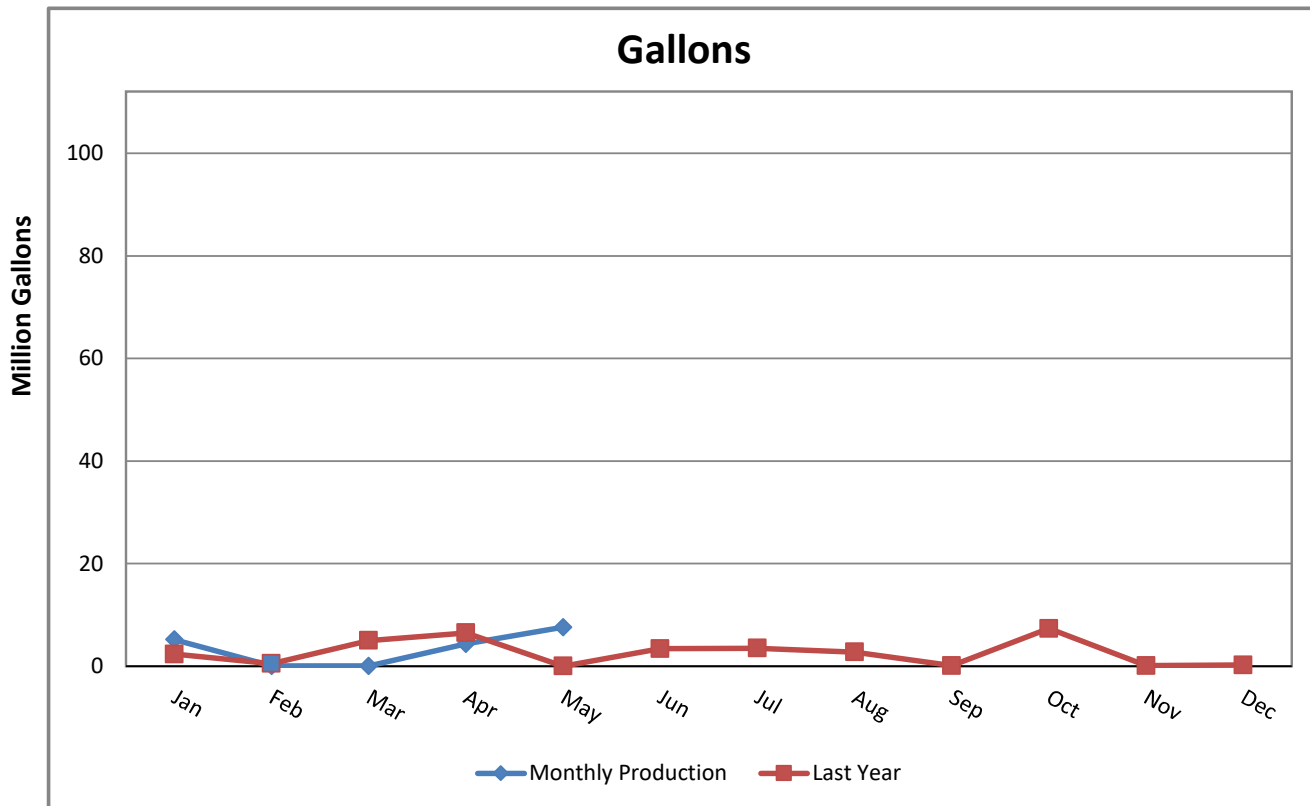
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 Hour Meter: 73.30

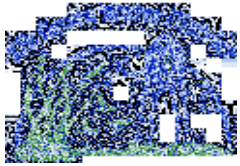
### Chlorine:

Dosing: 1.65 mg/L  
 Demand: 0.65 mg/L  
 Residual: 1 mg/L

### Vibration Reading:

Base Line: 0.05 in/sec  
 Current: 0.01 in/sec





# Elk Grove Water District

## Monthly Production

Well 4D Webb -- May 2023

### Selected Month Production

40,433,498 Gallons

Average GPM: 1694  
 Pump depth: 340 ft  
 Well depth: 1075 ft

### Motor:

Volts: 480  
 Volts (Rated): 460  
 RPM: 1649  
 RPM (Rated): 1775  
 Amps A: 193  
 Amps A (Rated): 225  
 Amps B: 190  
 Amps B (Rated): 225  
 Amps C: 190  
 Amps C (Rated): 225

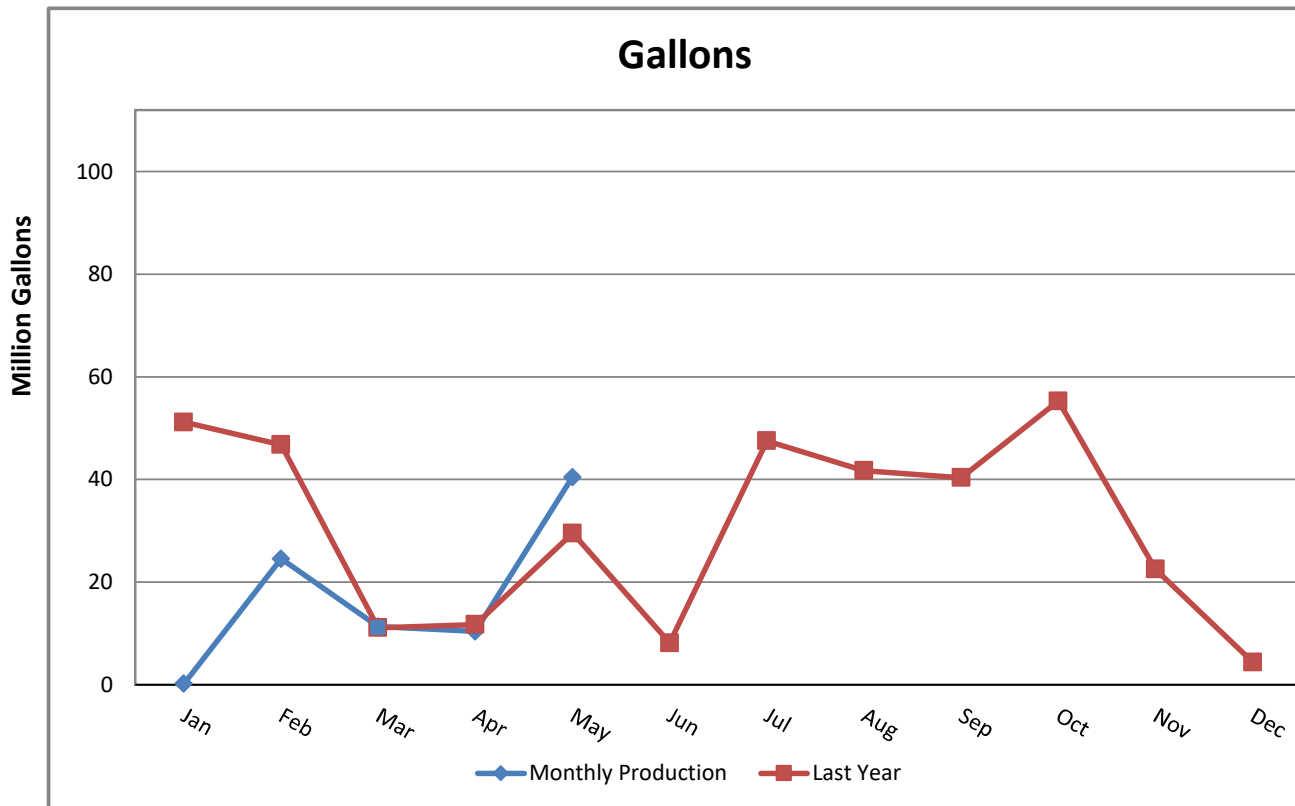
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 Hour Meter: 397.70

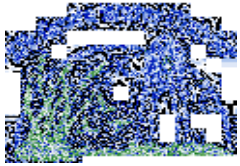
### Chlorine:

Dosing: 1.68 mg/L  
 Demand: 0.7 mg/L  
 Residual: 0.98 mg/L

### Vibration Reading:

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





# Elk Grove Water District

## Monthly Production

Well 11D Dino -- May 2023

### Selected Month Production

26,958,459 Gallons

Average GPM: 1699  
 Pump depth: 340 ft  
 Well depth: 1038 ft

### Motor:

Volts: 480  
 Volts (Rated): 460  
 RPM: 1660  
 RPM (Rated): 1775  
 Amps A: 197  
 Amps A (Rated): 225  
 Amps B: 188  
 Amps B (Rated): 225  
 Amps C: 181  
 Amps C (Rated): 225

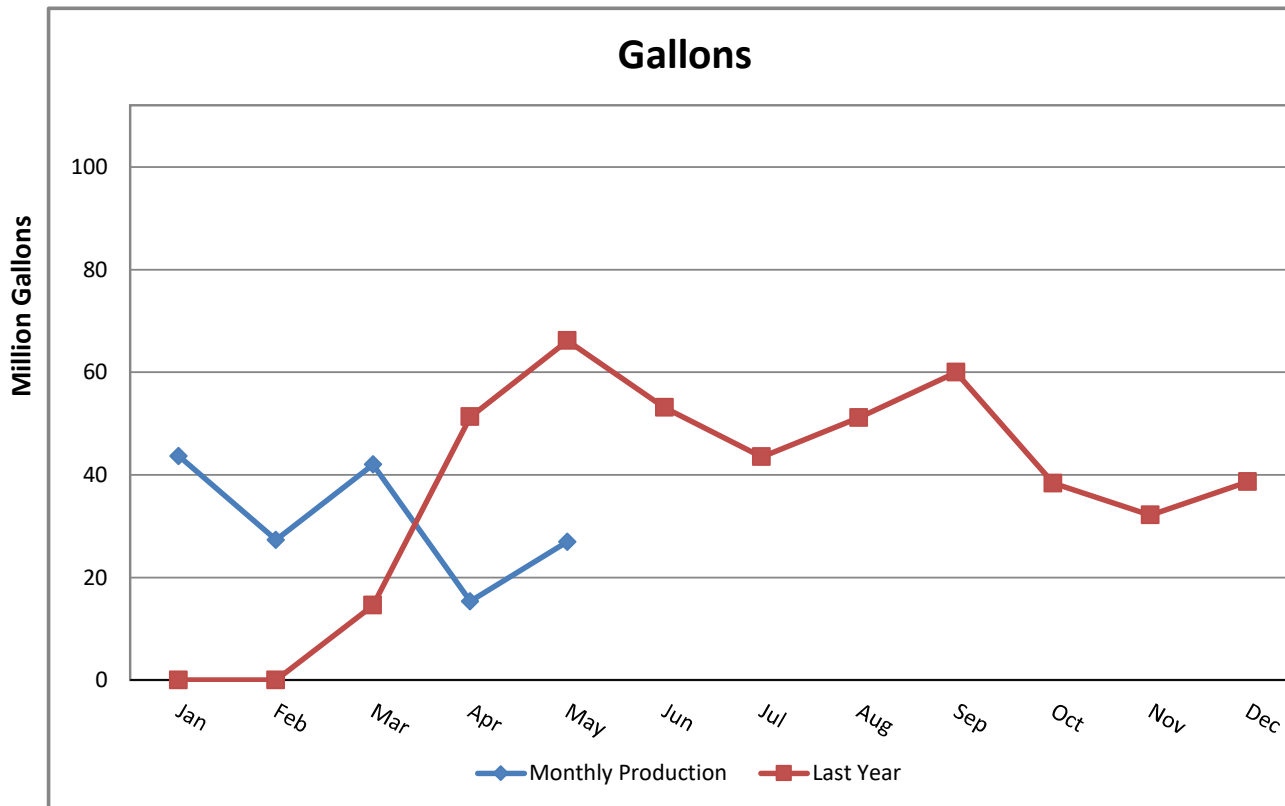
Motor Temp: 138.5 F  
 Hour Meter: 264.30

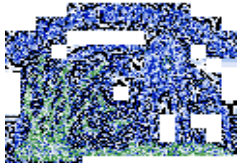
### Chlorine:

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

### Vibration Reading:

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





# Elk Grove Water District

## Monthly Production

Well 14D Railroad -- May 2023

### Selected Month Production

5,219,493 Gallons

Average GPM: 1531  
 Pump depth: 340 ft  
 Well depth: 1051 ft

### Motor:

Volts: 477  
 Volts (Rated): 460  
 RPM: 1787  
 RPM (Rated): 1785  
 Amps A: 164  
 Amps A (Rated): 171  
 Amps B: 167  
 Amps B (Rated): 171  
 Amps C: 164  
 Amps C (Rated): 171

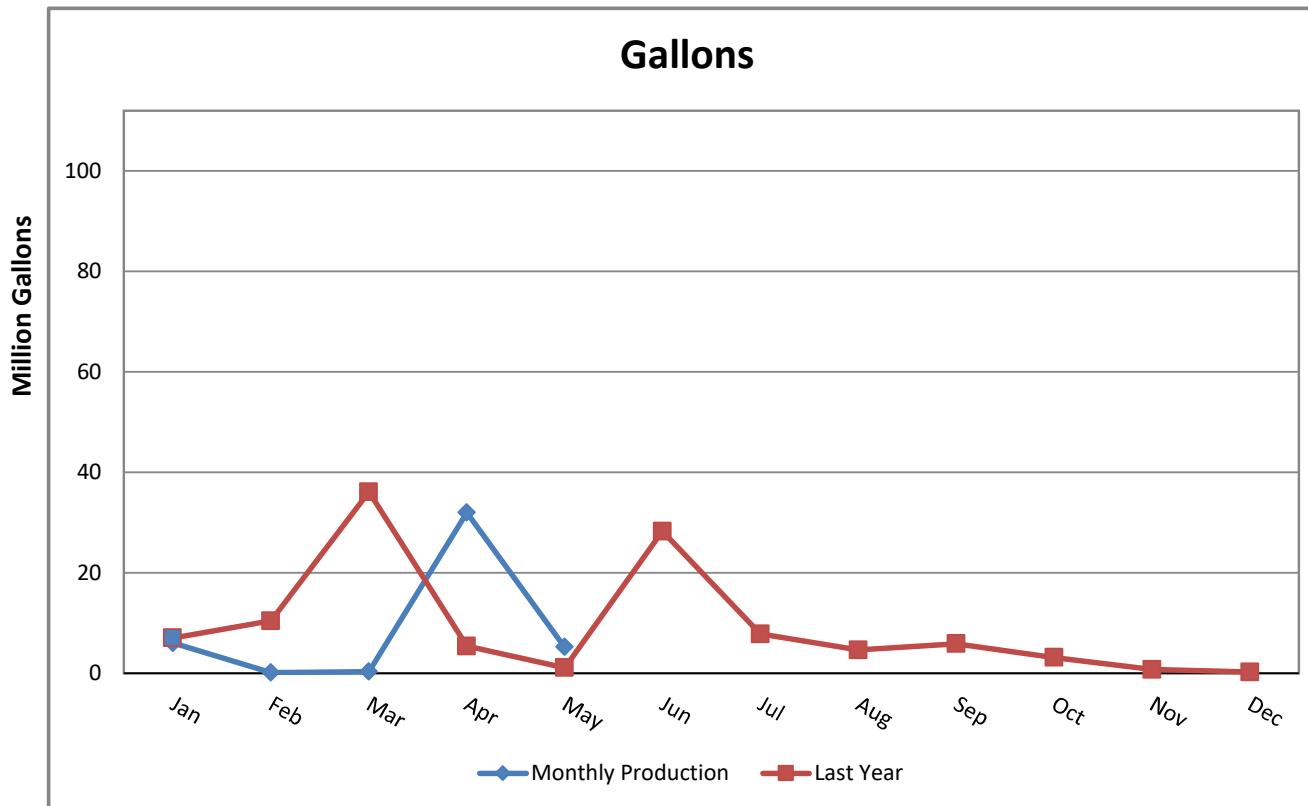
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 Hour Meter: 56.80

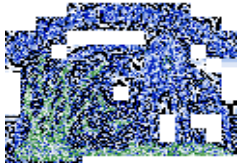
### Chlorine:

Dosing: 1.69 mg/L  
 Demand: 0.72 mg/L  
 Residual: 0.97 mg/L

### Vibration Reading:

Base Line: 0.02 in/sec  
 Current: 0.03 in/sec





## Elk Grove Water District

### Monthly Production

Well 8 Williamson -- May 2023  
(Submersible)

### Selected Month Production

4,802,057 Gallons

Average GPM: 557  
Pump depth: 150 ft  
Well depth: 564 ft

### Motor:

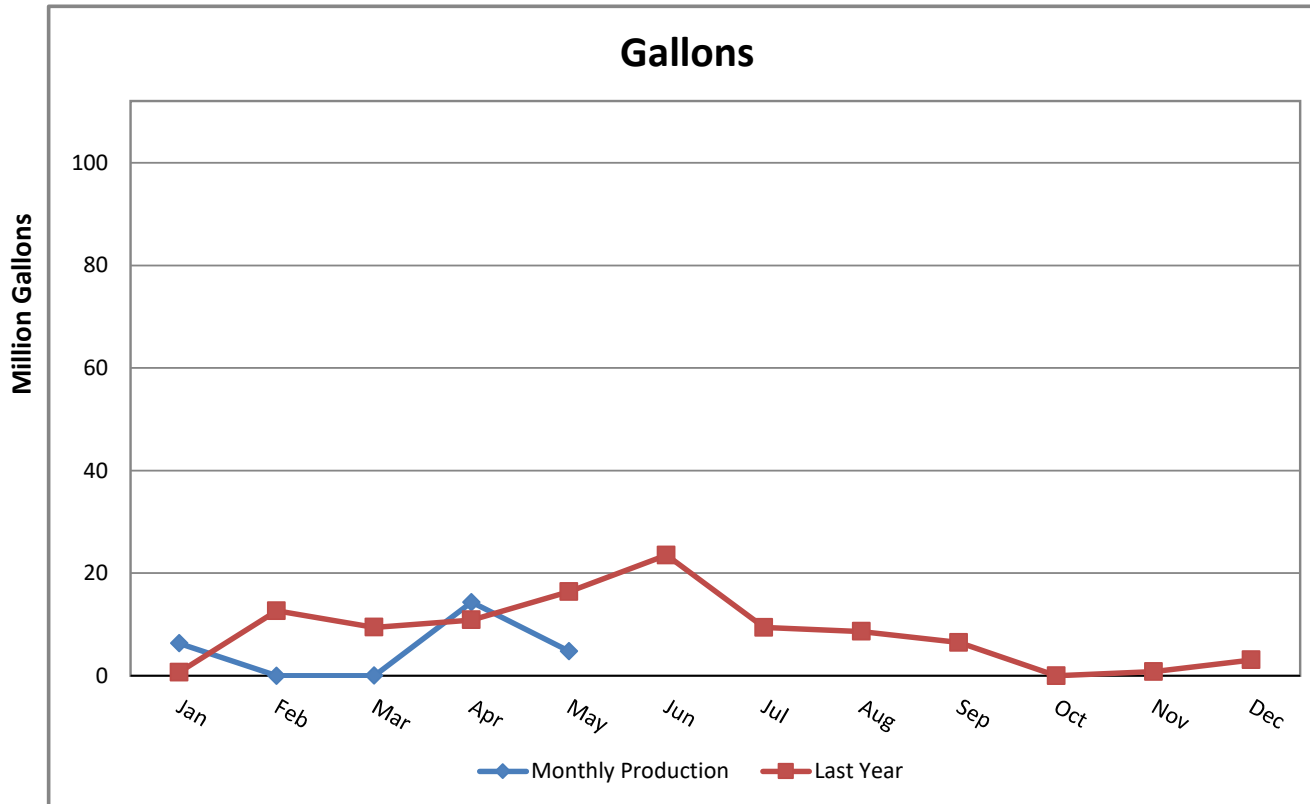
Volts: 459  
Volts (Rated): 460

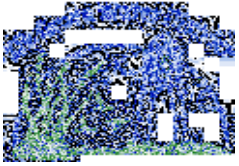
Amps A: 68  
Amps A (Rated): 65  
Amps B: 68  
Amps B (Rated): 65  
Amps C: 67  
Amps C (Rated): 65

Hour Meter: 143.50

### Chlorine:

Dosing: 1.28 mg/L  
Demand: 0.31 mg/L  
Residual: 0.97 mg/L





# Elk Grove Water District

## Monthly Production

Well 9 Polhemus -- May 2023  
(Submersible)

### Selected Month Production

11,411,949 Gallons

Average GPM: 493  
Pump depth: 150 ft  
Well depth: 556 ft

### Motor:

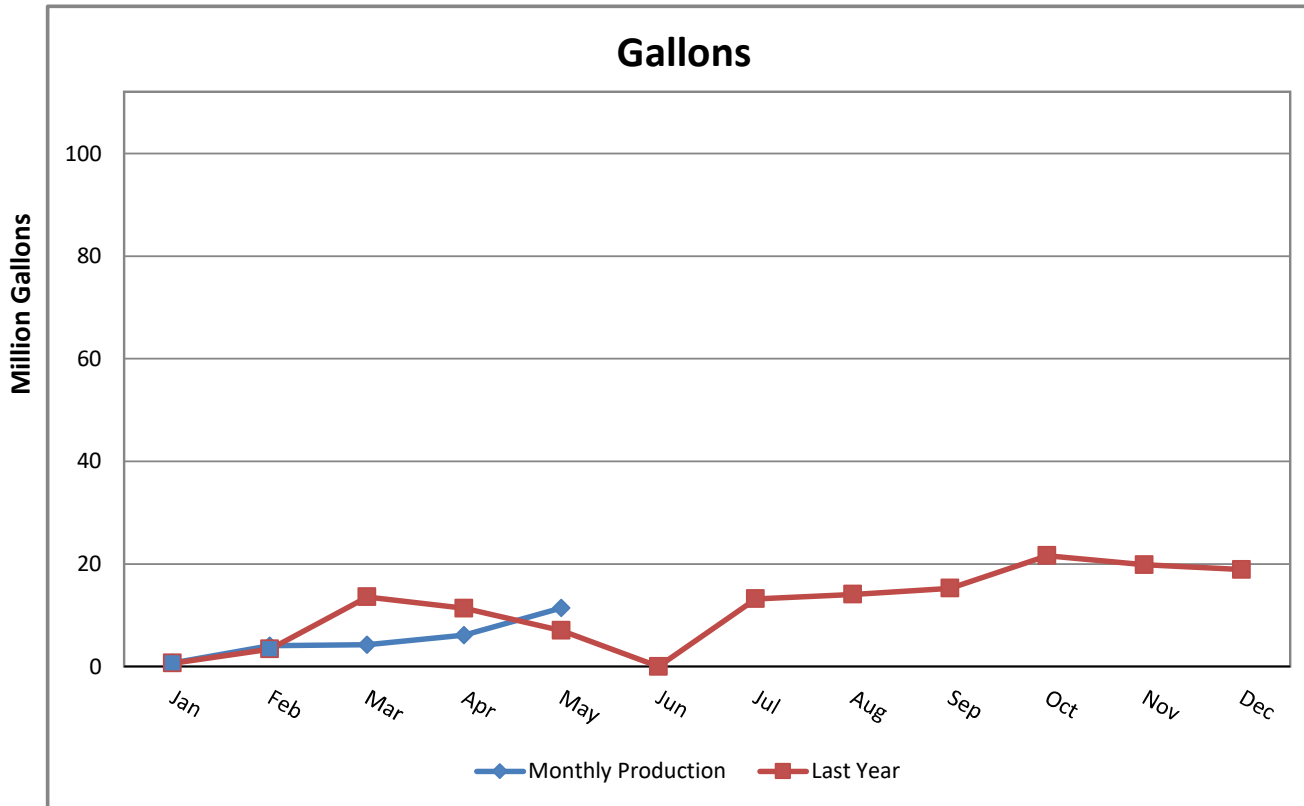
Volts: 480  
Volts (Rated): 460

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

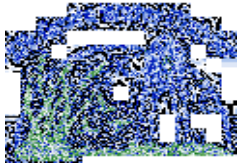
Hour Meter: 385.10

### Chlorine:

Dosing: 1.21 mg/L  
Demand: 0.21 mg/L  
Residual: 1.00 mg/L







## Elk Grove Water District

### Monthly Production

Well 13 Hampton -- May 2023

### Selected Month Production

33,052,452 Gallons

Average GPM: 954  
 Pump depth: 200 ft  
 Well depth: 500 ft

### Motor:

Volts: 477  
 Volts (Rated): 460  
 RPM: 1787  
 RPM (Rated): 1785  
 Amps A: 104  
 Amps A (Rated): 141  
 Amps B: 105  
 Amps B (Rated): 141  
 Amps C: 106  
 Amps C (Rated): 141

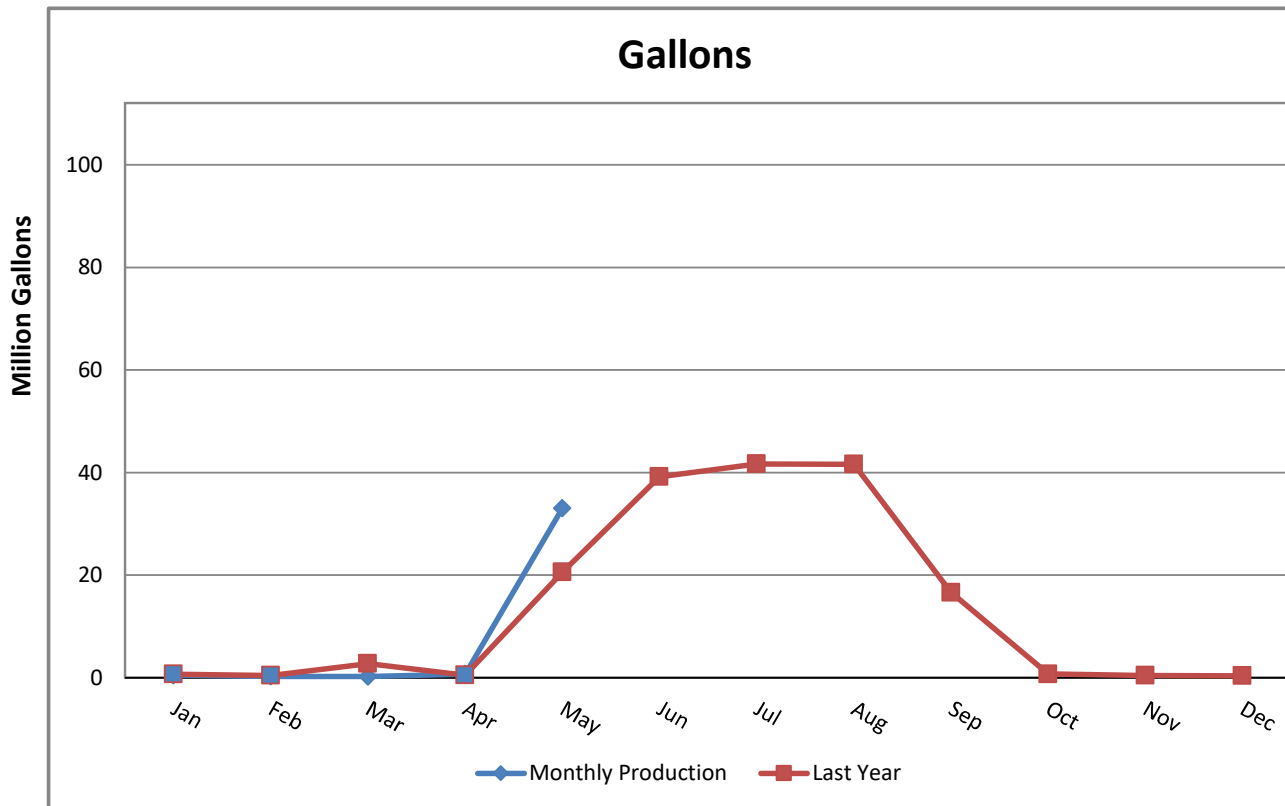
Motor Temp.: 138.4 F  
 Hour Meter: 577.1

### Chlorine:

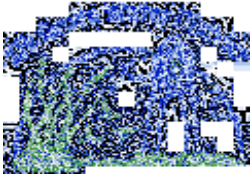
Dosing: 1.58 mg/L  
 Demand: 0.53 mg/L  
 Residual: 1.05 mg/L

### Vibration Reading:

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







# Elk Grove Water District

## Combined Total Production

Service Area 1

May-2023

### Current Month Production:

129,475,692 Gallons

### Highest Day Demand of the Month:

4,897,523

### Date of Occurrence

30-May-23

### Highest Day Demand of the Calendar Year:

4,897,523

### Date of Occurrence

30-May-23

### "Water Year" Rainfall: (Oct-22 to Sep-23)

Current Month: 0.25 in

Year To Date: 21.92 in

### "Water Year" Rainfall: (Oct-21 to Sep-22)

May 2022: 0.01 in

Year To Date: 15.07 in

Entire Year Total: 16.82 in

### Temperature:

This Month High: 95 F

This Month Low: 44 F

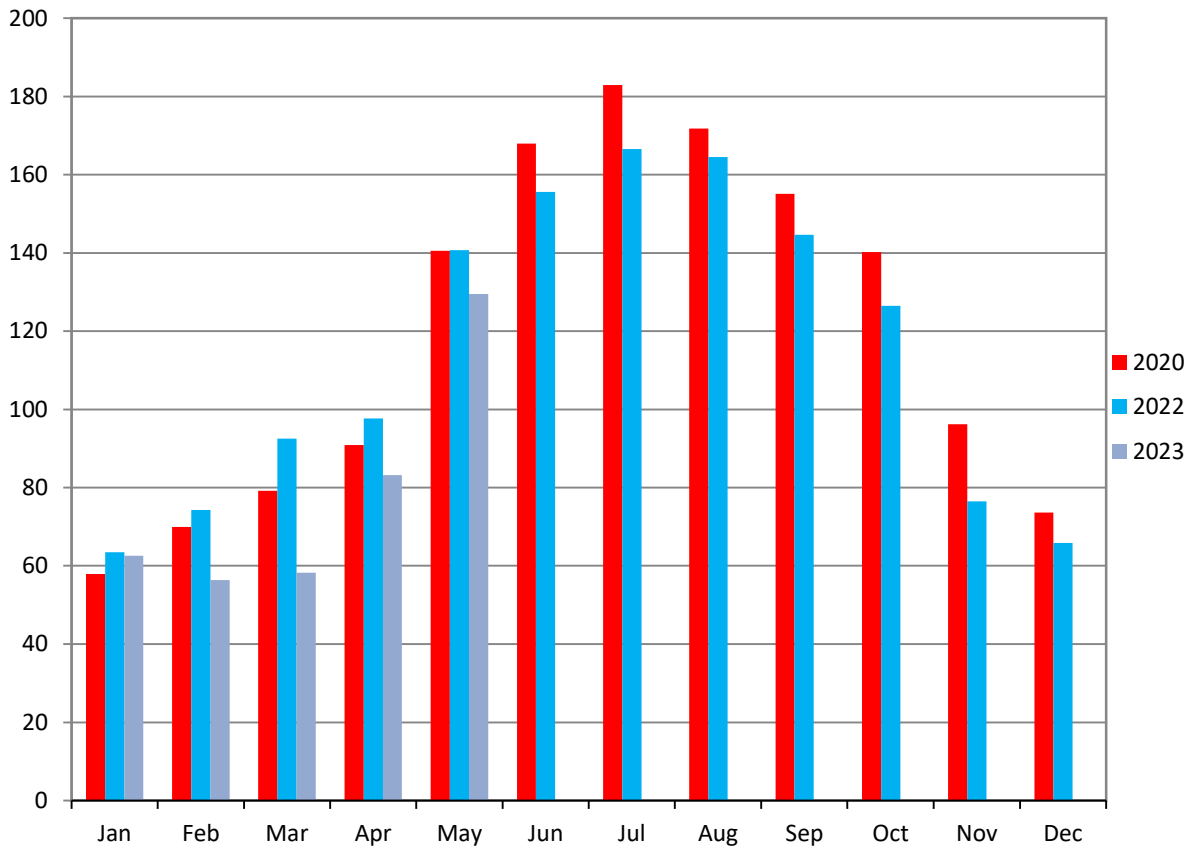
This Month Average: 64.5 F

MAY-22 High: 102 F

MAY-22 Low: 38 F

MAY-22 Average: 67.4 F

Million Gallons

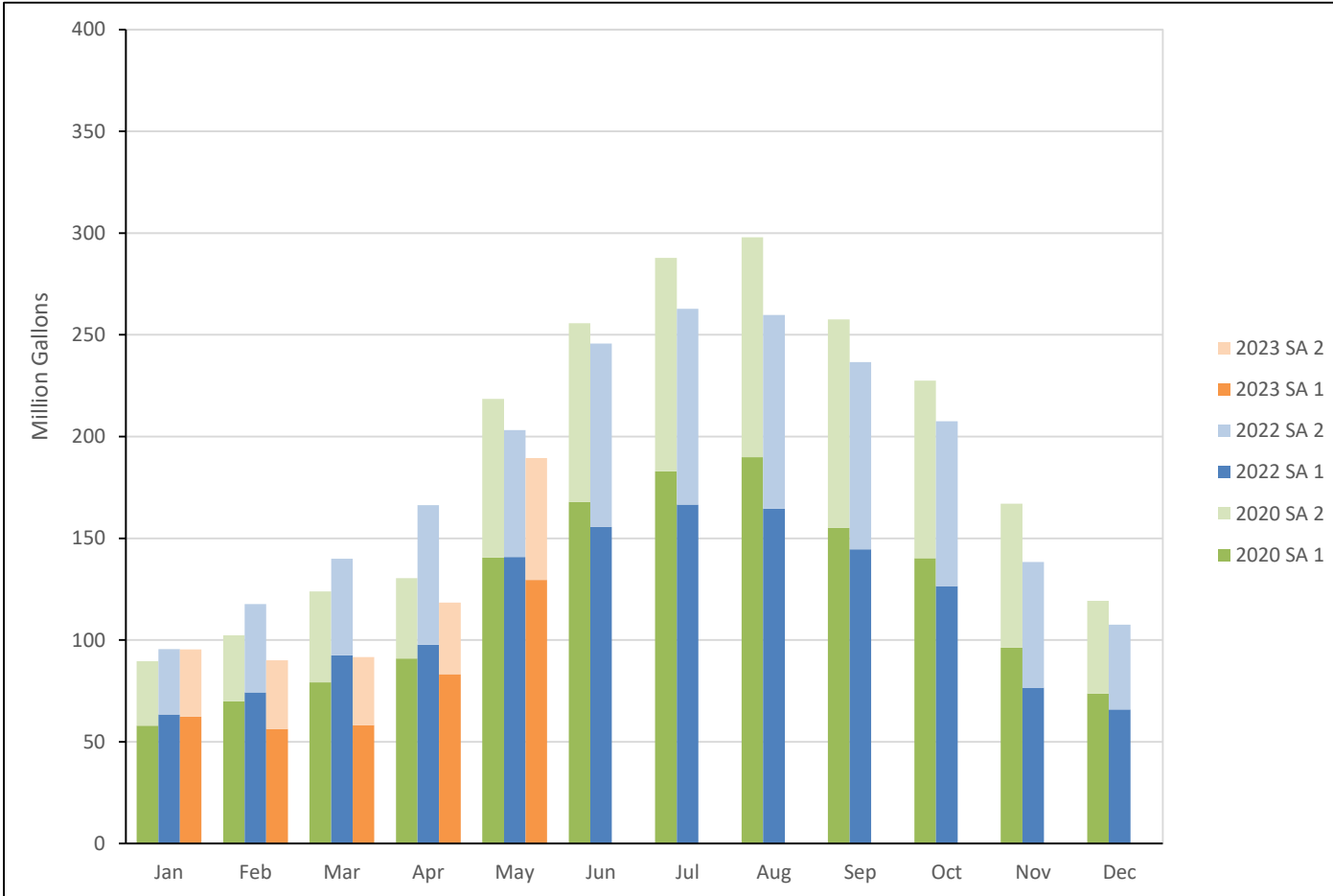




# Elk Grove Water District

## Total Demand/Production

May-2023



**Current Month Demand/Production:**

189,412,932 Gallons

**\*Change From May 2020:** -13.33%

**GPCD:** 130.0 Gallons per Day

**R-GPCD:** 102.8 Gallons per Day

**Service Area 1**

**Active Connections:** 7,938

**Current Month Demand/Production:**

129,475,692 Gallons

**\*Change From May 2020:** -7.90%

**GPCD:** 145.5 Gallons per Day

**R-GPCD:** 115.0 Gallons per Day

**Service Area 2**

**Active Connections:** 4,923

**Current Month Demand/Production:**

59,937,240 Gallons

**\*Change From May 2020:** -23.12%

**GPCD:** 105.7 Gallons per Day

**R-GPCD:** 83.6 Gallons per Day

\*Percent reduction has been changed to percent change. Negative change is reduction and positive change is increase.

Elk Grove Water District Water Usage

----- Monthly Production (gallons) -----

2020	January	February	March	April	May	June	July	August	September	October	November	December	Total
GW (SA1)	57,904,843	69,920,851	79,195,437	90,851,253	140,575,760	167,942,394	182,964,721	189,801,764*	155,126,225	140,229,242	96,201,714	73,624,502	1,444,338,706
Purchased (SA2)	31,743,624	32,416,076	44,764,808	39,523,572	77,964,788	87,759,848	104,799,288	108,177,256	102,434,860	87,187,628	70,876,740	45,577,136	833,225,624
Total	89,648,467	102,336,927	123,960,245	130,374,825	218,540,548	255,702,242	287,764,009	297,979,020	257,561,085	227,416,870	167,078,454	119,201,638	2,277,564,330

2021	January	February	March	April	May	June	July	August	September	October	November	December	Total
GW (SA1)	64,881,378	57,088,452	78,904,998	122,759,415	161,903,489	171,428,103	180,693,083	173,985,025	153,922,309	114,717,480	65,607,814	61,008,401	1,406,899,947
Purchased (SA2)	34,553,112	34,867,272	38,268,428	53,156,620	84,725,960	96,521,920	110,862,576	113,081,144	94,977,300	84,569,628	48,501,816	34,885,972	828,971,748
Total	99,434,490	91,955,724	117,173,426	175,916,035	246,629,449	267,950,023	291,555,659	287,066,169	248,899,609	199,287,108	114,109,630	95,894,373	2,235,871,695

2022	January	February	March	April	May	June	July	August	September	October	November	December	Total
GW (SA1)	63,469,715	74,242,203	92,483,924	97,643,001	140,747,995	155,597,114	166,596,675	164,513,039	144,632,180	126,478,648	76,517,155	65,813,605	1,368,735,254
Purchased (SA2)	32,115,380	43,369,788	47,452,372	68,588,608	62,494,652	90,110,812	96,146,424	95,299,688	92,002,504	81,006,904	61,785,548	41,748,872	812,121,552
Total	95,585,095	117,611,991	139,936,296	166,231,609	203,242,647	245,707,926	262,743,099	259,812,727	236,634,684	207,485,552	138,302,703	107,562,477	2,180,856,806

2023	January	February	March	April	May	June	July	August	September	October	November	December	Total
GW (SA1)	62,562,387	56,343,279	58,232,742	83,205,416	129,475,692	-	-	-	-	-	-	-	389,819,516
Purchased (SA2)	32,851,412	33,735,548	33,439,340	35,189,660	59,937,240	-	-	-	-	-	-	-	195,153,200
Total	95,413,799	90,078,827	91,672,082	118,395,076	189,412,932	0	0	0	0	0	0	0	584,972,716

----- Monthly Percent Change - Comparing 2020 to 2023 -----

% Change	January	February	March	April	May	June	July	August	September	October	November	December	Total
GW (SA1)	8.04%	-19.42%	-26.47%	-8.42%	-7.90%	-	-	-	-	-	-	-	-
Purchased (SA2)	3.49%	4.07%	-25.30%	-10.97%	-23.12%	-	-	-	-	-	-	-	-
Total	6.43%	-11.98%	-26.05%	-9.19%	-13.33%	-	-	-	-	-	-	-	-
% Cumulative Change	6.43%	-3.38%	-12.27%	-11.37%	-12.02%	-	-	-	-	-	-	-	-

\*Notes

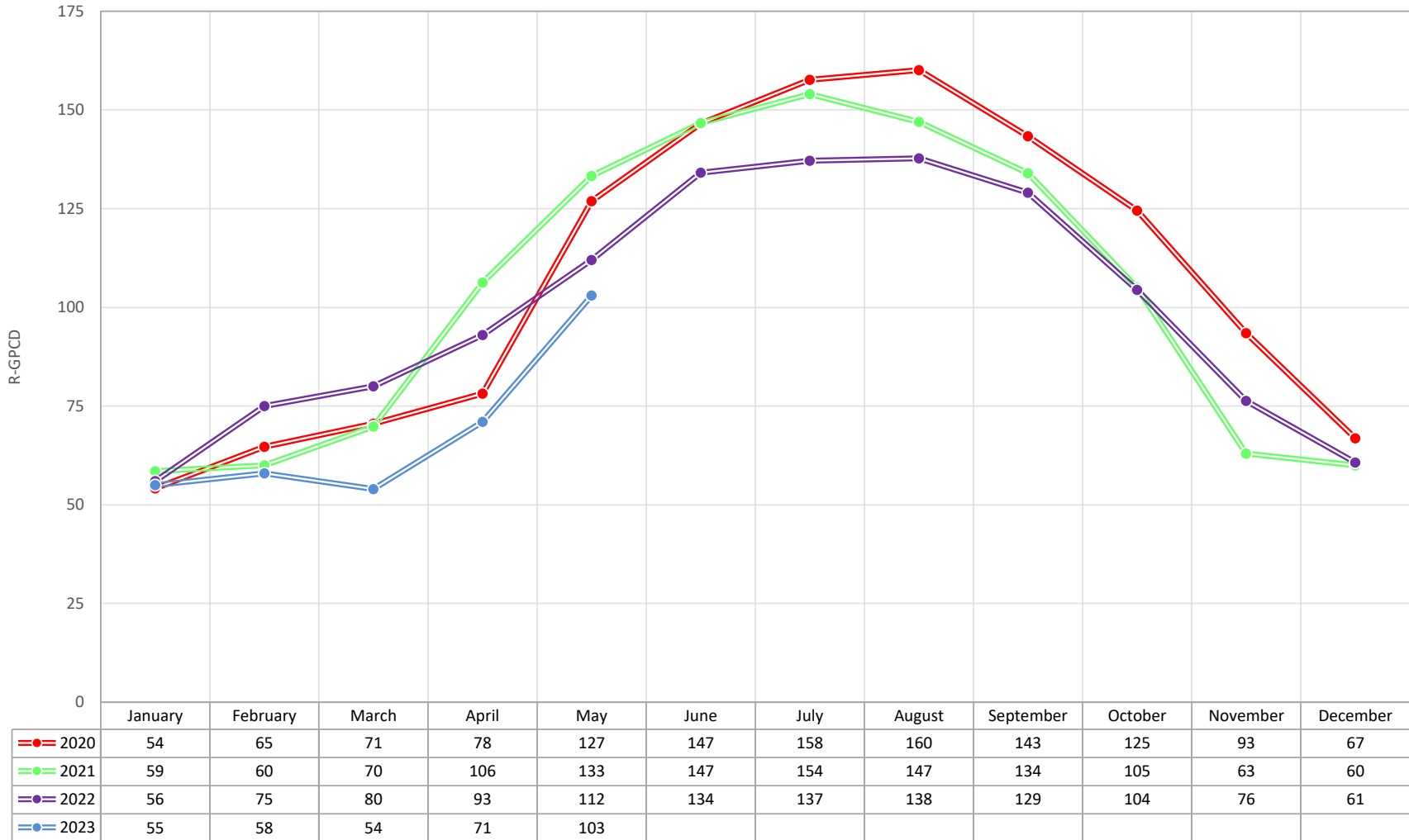
2020 August production number for SA1 includes water delivered through open interties with SA2.  
 SA1 = Service Area 1, SA2 = Service Area 2. SA1 is all groundwater (GW) production. SA2 is all purchased water from SCWA.  
 Charlois and Springhurst Intertie 18,000,000 Gallons  
 Charlois Intertie (Aug 2020) 8,706,529 Gallons (Determined from Bruce Kamilos calculations)  
 Springhurst Intertie (Aug 2020) 14,511,000 Gallons (Number provided from meter read by SCWA)

Service Area 2		Consumption	
2023	# Accts	CCF	Gallons
Jan	4,921	43,919	32,851,412
Feb	4,922	45,101	33,735,548
Mar	4,923	44,705	33,439,340
Apr	4,923	47,045	35,189,660
May	4,923	80,130	59,937,240
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			

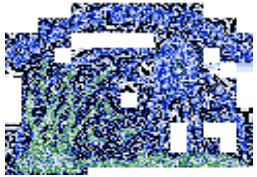


## EGWD COMBINED R-GPCD

2020 2021 2022 2023



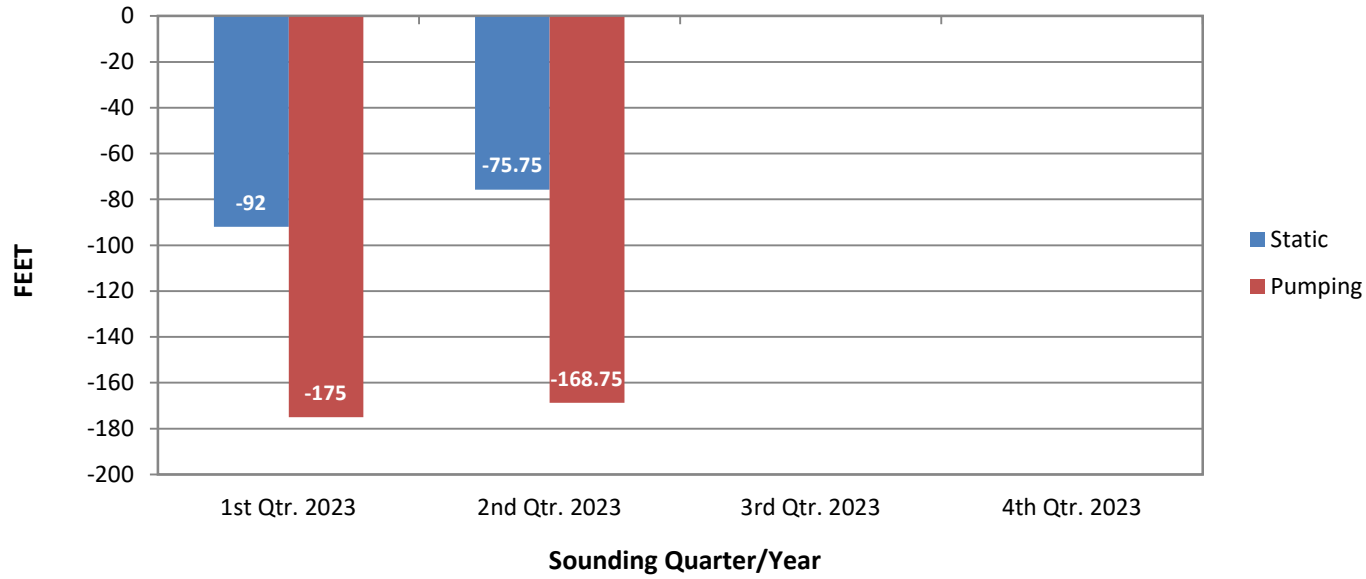
R-GPCD = Residential Gallons per Capita per Day



# Elk Grove Water District

## Static and Pumping Levels

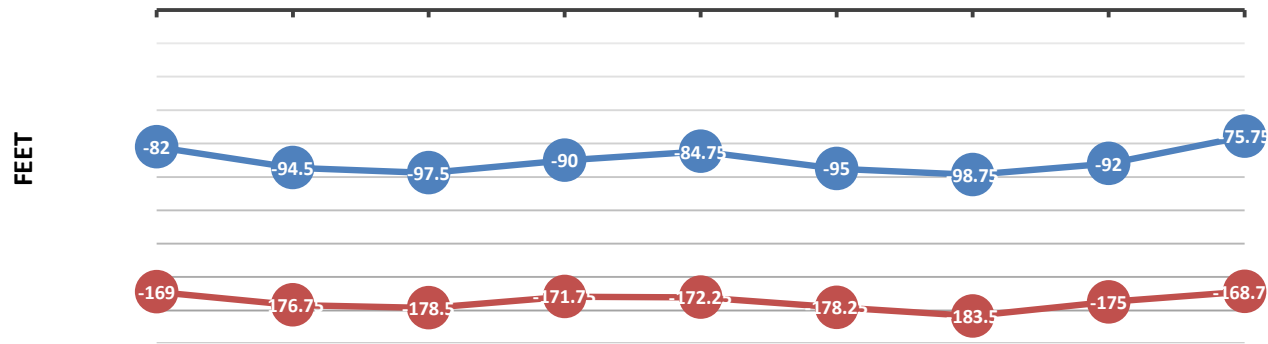
Well 1D School St



### Latest Well Sounding

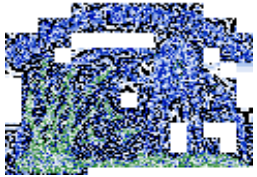
<b>Static:</b>	75.75 Ft
<b>Pumping:</b>	168.75 Ft
<b>Drawdown:</b>	93 Ft
<b>GPM:</b>	1,803
<b>Specific Capacity:</b>	19.386

2ND QTR. 2021    3RD QTR. 2021    4TH QTR. 2021    1ST QTR. 2022    2ND QTR. 2022    3RD QTR. 2022    4TH QTR. 2022    1ST QTR. 2023    2ND QTR. 2023



### Latest Sand Tester Results:

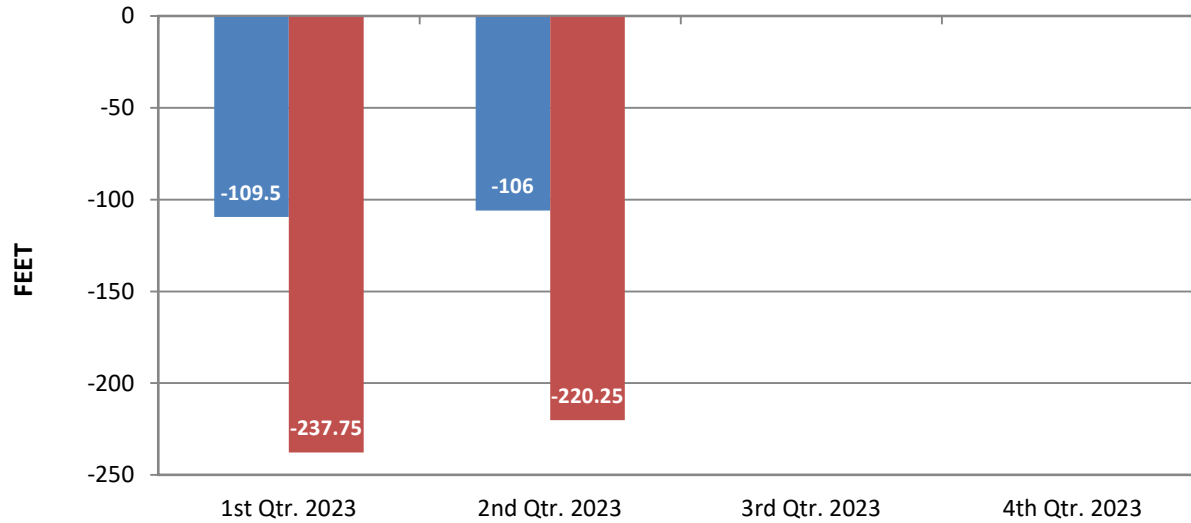
15 Min: < 5 ppm



# Elk Grove Water District

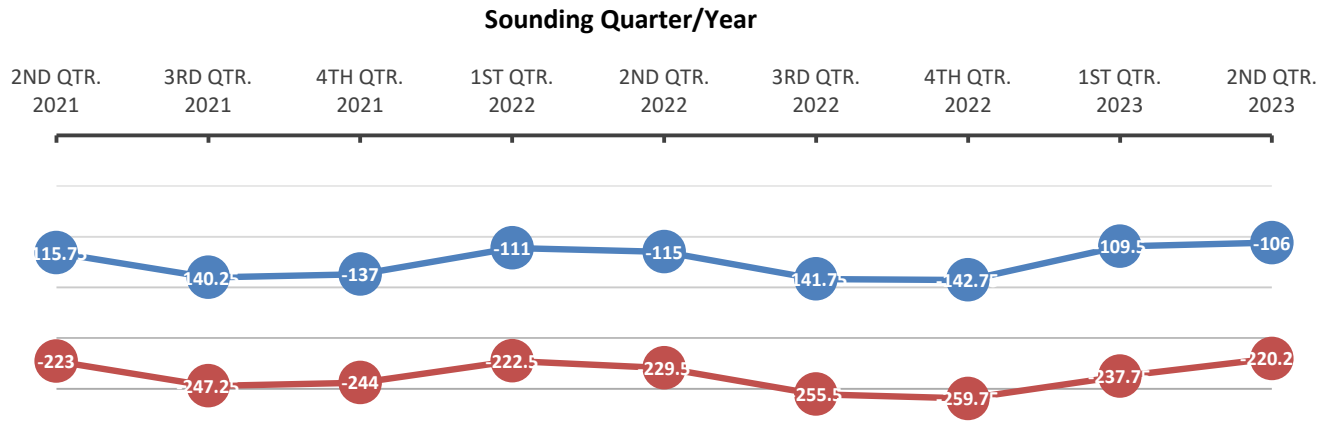
## Static and Pumping Levels

Well 4D Webb St



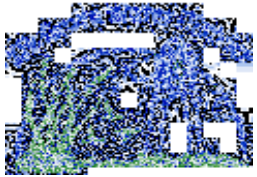
### Latest Well Sounding

<b>Static:</b>	106 Ft
<b>Pumping:</b>	220.25 Ft
<b>Drawdown:</b>	114.25 Ft
<b>GPM:</b>	1,692
<b>Specific Capacity:</b>	14.808



### Latest Sand Tester Results:

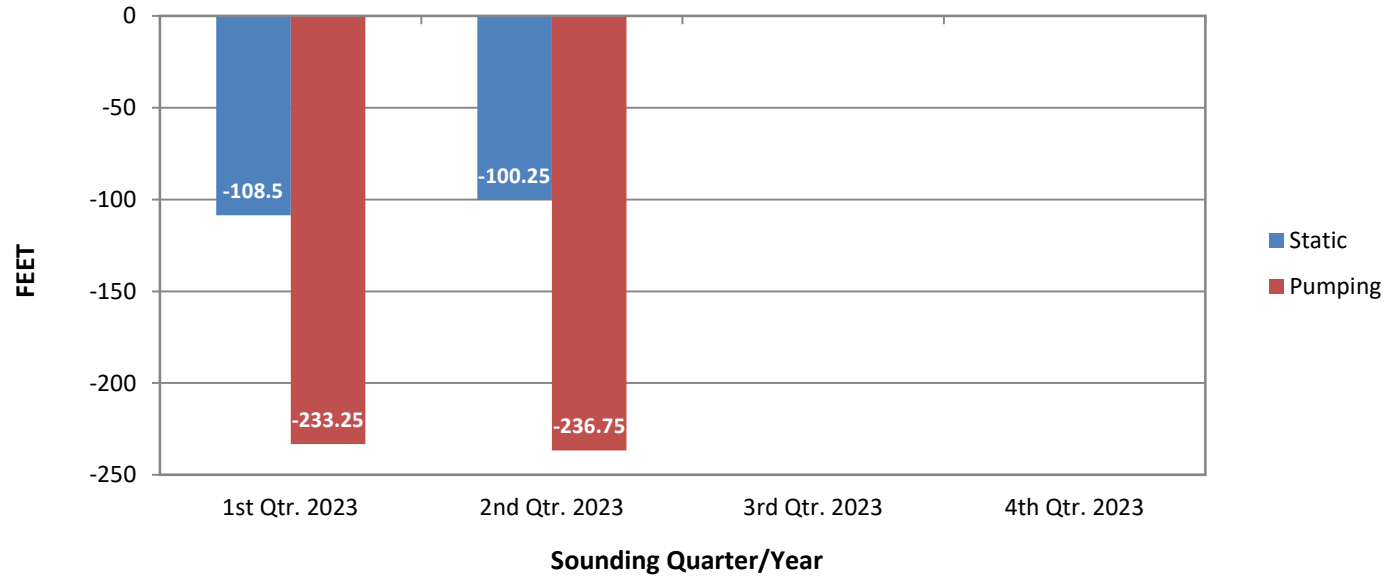
15 Min: < 5 ppm



# Elk Grove Water District

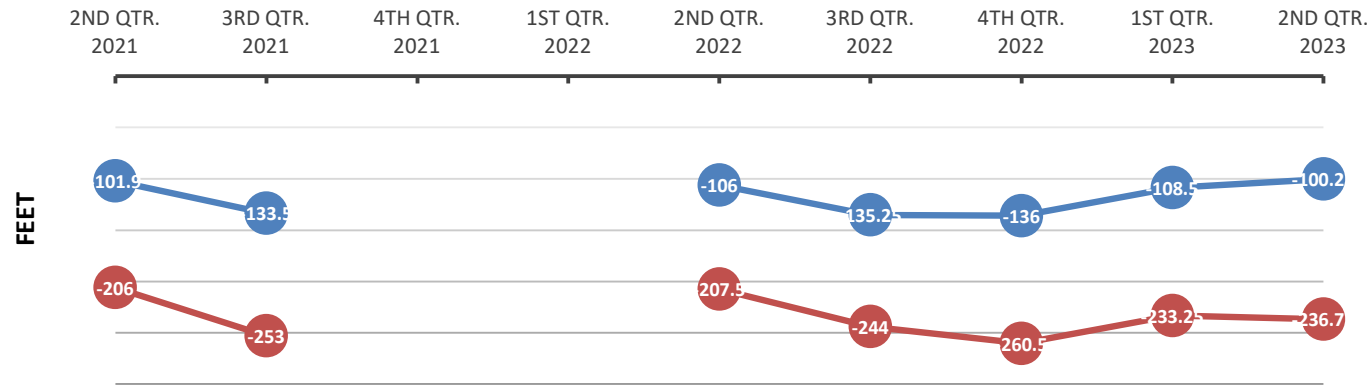
## Static and Pumping Levels

Well 11D Dino



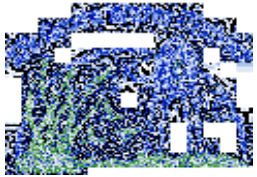
### Latest Well Sounding

<b>Static:</b>	100.25 Ft
<b>Pumping:</b>	236.75 Ft
<b>Drawdown:</b>	136.5 Ft
<b>GPM:</b>	1,704
<b>Specific Capacity:</b>	12.486



### Latest Sand Tester Results:

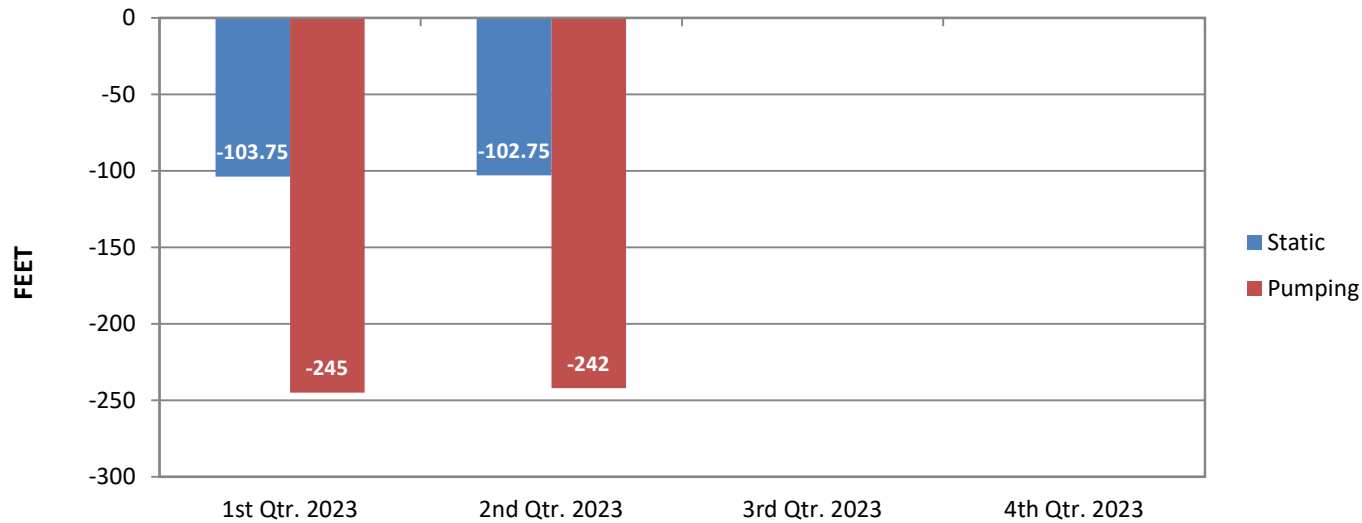
15 Min: < 5 ppm



# Elk Grove Water District

## Static and Pumping Levels

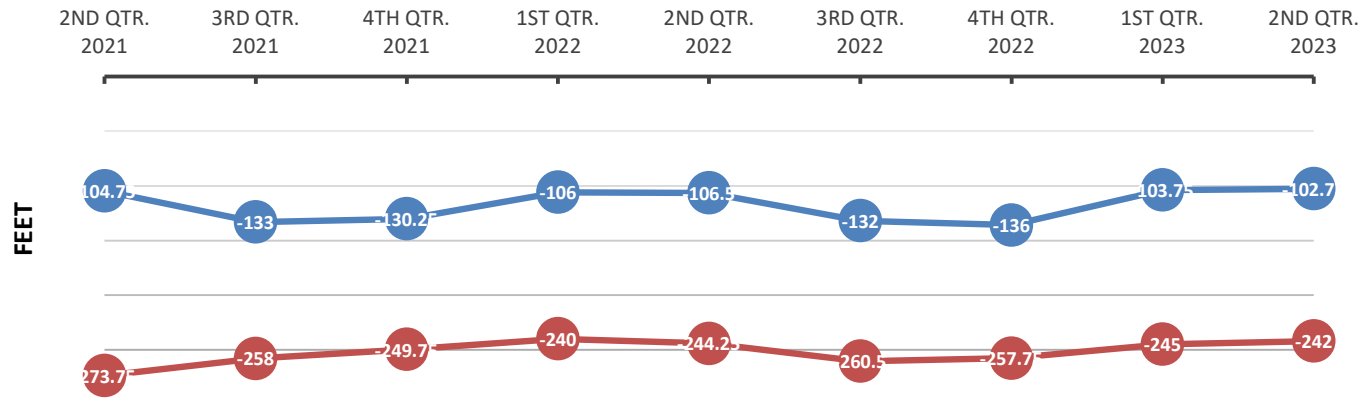
Well 14D Railroad



### Latest Well Sounding

<b>Static:</b>	102.75 Ft
<b>Pumping:</b>	242 Ft
<b>Drawdown:</b>	139.25 Ft
<b>GPM:</b>	1,570
<b>Specific Capacity:</b>	11.277

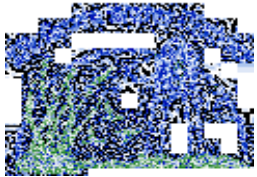
### Sounding Quarter/Year



### Latest Sand Tester Results:

15 Min: < 5 ppm

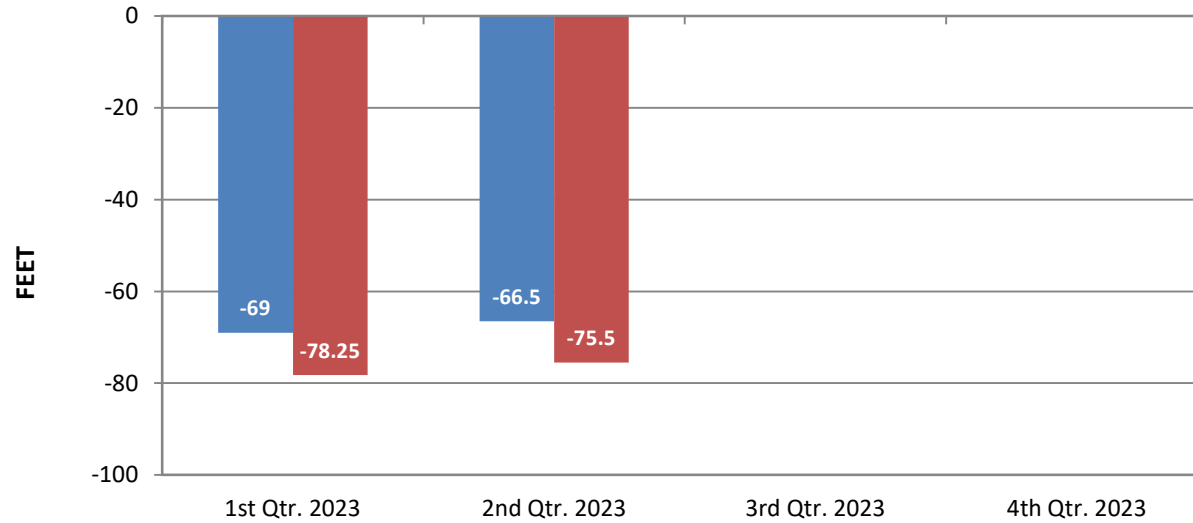




# Elk Grove Water District

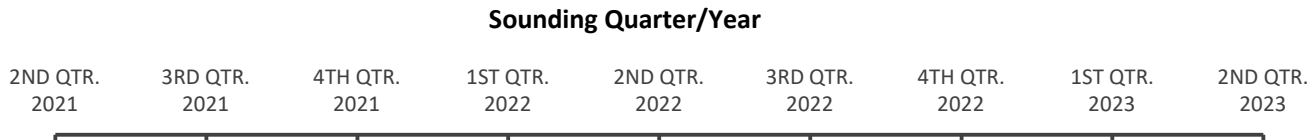
## Static and Pumping Levels

Well 8 Williamson



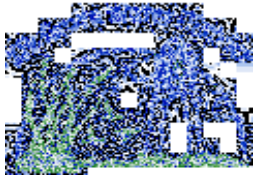
### Latest Well Sounding

<b>Static:</b>	66.5 Ft
<b>Pumping:</b>	75.5 Ft
<b>Drawdown:</b>	9 Ft
<b>GPM:</b>	560
<b>Specific Capacity:</b>	62.212



### Latest Sand Tester Results:

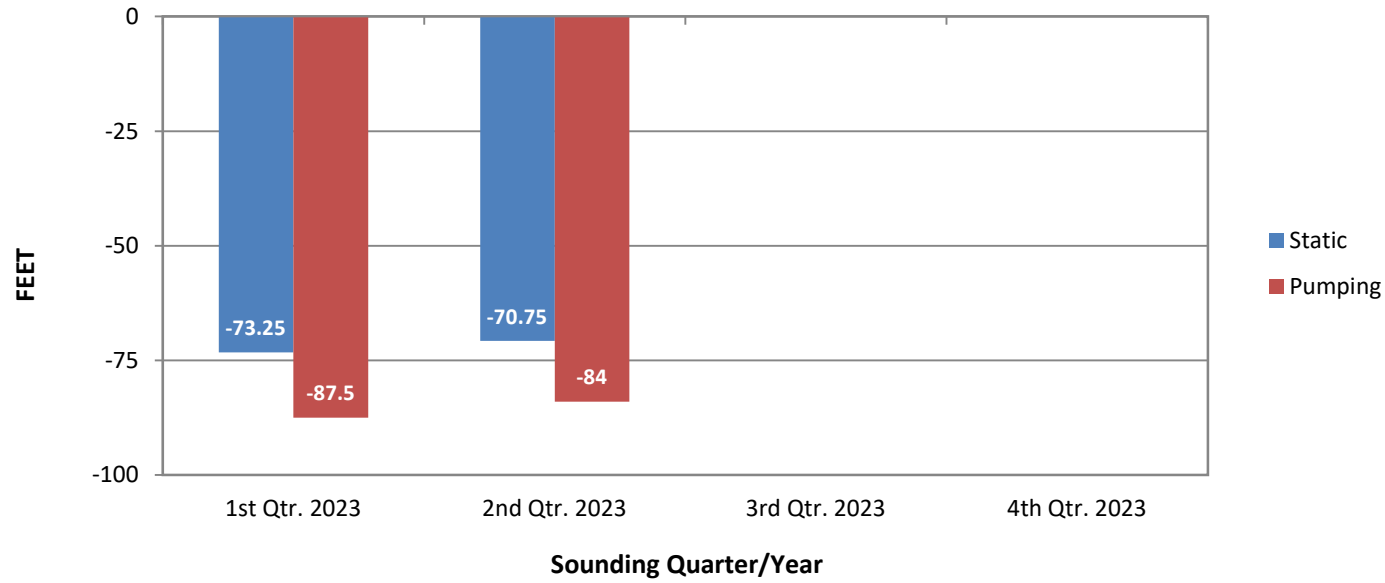
15 Min: < 5 ppm



# Elk Grove Water District

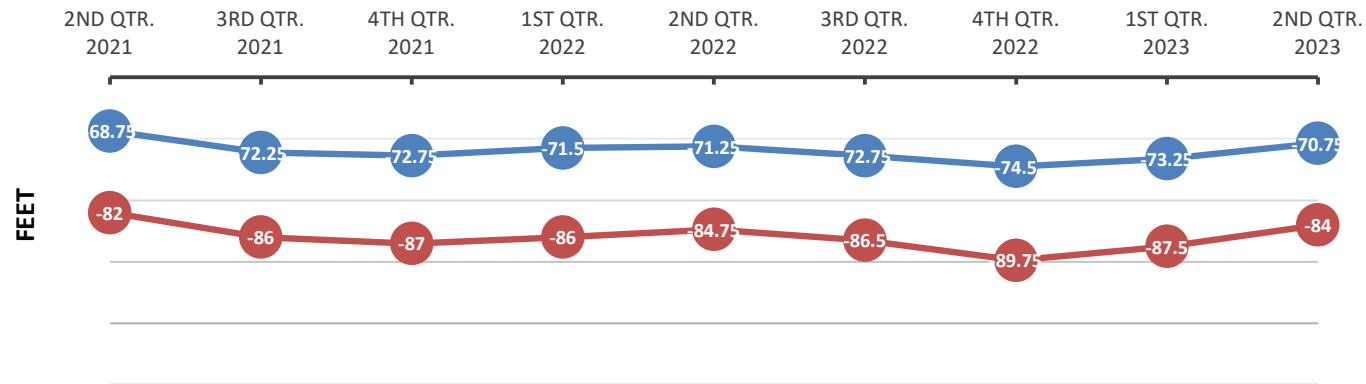
## Static and Pumping Levels

Well 9 Polhemus



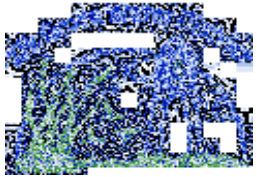
### Latest Well Sounding

<b>Static:</b>	70.75 Ft
<b>Pumping:</b>	84 Ft
<b>Drawdown:</b>	13.25 Ft
<b>GPM:</b>	497
<b>Specific Capacity:</b>	37.537



### Latest Sand Tester Results:

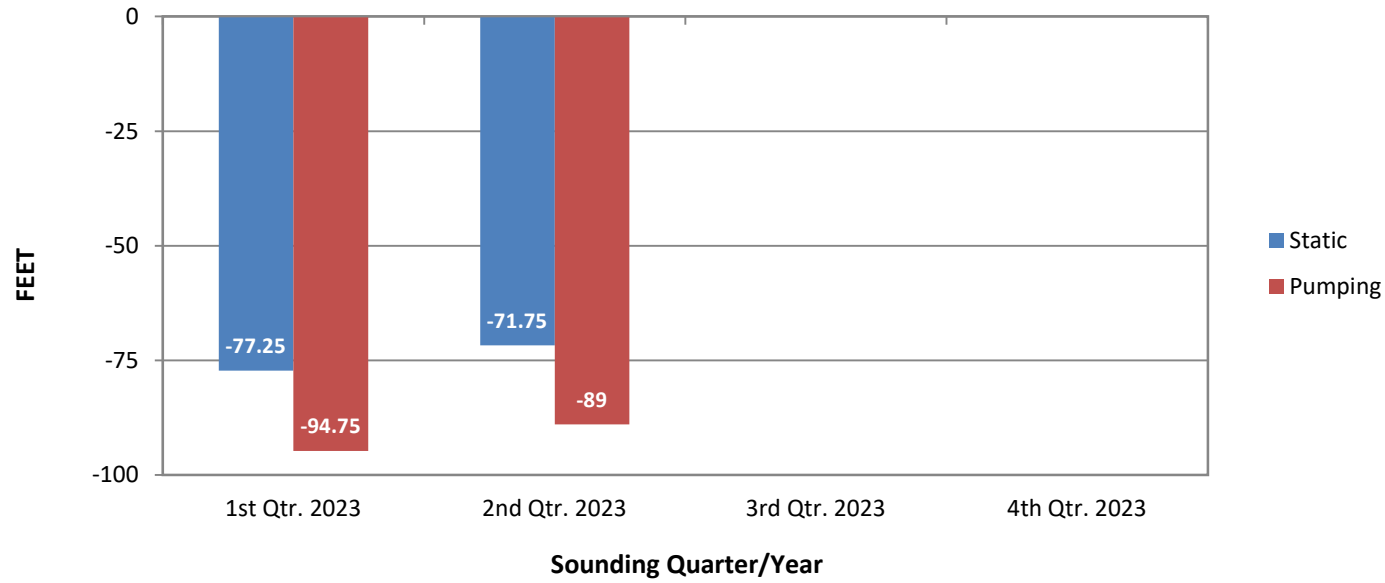
15 Min: < 5 ppm



# Elk Grove Water District

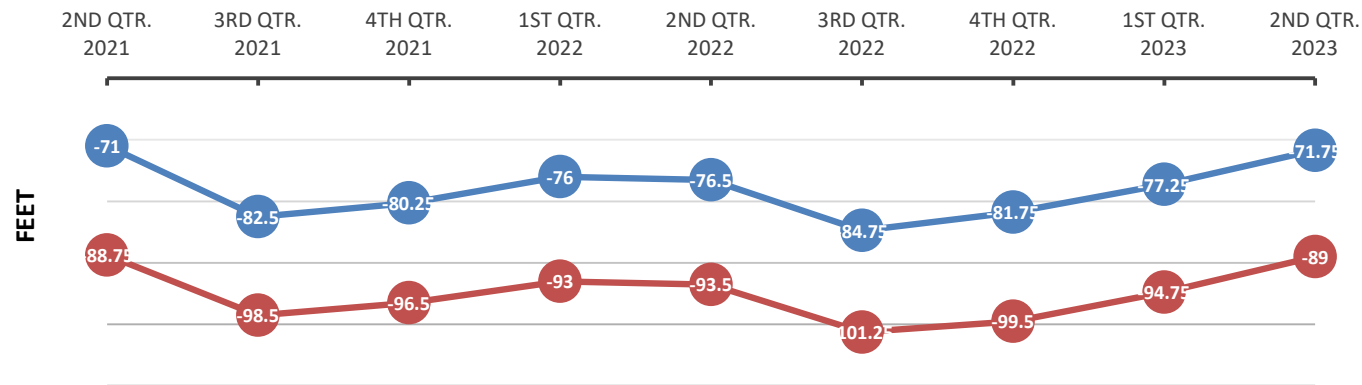
## Static and Pumping Levels

Well 13 Hampton



### Latest Well Sounding

<b>Static:</b>	71.75 Ft
<b>Pumping:</b>	89 Ft
<b>Drawdown:</b>	17.25 Ft
<b>GPM:</b>	969
<b>Specific Capacity:</b>	56.151



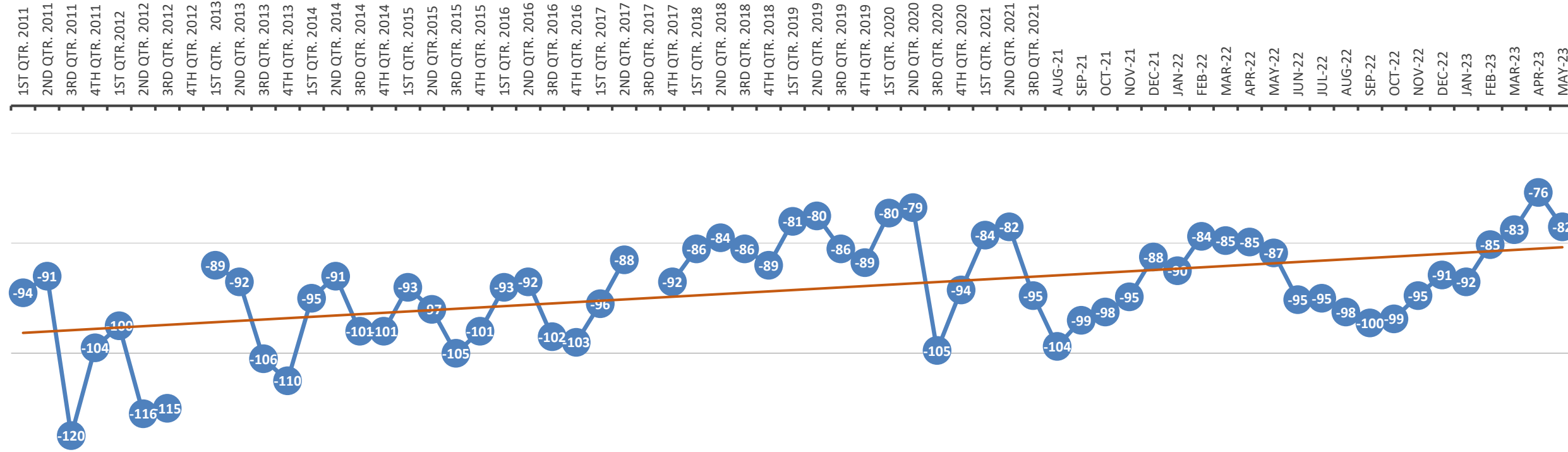
### Latest Sand Tester Results:

15 Min: < 5 ppm

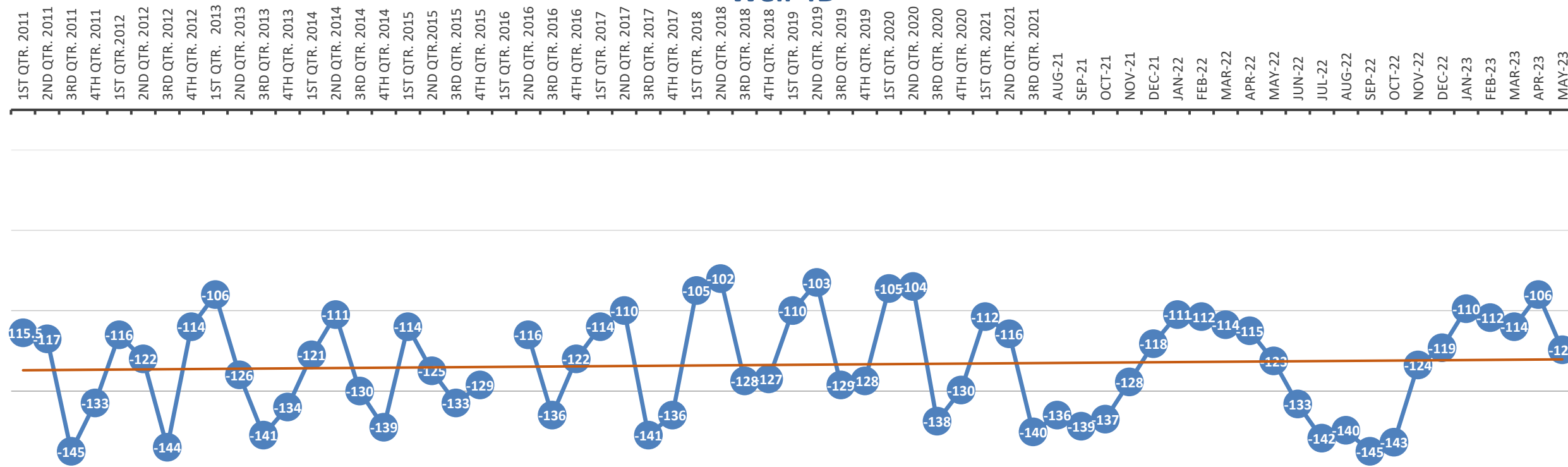


# Historic Static Well Levels

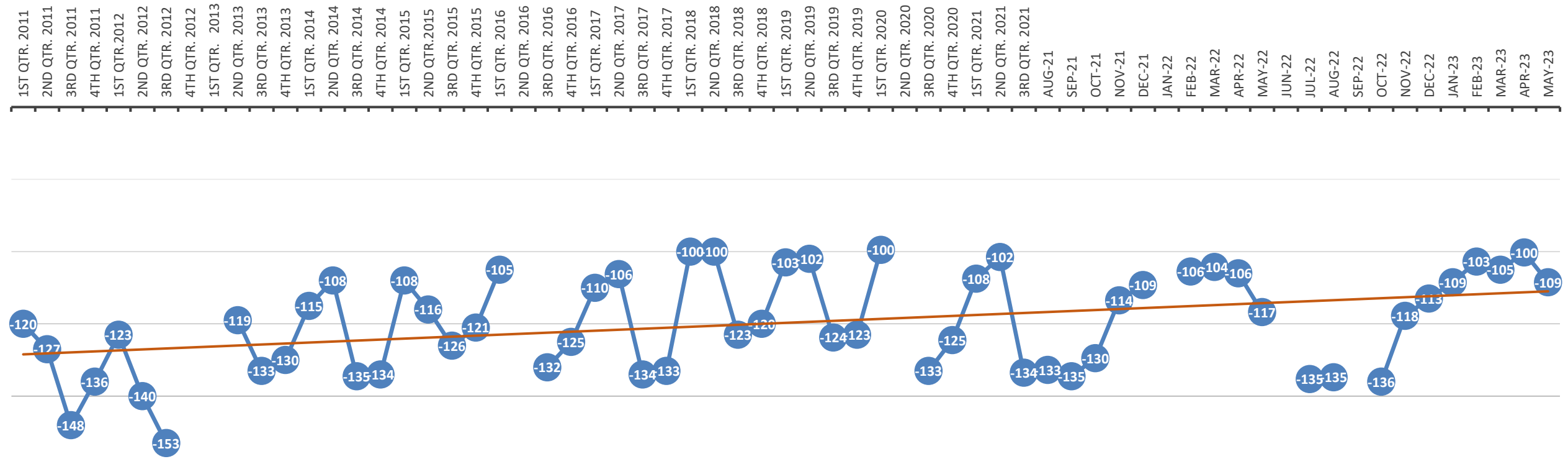
## Well 1D



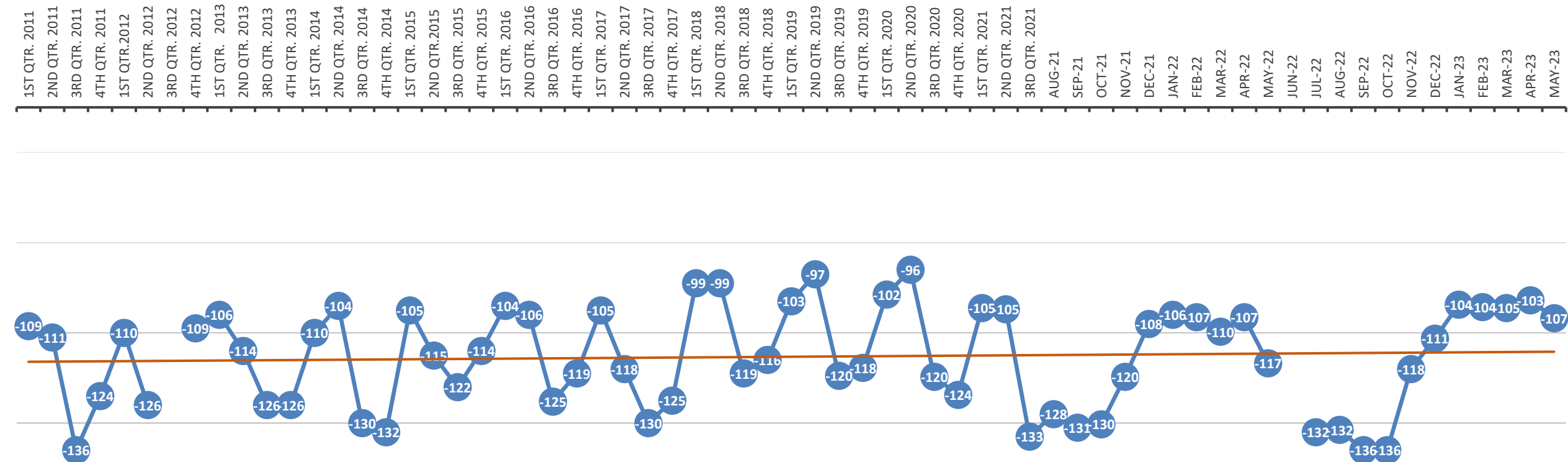
## Well 4D



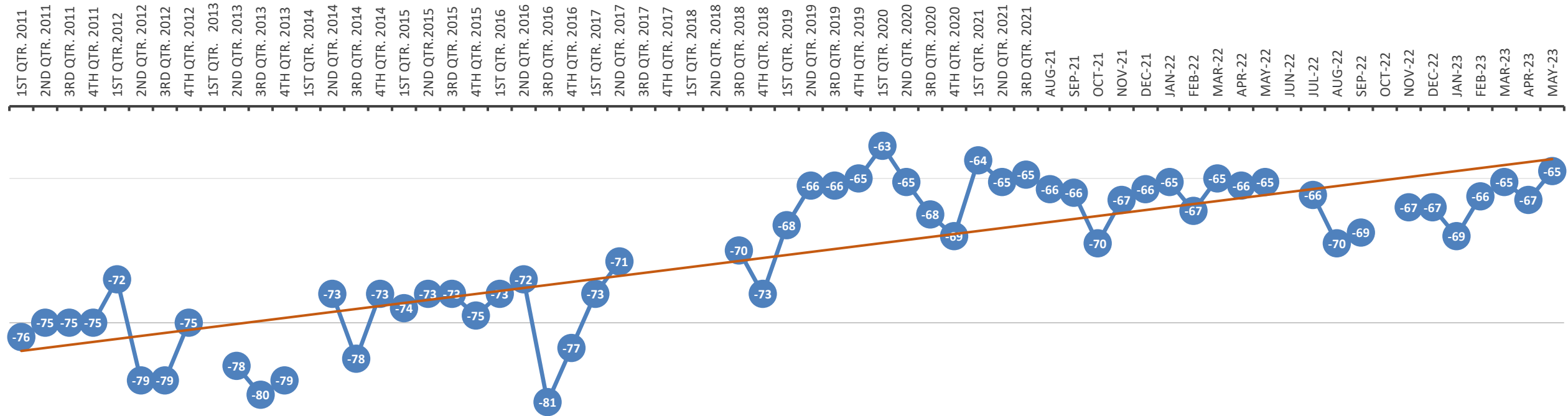
## Well 11D



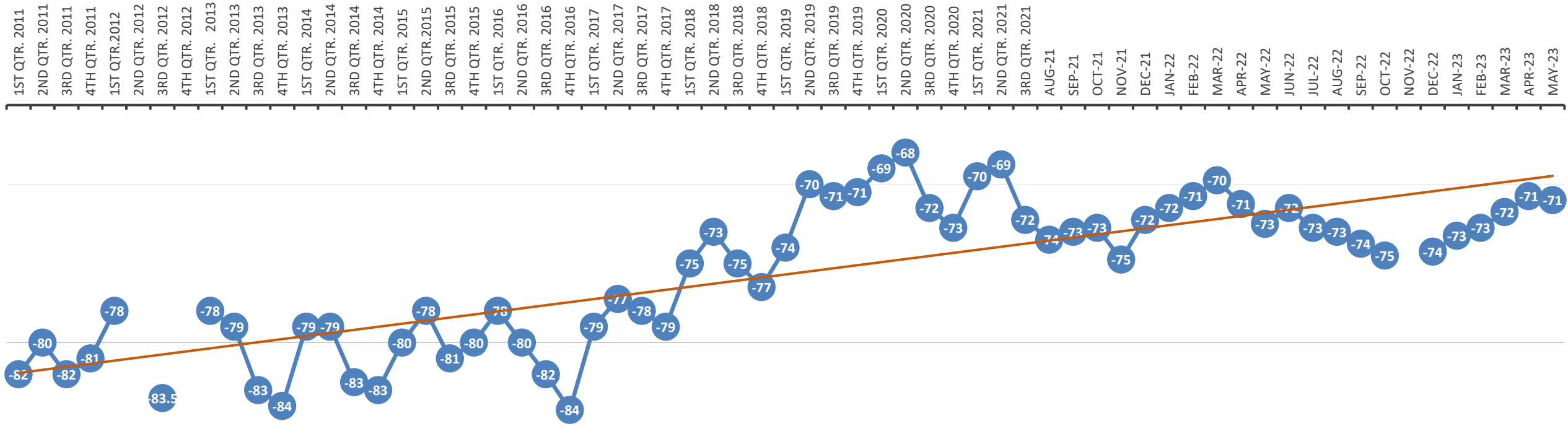
## Well 14D



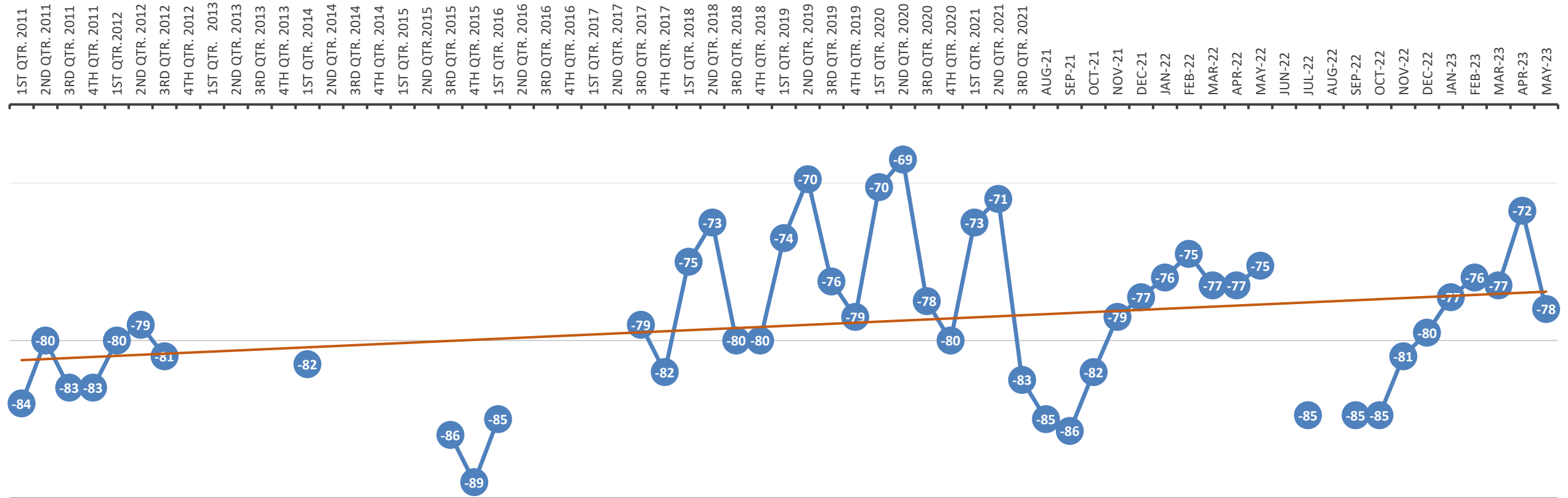
### Well 8



### Well 9



# Well 13



**Monthly Sample Report - May 2023**  
**Water System: Elk Grove Water System**

**Sampling Point: 01 - 8693 W. Camden**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
5/3/2023	Distribution System	Bacteriological	Week
5/9/2023	Distribution System	Bacteriological	Week
5/16/2023	Distribution System	Bacteriological	Week
5/23/2023	Distribution System	Bacteriological	Week
5/30/2023	Distribution System	Bacteriological	Week

**Sampling Point: School Well 01D - Raw Water**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
5/23/2023	Source Water	3 mo - PFAS	Quarterly

**Sampling Point: 02 - 9425 Emerald Vista**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
5/3/2023	Distribution System	Bacteriological	Week
5/9/2023	Distribution System	Bacteriological	Week
5/16/2023	Distribution System	Bacteriological	Week
5/23/2023	Distribution System	Bacteriological	Week
5/30/2023	Distribution System	Bacteriological	Week

**Sampling Point: 03 - 8809 Valley Oak**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
5/3/2023	Distribution System	Bacteriological	Week
5/9/2023	Distribution System	Bacteriological	Week
5/16/2023	Distribution System	Bacteriological	Week
5/23/2023	Distribution System	Bacteriological	Week
5/30/2023	Distribution System	Bacteriological	Week



**Sampling Point: Webb Well 04D - Raw Water**

Sample Date	Sample Class	Sample Name	Collection Occurrence
5/16/2023	Source Water	3 mo - PFAS	Quarterly
5/16/2023	Source Water	3 yr- Full Title 22	Tri-Annual
5/16/2023	Source Water	Bacteriological	Quarterly

**Sampling Point: 04 - 10122 Glacier Point**

Sample Date	Sample Class	Sample Name	Collection Occurrence
5/3/2023	Distribution System	Bacteriological	Week
5/9/2023	Distribution System	Bacteriological	Week
5/16/2023	Distribution System	Bacteriological	Week
5/23/2023	Distribution System	Bacteriological	Week
5/30/2023	Distribution System	Bacteriological	Week

**Sampling Point: 05 - 9230 Amsden Ct.**

Sample Date	Sample Class	Sample Name	Collection Occurrence
5/3/2023	Distribution System	Bacteriological	Week
5/9/2023	Distribution System	Bacteriological	Week
5/16/2023	Distribution System	Bacteriological	Week
5/23/2023	Distribution System	Bacteriological	Week
5/30/2023	Distribution System	Bacteriological	Week

**Sampling Point: 06 - 9227 Rancho Dr.**

Sample Date	Sample Class	Sample Name	Collection Occurrence
5/3/2023	Distribution System	Bacteriological	Week
5/9/2023	Distribution System	Bacteriological	Week
5/16/2023	Distribution System	Bacteriological	Week
5/23/2023	Distribution System	Bacteriological	Week
5/30/2023	Distribution System	Bacteriological	Week

**Sampling Point: 07 - Al Gates Park Mainline Dr.**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
5/3/2023	Distribution System	Bacteriological	Week
5/9/2023	Distribution System	Bacteriological	Week
5/16/2023	Distribution System	Bacteriological	Week
5/23/2023	Distribution System	Bacteriological	Week
5/30/2023	Distribution System	Bacteriological	Week

**Sampling Point: - Williamson Well 8 Raw Water**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
			Quarterly

**Sampling Point: 08 - 9436 Hollow Springs Wy.**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
5/3/2023	Distribution System	Bacteriological	Week
5/9/2023	Distribution System	Bacteriological	Week
5/16/2023	Distribution System	Bacteriological	Week
5/23/2023	Distribution System	Bacteriological	Week
5/30/2023	Distribution System	Bacteriological	Week

**Sampling Point: Polhemus Well 9 Raw Water**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
5/2/2023	Source Water	3 yr-Full Title 22	Tri-Annual

**Sampling Point: 09 - 8417 Blackman Wy.**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
5/3/2023	Distribution System	Bacteriological	Week
5/9/2023	Distribution System	Bacteriological	Week
5/16/2023	Distribution System	Bacteriological	Week
5/23/2023	Distribution System	Bacteriological	Week
5/30/2023	Distribution System	Bacteriological	Week

**Sampling Point: 10 - 9373 Oreo Ranch Cir.**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
5/3/2023	Distribution System	Bacteriological	Week
5/9/2023	Distribution System	Bacteriological	Week
5/16/2023	Distribution System	Bacteriological	Week
5/23/2023	Distribution System	Bacteriological	Week
5/30/2023	Distribution System	Bacteriological	Week
5/3/2023	Distribution System	Fluoride	Week

**Sampling Point: 11 - 9907 Kapalua Ln.**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
5/3/2023	Distribution System	Bacteriological	Week
5/9/2023	Distribution System	Bacteriological	Week
5/16/2023	Distribution System	Bacteriological	Week
5/23/2023	Distribution System	Bacteriological	Week
5/30/2023	Distribution System	Bacteriological	Week

**Sampling Point: 12-9205 Meadow Grove Dr.**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
5/3/2023	Distribution System	Bacteriological	Week
5/9/2023	Distribution System	Bacteriological	Week
5/16/2023	Distribution System	Bacteriological	Week
5/23/2023	Distribution System	Bacteriological	Week
5/30/2023	Distribution System	Bacteriological	Week

**Sampling Point: Dino Well 11D - Raw Water**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
5/2/2023	Source Water	3 mo - PFAS	Quarterly

**Sampling Point: Hampton Well 13 - Raw Water**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
5/1/2023	Source Water	Fe, Mn, As, Total	Weekly
5/9/2023	Source Water	3 yr - Full Title 22	Tri-Annual
5/9/2023	Source Water	3 mo - PFAS	Quarterly
5/9/2023	Source Water	3 mo - Bacteriological	Quarterly
5/15/2023	Source Water	Fe, Mn, As, Total	Weekly
5/22/2023	Source Water	Fe, Mn, As, Total	Weekly
5/30/2023	Source Water	Fe, Mn, As, Total	Weekly

**Sampling Point: Hampton WTP Effluent**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
5/1/2023	Source Water	Fe, Mn, As, Total	Weekly
5/9/2023	Source Water	3 yr - Full Title 22	Tri-Annual
5/15/2023	Source Water	Fe, Mn, As, Total	Weekly
5/22/2023	Source Water	Fe, Mn, As, Total	Weekly
5/30/2023	Source Water	Fe, Mn, As, Total	Weekly

**Sampling Point: Hampton WTP Backwash Tank**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
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**Sampling Point: Railroad Well 14D - Raw Water**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
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**Sampling Point: Railroad WTP Effluent**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
5/9/2023	Treated Plant Effluent	Fe, Mn,As, Al	Monthly

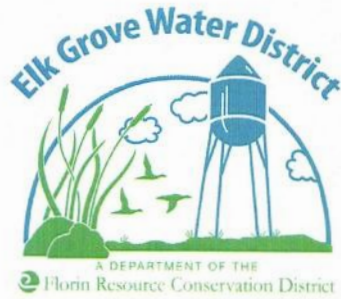
**Sampling Point: Railroad WTP Backwash Tank**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
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**Sampling Point: Special Distribution/Construction Samples**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Description</b>
5/20/2023	Distribution System	Bacteriological	9362 Elk Grove Florin Mainline Repair
5/11/2023	Distribution System	Bacteriological	9299 Bond Rd. New Mainline Tie In
5/23/2023	Distribution System	Bacteriological	9458 Hospenthal Wy. Hydrant Abandonment

<u>Colors</u>	<u>Monthly Total</u>	<u>Yearly Total</u>
Black = Scheduled	80	367
Green = Unscheduled	3	12
Red = Incomplete Sample	0	



June 7, 2023

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

**WASTEWATER DISCHARGE COMPLIANCE REPORT FORM**

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Enclosed is the Wastewater Discharge Compliance Report Form from Elk Grove Water District May 2023.

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

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

STEVE SHAW  
WATER TREATMENT SUPERVISOR

**SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT (REGIONAL SAN)**

**COMPLIANCE REPORT FORM**

Attn: Alex Burkert	E-mail: burkerta@sacsewer.com	Wastewater Source Control Section
Phone: (916) 875-6454		Fax: (916) 854-9286
From: Steve Shaw		
Company: Elk Grove Water District		Permit # WTP-010

<b>Discharge Month:</b>	<b>May</b>	<b>Year:</b>	<b>2023</b>
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The following reports and information are attached (check all that apply):

	Location	Total Gallons
<input checked="" type="checkbox"/> Water use/flow meter report (If there is no discharge during the reporting period, this must be reported)	OF 1 Hampton WTP	919,672
	OF 3 Railroad WTP	0
	OF 5 Analyzer Water	35,712
	OF 6 Hampton (preapproval req))	
	OF 7 Misc. (Preapproval req))	

Monitoring results/analytical report(s)

**pH (if measured); Grab Monitoring Data Review**

The industry must review pH records. Report the minimum and maximum pH readings for the sampling month and report any non-compliance events.

Minimum pH \_\_\_\_\_ Maximum pH \_\_\_\_\_

**Check one below:**

Based on a review of this facility's pH data, pH has exceeded the discharge limits.

I certify that this facility has reviewed pH data and is in compliance.

**Discharge Rate- CHECK ONE BELOW**

or  Based on a review of this facility's flow data, the discharge rate limit was exceeded.

I certify that this facility is in compliance with the discharge rate limit.

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

Flow monitoring equipment certification

Other (explain):



**SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT (REGIONAL SAN)**

**Domestic Calculation**

Domestic Usage/ Employee Monthly Totals	Number of Full-time Equivalent* Employees	Business Days per Month	Allowance (gallons per day)	Gallons
Production	2	21	15	630
Office	3	21	10	630
Drivers/Field	13	21	3	819
Total				2,079

\*FTE Equivalent: all employees' monthly hours added together and converted to a full-time employee count

**Certification Statement**

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

SIGNATURE of Authorized Representative:



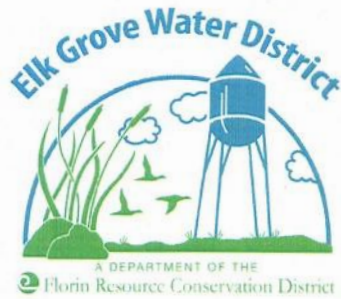
PRINTED NAME, TITLE:

Steve Shaw Water Treatment Supervisor  
 (Name) (Title)

DATE:

June 7, 2023





June 7, 2023

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

**MONTHLY SUMMARY OF DISTRIBUTION SYSTEM COLIFORM MONITORING**

Enclosed is the Monthly Summary of Distribution System Coliform Monitoring report from Elk Grove Water District for May 2023.

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



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)

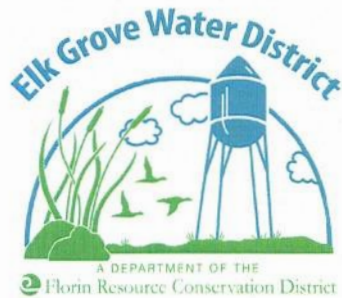
System Name <p style="text-align: center; font-size: 1.2em;">Elk Grove Water District</p>	System Number <p style="text-align: center; font-size: 1.2em;">3410008</p>
Sampling Period <p style="text-align: center; font-size: 1.2em; color: blue;">May</p>	Year <p style="text-align: center; font-size: 1.2em;">2023</p>

	Number Required	Number Collected	Number Total Coliform Positives	Number E.coli Positives
1. Routine Samples (see note 1)	60	60	0	0
2. Repeat Samples following samples that are Total Coliform Positive and <i>E.coli</i> <b>Negative</b> (see notes 10 and 11)		0	0	0
3. Repeat Samples following Routine Samples that are <b>Total Coliform Positive</b> and <i>E. coli</i> <b>Positive</b> (see notes 10 and 11)		0	0	0
4. Treatment Technique (TT)/MCL Violation Computation for Total Coliform/ <i>E. coli</i> Positive Samples				
a. Totals (sum of columns)	60	60	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 <b>Level 2 Assessment TT?</b> (see notes 2, 3, 4, 5 and 6 for trigger info) <i>If a Level 2 Assessment is triggered, see note 8 below.</i>			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
a <b>Level 1 Assessment TT?</b> (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: <b>Steve Shaw</b>				

Signature 	Title <p style="text-align: center; font-size: 1.2em;">Water Treatment Supervisor</p>	Date <p style="text-align: center; font-size: 1.2em; color: blue;">6.7.2023</p>
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**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.** 38



June 7, 2023

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

**MONTHLY SUMMARY OF THE HAMPTON GROUNDWATER TREATMENT PLANT**

Enclosed is the Monthly Summary of the Hampton GWTP report from Elk Grove Water District for May 2023.

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

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

STEVE SHAW  
WATER TREATMENT SUPERVISOR



# Elk Grove Water District

## Hampton GWTP Monthly Report

PWS Number

3410008-013

Month:

May

GWTP Name

Hampton Water Treatment Plant

Date	Hour Meter	Run Hours	Production Meter	Well Production	Backwash Meter	Backwash Waste	Weekly In-House Monitoring (mg/L) R (Raw) T (Treated)As (ug/L)							Weekly Average			
							Date	Fe, R	Fe, T	Mn, R	Mn, T	As, R	As, T	Inf. pH	Eff. pH		
last day	24655		444066254		30681271	37463667											
1	24656.6	1.6	444158153	91899	30684884	37465778	5/1/2023	0.013	0.039	0.011	0.007	3	<2				
2	24680.9	24.3	445558839	1400686	30717473	37503414	5/9/2023	0.004	0.079	0.01	0.002	7	2	Week 1:	7.2	to	7.1
3	24705.6	24.7	446975312	1416473	30751913	37542325	5/15/2023	0.004	0.039	0.01	0.01	7	2	Cl2			0.87
4	24728.3	22.7	448276510	1301198	30779781	37578405	5/22/2023	0.011	0.056	0.009	0	11	2	Week 2:	7.0	to	7.3
5	24752.7	24.4	449675824	1399314	30811785	37616582	5/30/2023	0.013	0.062	0.011	0	13	3	Cl2			0.71
6	24776	23.3	451007386	1331562	30844587	37654910								Week 3:	7.0	to	6.9
7	24800	24	452380466	1373080	30877106	37692970	Total Gallons Sodium Hypochlorite: 427.4 Gal					Cl2		0.87			
8	24824.4	24.4	453783546	1403080	30909674	37731022	Pounds per day 17.23 lbs/Day					Week 4: 7.0 to 7.0					
9	24848.1	23.7	455137591	1354045	30949609	37770405	Dosage (Milligrams Per Liter @ 12.5% Cl) 1.8 mg/L					Cl2		0.97			
10	24851.6	3.5	455341102	203511	30953238	37780979						Week 5: 7.0 to 7.0					
11	24851.6	0	455341102	0	30953238	37780979	Total Gallons Ferric Chloride: 204.6 Gal					Cl2		1.03			
12	24851.6	0	455341102	0	30953238	37780979	Dosage (Milligrams Per Liter @ 38% FeCl) .65mg/L										
13	24851.6	0	455341102	0	30953238	37780979											
14	24851.6	0	455341102	0	30953238	37780979	Total Gallons Sodium Hydroxide: 274 Gal										
15	24851.6	0	455341102	0	30953238	37780979	Dosage (Gallons Per Hour @ 30% NaOH) 0.48 Gal/Hr										
16	24871.8	20.2	456499311	1158209	30985858	37817588											
17	24895.7	23.9	457871160	1371849	31018428	37854267	Total Gallons Sulfuric Acid : 223.5 Gal										
18	24919.6	23.9	459237948	1366788	31050940	37890652	Dose (Gallons Per Hour @ 93% H2SO4 ) 0.33 Gal/Hr										
19	24943.9	24.3	460631507	1393559	31083409	37928394											
20	24967.6	23.7	461989904	1358397	31112506	37964420	Total Backwashed		786,624 Gal		Total Run Hours		577.1Hours				
21	24991.6	24	463363253	1373349	31145129	38001045											
22	25016	24.4	464767410	1404157	31177856	38039704	Total Water Pumped		33,052,452 Gal		Total Backwash Waste		919,672 Gal				
23	25040.2	24.2	466153543	1386133	31206810	38077194											
24	25064.1	23.9	467515431	1361888	31239502	38113958	Reporting Limits/Units					Maximum Contaminant Levels (MCLs)					
25	25087.8	23.7	468871227	1355796	31268424	38151466	Iron = 0.100 mg/L					Iron (Fe) = 0.300 mg/L (Secondary)					
26	25111.8	24	470236885	1365658	31301006	38189605	Manganese = 0.010 mg/L					Manganese (Mn) = 0.050 mg/L (Secondary)					
27	25135.6	23.8	471595373	1358488	31333560	38227834	Arsenic = 1.0 µg/L					Arsenic (As) = 10 µg/L (Primary)					
28	25160.4	24.8	473016660	1421287	31366161	38266175											
29	25183.6	0	474347153	0	31398778	38304349											
30	25208.1	24.5	475740957	1393804	31438717	38345459	Prepared By: Steve Shaw					Date: 6/7/2023					
31	25232.1	0	477118706	0	31467895	38383339											
<b>Total</b>		577.1		33,052,452	786,624	919,672											

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June 7, 2023

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

**MONTHLY FLUORIDATION MONITORING REPORT**

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Enclosed is the Monthly Summary of the Fluoridation Monitoring from Elk Grove Water District for May 2023.

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 name.

STEVE SHAW  
WATER TREATMENT SUPERVISOR

# ELK GROVE WATER DISTRICT AREA 2

## DISTRIBUTION SYSTEM

### MONTHLY FLUORIDATION MONITORING REPORT

May-23

Week	Location of Sample	Monitoring Results (mg/L)		
		Date	Time	Results
1	Hollow Springs	5/3/2023	9:40 AM	0.4
1	Kapalua	5/3/2023	10:00 AM	0.46
1	Al Gates Park	5/3/2023	10:23 AM	0.4
1	Oreo Ranch	5/3/2023	10:51 AM	0.57
1	Blackman	5/3/2023	12:30 PM	0.77
2	Hollow Springs	5/9/2023	10:01 AM	0.64
2	Kapalua	5/9/2023	10:57 AM	0.69
2	Al Gates Park	5/9/2023	11:18 AM	0.51
2	Oreo Ranch	5/9/2023	11:34 AM	0.61
2	Blackman	5/9/2023	12:40 PM	0.78
3	Hollow Springs	5/16/2023	9:02 AM	0.52
3	Kapalua	5/16/2023	9:39 AM	0.54
3	Al Gates Park	5/16/2023	10:03 AM	0.58
3	Oreo Ranch	5/16/2023	10:28 AM	0.72
3	Blackman	5/16/2023	11:55 PM	0.81
4	Hollow Springs	5/23/2023	9:20 AM	0.61
4	Kapalua	5/23/2023	9:38 AM	0.67
4	Al Gates Park	5/23/2023	10:15 AM	0.79
4	Oreo Ranch	5/23/2023	10:40 AM	0.71
4	Blackman	5/23/2023	12:20 PM	0.79
5	Hollow Springs	5/30/2023	9:35 AM	0.57
5	Kapalua	5/30/2023	10:19 AM	0.6
5	Al Gates Park	5/30/2023	10:41 AM	0.57
5	Oreo Ranch	5/30/2023	10:55 AM	0.63
5	Blackman	5/30/2023	12:20 PM	0.88

Monthly fluoride split sample results:

Date: 5.3.2023

Water System Results: 0.57 mg/L

Approved Lab: 0.77 mg/L

Contact Name: Steve Shaw

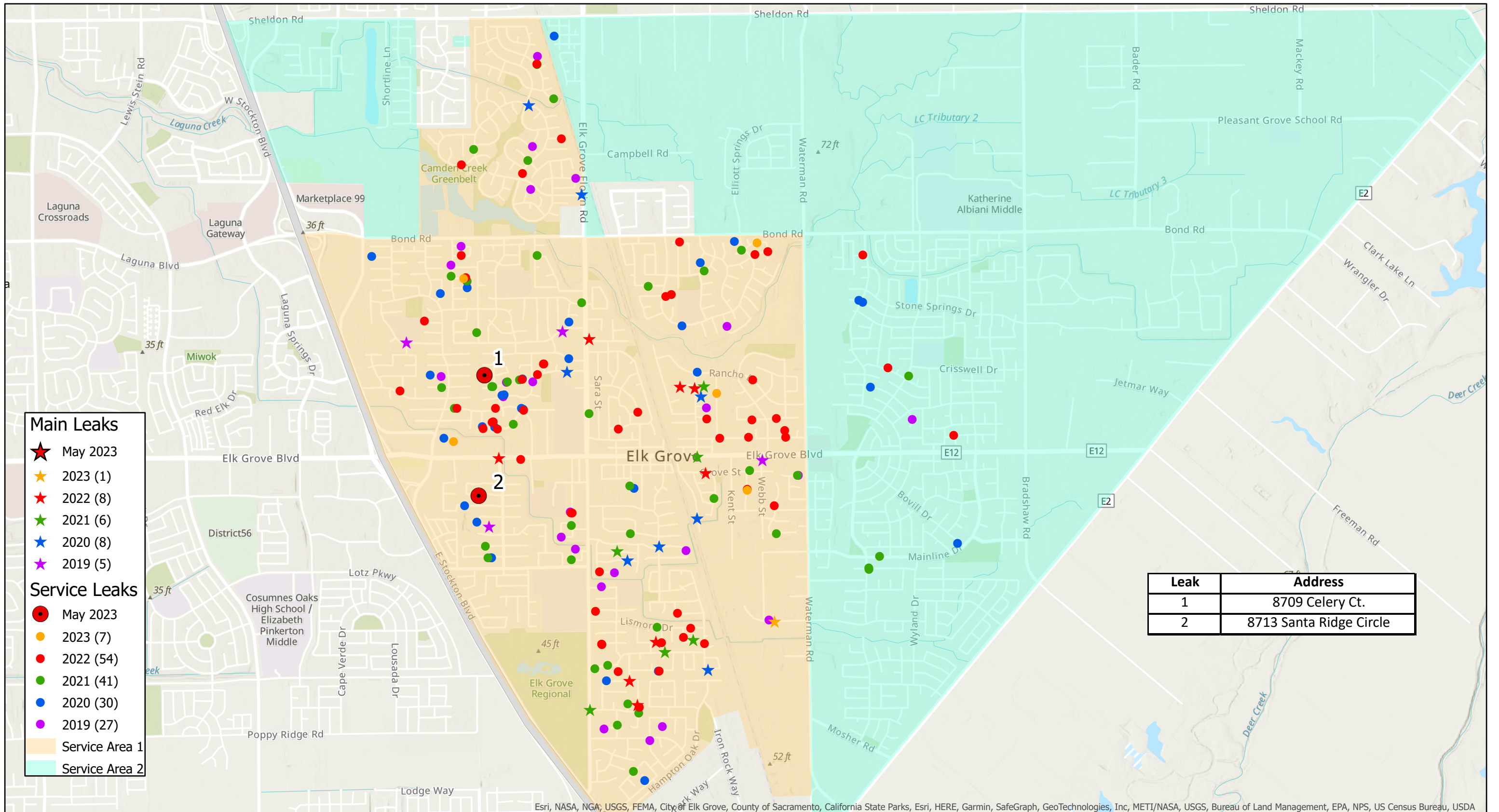
Telephone : (916) 585-9386

System PWS Number: 3410008



Elk Grove Water District  
 Safety Meetings/Training  
 May 2023

Date	Topic	Attendees	Hosted By
5/8/2023	Slips, Trips & Falls	Alan Aragon, Stefan Chanh, Jaylyn Gordon-Ford, Aaron Hewitt, James Hinegardner, Sean Hinton, Brandon Kent, Justin Mello, Jose Mendoza, Sal Mendoza, Michael Montiel, Chris Phillips, Steve Shaw, John Vance, Brandon Wagner, Marcell Wilson	Steve Shaw & Sean Hinton
5/22/2023	Heat Illness Prevention	Alan Aragon, Stefan Chanh, Jaylyn Gordon-Ford, Aaron Hewitt, James Hinegardner, Sean Hinton, Brandon Kent, Justin Mello, Jose Mendoza, Sal Mendoza, Michael Montiel, Chris Phillips, Steve Shaw, John Vance, Brandon Wagner, Marcell Wilson	Steve Shaw & Sean Hinton



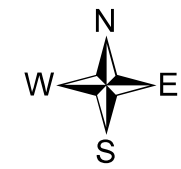
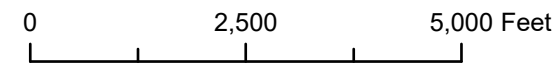
- Main Leaks**
- ★ May 2023
  - ★ 2023 (1)
  - ★ 2022 (8)
  - ★ 2021 (6)
  - ★ 2020 (8)
  - ★ 2019 (5)
- Service Leaks**
- May 2023
  - 2023 (7)
  - 2022 (54)
  - 2021 (41)
  - 2020 (30)
  - 2019 (27)
- Service Area 1  
 Service Area 2

Leak	Address
1	8709 Celery Ct.
2	8713 Santa Ridge Circle

May 2023	
Main Line Leaks: 0	YTD: 1
Service Line Leaks: 2	YTD: 7
Total Leaks: 2	YTD: 8



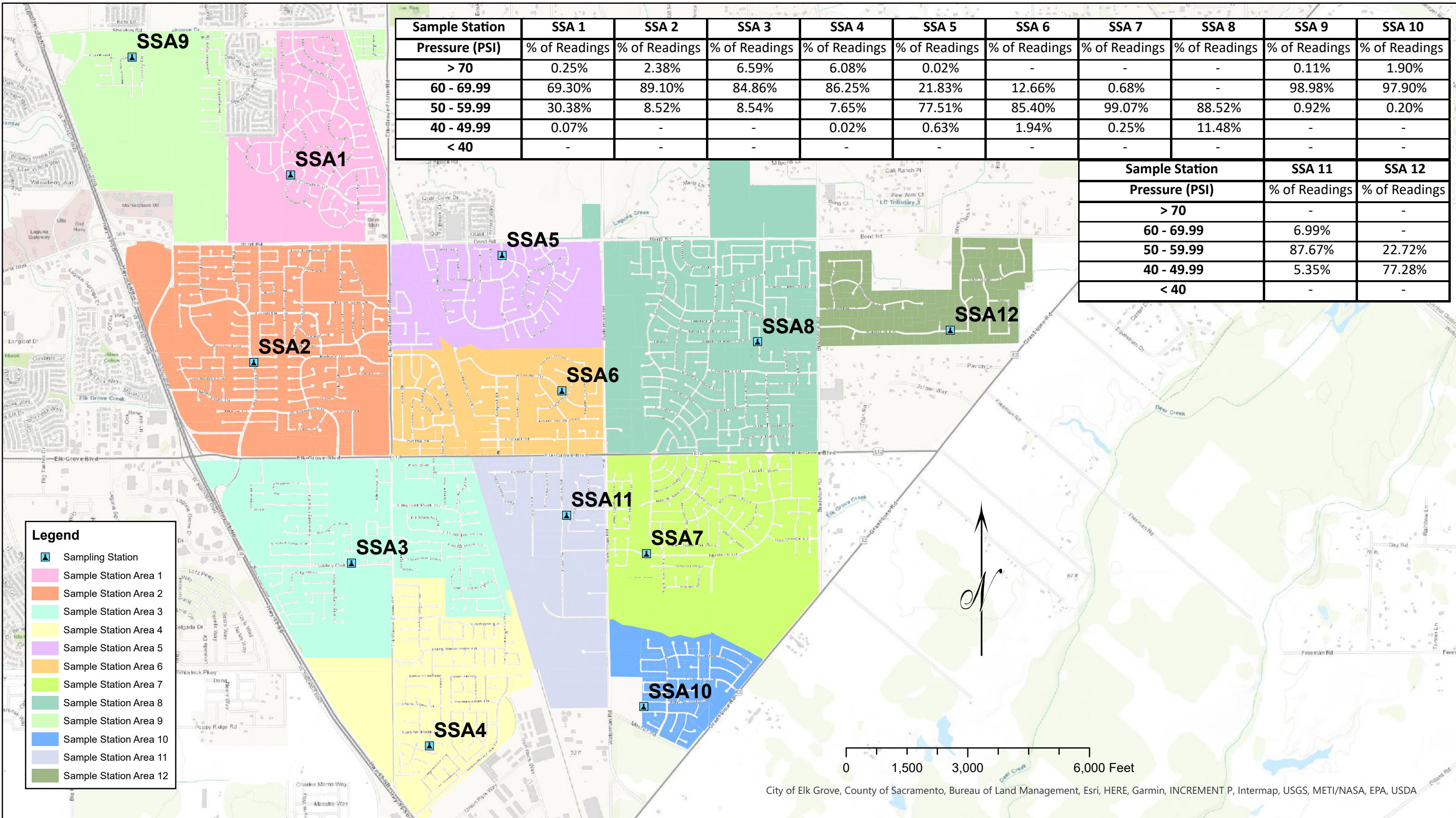
## Elk Grove Water District Main and Service Line Leaks Map



Elk Grove Water District	
Main & Service Line Leaks	
Created by: Richard Ko	
Date: June 7, 2023	

Esri, NASA, NGA, USGS, FEMA, City of Elk Grove, County of Sacramento, California State Parks, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA





Sample Station	SSA 1	SSA 2	SSA 3	SSA 4	SSA 5	SSA 6	SSA 7	SSA 8	SSA 9	SSA 10
Pressure (PSI)	% of Readings	% of Readings	% of Readings	% of Readings	% of Readings	% of Readings	% of Readings	% of Readings	% of Readings	% of Readings
> 70	0.25%	2.38%	6.59%	6.08%	0.02%	-	-	-	0.11%	1.90%
60 - 69.99	69.30%	89.10%	84.86%	86.25%	21.83%	12.66%	0.68%	-	98.98%	97.90%
50 - 59.99	30.38%	8.52%	8.54%	7.65%	77.51%	85.40%	99.07%	88.52%	0.92%	0.20%
40 - 49.99	0.07%	-	-	0.02%	0.63%	1.94%	0.25%	11.48%	-	-
< 40	-	-	-	-	-	-	-	-	-	-

Sample Station	SSA 11	SSA 12
Pressure (PSI)	% of Readings	% of Readings
> 70	-	-
60 - 69.99	6.99%	-
50 - 59.99	87.67%	22.72%
40 - 49.99	5.35%	77.28%
< 40	-	-

- 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
  - Sample Station Area 11
  - Sample Station Area 12

0 1,500 3,000 6,000 Feet  
 City of Elk Grove, County of Sacramento, Bureau of Land Management, Esri, HERE, Garmin, INCREMENT P, Intermap, USGS, METI/NASA, EPA, USDA

**Sample Stations: 12**  
 May 2023



**Elk Grove Water District**  
 Sample Station Areas

Projected Coordinate System: NAD 83 State Plane CA II FIPS 0402  
 Source: EGWD GIS Database  
 Modified by: Richard Ko  
 June 7, 2023