

REGULAR MEETING OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS

Agenda

Tuesday, June 16, 2020

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 for public inspection during normal business hours at the Administration building of Elk Grove Water District, located at 9257 Elk Grove Blvd. Elk Grove, California. In addition, such writings may be posted, whenever possible, on the Elk Grove Water District website at www.egwd.org.

The Board will discuss all items on the agenda and may take action on any item listed as an "Action" item. The Board may discuss items that do not appear on the agenda, but will not act on those items unless there is a need to take immediate action and the Board determines by a two-thirds (2/3) vote that the need for action arose after posting of the agenda.

If necessary, the Meeting will be adjourned to Closed Session to discuss items on the agenda listed under "Closed Session." At the conclusion of the Closed Session, the meeting will reconvene to "Open Session."

Pursuant to the Sacramento County Shelter in Place order effective March 19, 2020, we are requiring all members of the public to participate virtually. Public participation and comment are limited to the following procedures:

A. The electronic submission of written comments in advance to the Board Secretary (stefani@egwd.org). Those comments will be read into the record for a maximum of three (3) minutes per comment.

B. Join Zoom Meeting: <https://zoom.us/j/84541914687> Meeting ID: 845 4191 4687
Dial by your location
+1 669 900 6833 US (San Jose) +1 346 248 7799 US (Houston)
+1 312 626 6799 US (Chicago) +1 929 205 6099 US (New York)
+1 253 215 8782 US +1 301 715 8592 US

C. Please press Star+9 (*9) to raise your hand for Public Comment – Members of the audience may comment on matters that are not included on the agenda. Each person will be allowed three (3) minutes, or less if a large number of requests are received on a particular subject. No action may be taken on a matter raised under "Public Comment" until the matter has been specifically included on an agenda as an action item. Items listed on the agenda will be opened for public comment as they are considered by the Board of Directors.

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Proclamations and Announcements

Associate Director Comment

Public Comment

2. **Consent Calendar** (Stefani Phillips, Board Secretary and Patrick Lee, Treasurer)
- Minutes of Regular Board Meeting of May 19, 2020
 - Warrants Paid – May, 2020

- c. Board and Employee Expense/Reimbursements – May, 2020
- d. Active Accounts – May, 2020
- e. Bond Covenant Status for FY 2019-20 – May, 2020
- f. Revenues and Expenses – Actual vs Budget FY 2019-20 – May, 2020
- g. Cash Accounts – May, 2020
- h. Consultants Expenses – May, 2020
- i. Major Capital Improvement Projects – May, 2020

Associate Director Comment

Public Comment

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

3. Elk Grove Water District Fiscal Year 2020-21 Operating Budget

(Patrick Lee, Finance Manager/Treasurer)

Associate Director Comment

Public Comment

Recommended Actions: Adopt Resolution No. 06.16.20.01, approving:

1. The deferral of the 3.0% revenue rate adjustment effective January 1, 2021 into future years; and
2. The Elk Grove Water District Fiscal Year 2020-21 Operating Budget with revenues of \$15.424 million and expenditures of \$15.770 million and the appropriation of \$345,601 from excess operating reserves to fund expenditures in excess of revenues for fiscal year 2020-21.

4. Elk Grove Water District Employee Policy Manual Amendment

(Stefani Phillips, Board Secretary)

Associate Director Comment

Public Comment

Recommended Action: Adopt Resolution No. 06.16.20.02, amending the Elk Grove Water District Employee Policy Manual Section 5.9 Insurance Benefits, 5.9.1.3 District Contribution and adding Appendix I Maximum Medical Insurance Contribution Policy.

5. Board Policies (Stefani Phillips, Human Resources Administrator and Patrick Lee, Finance Manager)

Associate Director Comment

Public Comment

Recommended Actions: 1. Adopt Resolution No. 06.16.20.03, amending and replacing the Reserve and Capital Investment Policy; and

2. Adopt Resolution No. 06.16.20.04, approving the Fiscal Year 2020-21 Investment Guidelines Policy; and

3. Adopt Resolution No. 06.16.20.05, amending and replacing the Board Member's Requests for Information Policy.

6. Repeal of Selected Board Policies (Stefani Phillips, Human Resources Administrator)

Associate Director Comment

Public Comment

Recommended Action: Adopt Resolution No. 06.16.20.06, repealing the following Board Policies: Advisory Committee; Committees of the Board; Policy on Cost of Living Adjustments and Payment of Member Contributions to the Public Employees' Retirement System (PERS); and Policy on Maximum District Medical Insurance Contributions.

7. Elk Grove Water District Operations Report – May 2020

(Mark J. Madison, General Manager)

Associate Director Comment

Public Comment

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

Associate Director Comment

Public Comment

9. Legislative Update (Travis Franklin, Program Manager)

Associate Director Comment

Public Comment

10. Future Florin Resource Conservation District Board of Directors Meeting Protocol

(Mark J. Madison, General Manager)

Associate Director Comment

Public Comment

Recommended Action: Discuss how future Board meetings will be conducted and provide direction to staff.

11. Directors Comments

Adjourn to Regular Meeting – July 21, 2020

June 16, 2020

TO: Chair and Directors of the Florin Resource Conservation District

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

SUBJECT: **CONSENT CALENDAR**

RECOMMENDATION

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

SUMMARY

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

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

DISCUSSION

Background

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

Present Situation

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

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

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

June 16, 2020

CONSENT CALENDAR

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FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully Submitted,



STEFANI PHILLIPS
BOARD SECRETARY

And



PATRICK LEE
TREASURER

Attachments

**MINUTES OF THE REGULAR MEETING OF THE
FLORIN RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS**

Tuesday, May 19, 2020

The regular meeting of the Florin Resource Conservation District Board of Directors was called to order at 6:30 p.m. by Tom Nelson, Chair via Zoom.

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

Directors Present: Tom Nelson, Bob Gray, Lisa Medina, Elliot Mulberg, Sophia Scherman
Directors Absent: None
Staff Present: Mark Madison, General Manager; Bruce Kamilos, Assistant General Manager; Patrick Lee, Finance Manager/Treasurer; Stefani Phillips, Board Secretary; Donella Murillo, Finance Supervisor; Jeff Ramos, Interim Program Manager; Travis Franklin, Program Manager; Amber Kavert, Administrative Assistant II (Confidential)
Staff Absent: None
Associate Directors Present: Paul Lindsay,
Associate Directors Absent: None
General Counsel Present: Ren Nosky, JRG Attorneys at Law
Consultant Present: Rob Swartz, Regional Water Authority

Public Comment

Nothing to report.

1. Proclamations and Announcements

Nothing to report.

2. Consent Calendar

- a. Minutes of Regular Board Meeting of April 21, 2020
- b. Minutes of Special Board Meeting of May 5, 2020
- c. Warrants Paid – April, 2020
- d. Board and Employee Expense/Reimbursements – April, 2020
- e. Active Accounts – April, 2020
- f. Bond Covenant Status for FY 2019-20 – April, 2020
- g. Revenues and Expenses – Actual vs Budget FY 2019-20 – April, 2020
- h. Cash Accounts – April, 2020
- i. Consultants Expenses – April, 2020
- j. Major Capital Improvement Projects – April, 2020

Chair Tom Nelson pulled item a.

MSC (Mulberg/Medina) to approve Florin Resource Conservation District Consent Calendar items b-j. 5/0: Ayes: Gray, Medina, Mulberg, Nelson, and Scherman.

Chair Nelson asked that Board Secretary Stefani Phillips inform the Florin Resource Conservation District (FRCD) Board of Directors (Board) on her findings regarding the questions asked relative to how the election process will work during quarantine and how Board members can file remotely, stated in item a – Minutes of the Regular Board Meeting on April 21, 2020.

Ms. Phillips explained, the Voter Registrar is looking into alternatives and will post on their website in early June. Staff will keep the Board informed.

MSC (Scherman/Medina) to approve Florin Resource Conservation District Consent Calendar item a. 5/0: Ayes: Gray, Medina, Mulberg, Nelson, and Scherman.

3. City of Sacramento, Sacramento County Water Agency, and Golden State Water Company Proposed Groundwater Substitution Transfer within the South American Groundwater Subbasin

General Manager Mark Madison provided background on this item to the Board. He introduced Rob Swartz, Regional Water Authority to go over a PowerPoint presentation with the Board.

Assistant General Manager Bruce Kamilos mentioned that staff is big fans of Regional Water Authority (RWA) and Sacramento Groundwater Authority (SGA). He explained the transfer could have merit for the South American Groundwater Subbasin and has potential, but further discussions need to take place first.

Mr. Madison asked that the Board authorize him to submit a comment letter to the State Water Resources Control Board.

There were many questions by the Board. After the questions were answered and discussion ensued, the Board concurred they would like the comment letter to be created. A Board working group will be created to develop the letter.

MSC (Scherman/Medina) to authorize the General Manager to submit a comment letter to the State Water Resources Control Board on the City of Sacramento Petition for Change Involving Water Transfer Under Permit 11360 dated April 30, 2020 (State Water Resources Control Board Application 12622). 4/1: Ayes: Gray, Medina, Nelson, and Scherman Noes: Mulberg

4. Committee Meetings

Ms. Phillips went over the minutes from the Infrastructure Committee Meeting that took place on April 8, 2020.

MSC (Scherman/Medina) to accept the minutes of the Infrastructure Committee Meeting held on Wednesday, April 8, 2020. 5/0: Ayes: Gray, Medina, Mulberg, Nelson, and Scherman.

5. Elk Grove Water District Operations Report – April 2020

Mr. Madison presented an overview of the Elk Grove Water District (EGWD) Operations Report for April 2020.

6. Draft Elk Grove Water District Fiscal Year 2020-21 Operating Budget

Finance Manager Patrick Lee presented the item to the Board. He provided the changes that were made since the May 5, 2020 Special Board Meeting.

Mr. Lee mentioned the District may be able to defer the 3% revenue rate adjustment that is scheduled for January 1, 2021.

Mr. Madison covered the District's specific key objectives for the upcoming year. The Board were pleased with the objectives.

7. Elk Grove Water District Fiscal Year 2021-25 Capital Improvement Program

Mr. Kamilos presented in detail the Capital Improvement Program (CIP) Table 1 with the Board.

The Board thanked Mr. Kamilos for his work on the CIP.

MSC (Medina/Mulberg) to adopt Resolution No. 05.19.20.01, approving the Elk Grove Water District Fiscal Year 2021-25 Capital Improvement Program and the appropriation of \$1,430,000 from designated reserve funds to the Fiscal Year 2020-21 Capital Improvement Program budget. 5/0: Ayes: Gray, Medina, Mulberg, Nelson and Scherman.

8. Board Policies

Chair Nelson asked the Board if there were any policies they wanted to pull for discussion. Director Mulberg asked to pull the Acceptance of Gifts, Entertainment and Services Policy and the Associate Director Policy.

MSC (Scherman/Medina) to adopt Resolution No. 05.19.20.04, amending and replacing the Contributions, Donations, and Sponsorships Policy; and adopt Resolution No. 05.19.20.05, amending and replacing the Disclosure Compliance Policies and Procedures with the Debt Obligation Continuing Disclosure Policy; and adopt Resolution No. 05.19.20.06, amending and replacing the Fixed Assets Policy with the Capital Assets Policy; and adopt Resolution No. 05.19.20.07, amending and replacing the Professional and Civic Memberships Policy. 5/0: Ayes: Gray, Medina, Mulberg, Scherman and Nelson.

Director Mulberg mentioned that the word "officer" needed to be removed from 3(B)1 of the Acceptance of Gifts, Entertainment and Services Policy.

MSC (Scherman/Mulberg) to adopt Resolution No. 05.19.20.02, amending and replacing the Acceptance of Gifts, Entertainment and Services Policy with corrections. 5/0: Ayes: Gray, Medina, Mulberg, Scherman and Nelson.

Director Mulberg pulled the Associate Director Policy stating he felt that applicants for the position should have the option to submit a resume with/or in place of the two letters of recommendation, included under IV(B)(2)b, making it read, "At least two (2) letters of recommendation by individuals familiar with the applicants work or qualifications, or resume".

After much discussion, it was decided that "a resume" would be added to IV(B)(2)a, to read "A resume, or letter of interest stating experiences, qualifications and background in at least one of the areas of interest to the District".

MSC (Mulberg/Scherman) to adopt Resolution No. 05.19.20.03, amending and replacing the Associate Directors Policy with corrections. 5/0: Ayes: Gray, Medina, Mulberg, Scherman and Nelson.

9. Outside Agency Meetings Report

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

10. Legislative Update

Program Manager Travis Franklin presented the legislative update to the Board.

Director Mulberg mentioned he was a part of the California Special Districts Association (CSDA) Legislative Days webinar and informed the Board that the CSDA is lobbying the federal government for COVID-19 relief because there is no definition for Special Districts in the federal code. A bill is being developed for Special Districts to get federal help for COVID-19. He also mentioned he will forward any CSDA legislation to Mr. Franklin.

11. Directors Comments

Director Lisa Medina thanked staff for how they are handling the District's business during these times.

Mr. Lindsay thanked Mr. Lee for answering his questions on the budget.

Chair Nelson spoke highly about staff calling businesses to inform them to open up their valves that have not been in use during the closures to flush any stagnant water.

The Board thanked Mr. Franklin, Senior Utility Billing Specialist Denise Maxwell, Utility Billing Specialist Daphne Murra-Davis, Utility Billing Specialist Cindy Robertson, and Customer Service Representative II Tonia Williams for all their hard work.

Director Scherman congratulated Ms. Phillips and Administrative Assistant II (Confidential) Amber Kavert for their work with the Zoom meetings.

Adjourn to Regular Board Meeting on May 19, 2020.

Respectfully submitted,



Stefani Phillips, Board Secretary
AK/SP

Check History Report

Activity From: 5/1/2020 to 5/31/2020
Elk Grove Water District

Check Number	Check Date	Vendor Number	Name	Check	Explanation
051033	5/6/2020	BAY ALA	BAY ALARM COMPANY	939.02	Security - Wellsite's, MOC & ADMIN
051034	5/6/2020	BG SOLU	SOLUTIONS BY BG INC.	8,900.00	Daily Tasks/Help Tickets
051035	5/6/2020	BRENNTA	BRENNTAG PACIFIC, INC	1,859.29	Materials & Supplies - Treatment
051036	5/6/2020	CAP RUB	CAPITAL RUBBER & GASKET	683.30	Materials & Supplies - OPS
051037	5/6/2020	CFFID14	FIDELITY NATIONAL TITLE	120.72	Account Closed - Customer Refund
051038	5/6/2020	CHIC12	CHICAGO TITLE COMPANY	91.30	Account Closed - Customer Refund
051039	5/6/2020	CHIC12	CHICAGO TITLE COMPANY	103.45	Account Closed - Customer Refund
051040	5/6/2020	CINTAS2	CINTAS	184.81	Account Closed - Customer Refund
051041	5/6/2020	COUNTY4	SACRAMENTO COUNTY UTILITIES	198.58	Account Closed - Customer Refund
051042	5/6/2020	COVER A	COVERALL NORTH AMERICA, INC	810.00	Account Closed - Customer Refund
051043	5/6/2020	CPS	COOPERATIVE PERSONNAL	310.00	Account Closed - Customer Refund
051044	5/6/2020	CR ATLA	ATWELL LABRADO	13.95	Account Closed - Customer Refund
051045	5/6/2020	CR FAT2	FIRST AMERICAN TITLE	107.29	Account Closed - Customer Refund
051046	5/6/2020	CR FID	FIDELITY NATIONAL TITLE	39.40	Account Closed - Customer Refund
051047	5/6/2020	CR JOLI	JOSEPH LICASTRO	74.59	Account Closed - Customer Refund
051048	5/6/2020	CR KASE	KARMA SEITZ	111.72	Account Closed - Customer Refund
051049	5/6/2020	CR OCT2	ORANGE COAST TITLE CO.	69.43	Account Closed - Customer Refund
051050	5/6/2020	CR PAIS	PRINCESS ADA ISRAEL	60.08	Account Closed - Customer Refund
051051	5/6/2020	CR PTC2	PLACER TITLE COMPANY	19.04	Account Closed - Customer Refund
051052	5/6/2020	CRCHI15	CHICAGO TITLE CO.	7.54	Account Closed - Customer Refund
051053	5/6/2020	CRF CAT	CALATLANTIC TITLE	102.79	Account Closed - Customer Refund
051054	5/6/2020	CRF COE	CITY OF ELK GROVE-PUBLIC	412.67	Account Closed - Customer Refund
051055	5/6/2020	CRF FIT	FIRST INTERGRITY TITLE COMPANY	2.24	Account Closed - Customer Refund
051056	5/6/2020	CRF LEN	LENNAR HOMES CA, INC	197.69	Account Closed - Customer Refund
051057	5/6/2020	CRF LEN	LENNAR HOMES CA, INC	4.55	Account Closed - Customer Refund
051058	5/6/2020	CRF LEN	LENNAR HOMES CA, INC	4.27	Account Closed - Customer Refund
051059	5/6/2020	CRF LEN	LENNAR HOMES CA, INC	14.63	Account Closed - Customer Refund
051060	5/6/2020	CRF LEN	LENNAR HOMES CA, INC	4.78	Account Closed - Customer Refund
051061	5/6/2020	CRF STS	STEWART TITLE OF SACRAMENTO	68.68	Account Closed - Customer Refund
051062	5/6/2020	CRFFNC	FIDELITY NATIONAL TITLE COMP	5.06	Account Closed - Customer Refund
051063	5/6/2020	CRFORA	ORANGE COAST TITLE	16.51	Account Closed - Customer Refund
051064	5/6/2020	CRFPLC	PLACER TITLE COMPANY	98.22	Account Closed - Customer Refund
051065	5/6/2020	CRFSTOP	STEWART TITLE OF PLACER	56.22	Account Closed - Customer Refund
051066	5/6/2020	CRPLAC	PLACER TITLE	143.83	Account Closed - Customer Refund
051067	5/6/2020	CRPROMI	PROMINENT ESCROW SERVICES,	112.94	Account Closed - Customer Refund

051068	5/6/2020	CS SP	CARD SERVICES	243.10	Meetings, Materials & Supplies
051069	5/6/2020	EATON2	EATON PUMPS SALES & SERVICE	99,138.00	Well 11D Rehabilitation
051070	5/6/2020	FIRECOD	FIRECODE SAFETY EQUIPMENT	855.49	Annual Maintenance - Fire Extingusher - MOC/ADMIN
051071	5/6/2020	FRONT C	FRONTIER COMMUNICATIONS	246.94	
051072	5/6/2020	INDU EL	INDUSTRIAL ELECTRIC CO.	3,457.25	VFD Booster Pump 6 RRWTP
051073	5/6/2020	NTS	NTS MIKEDON. LLC	256.00	
051074	5/6/2020	PEST	PEST CONTROL CENTER INC	80.00	
051075	5/6/2020	PLA10	PLACER TITLE	124.77	Account Closed - Customer Refund
051076	5/6/2020	REPUBLI	REPUBLIC SERVICES #922	1,664.39	
051077	5/6/2020	SAC 5	SACRAMENTO COUNTY	20.00	
051078	5/6/2020	SIERRA	SIERRA OFFICE SUPPLIES	39.64	
051079	5/6/2020	SMUD	SMUD	422.66	
051080	5/6/2020	SOUTHSI	SOUTHSIDE EQUIPMENT RENTALS,	160.31	
051081	5/6/2020	SOUTHWE	SOUTHWEST ANSWERING	545.60	
051082	5/6/2020	STEFANI	STEFANI PHILLIPS	80.00	Reimbursement of Face Coverings
051083	5/6/2020	UST UNI	UTAH STATE UNIVERSITY	13,550.00	50 - Meter Testing 1 - Inch Iperl
051084	5/6/2020	WAC	WAC SOLUTIONS PARTNERS	600.00	Contracted Services - ABRA Payroll
051085	5/18/2020	ADLER	ADLER TANK RENTALS	2,095.52	Well 11D Rehabilitation
051086	5/18/2020	AFLAC	AFLAC	2,518.23	
051087	5/18/2020	AMAZON	AMAZON CAPITAL SERVICES	729.43	
051088	5/18/2020	BADAWI	BADAWI & ASSOCIATES	11,414.25	FY 2020 Audit Progress Payment
051089	5/18/2020	BEN RES	BENEFIT RESOURCE, INC	100.00	
051090	5/18/2020	BG SOLU	SOLUTIONS BY BG INC.	8,807.50	Daily Tasks/Help Tickets
051091	5/18/2020	CINTAS2	CINTAS	924.05	
051092	5/18/2020	CONSOLI	CONSOLIDATED COMMUNICATIONS	829.15	Ethernet Service/Phones-MOC
051093	5/18/2020	COUNTY	COUNTY OF SACRAMENTO	413,227.56	Sacramento County Water Billings - March & April 2020
051094	5/18/2020	CRF AVI	AvidXchange	276.52	Account Closed - Customer Refund
051095	5/18/2020	CRF LEN	LENNAR HOMES CA, INC	11.20	Account Closed - Customer Refund
051096	5/18/2020	CRF LEN	LENNAR HOMES CA, INC	86.72	Account Closed - Customer Refund
051097	5/18/2020	CS DM	CARD SERVICES	255.37	Contracted Services, Supplies
051098	5/18/2020	CS SP	CARD SERVICES	560.53	Training, Zoom Registration, Materials
051099	5/18/2020	DATAPRO	DATAPROSE LLC	704.69	Billing Insert - Help With Your Water Bill
051100	5/18/2020	DATAPRO	DATAPROSE LLC	5,796.19	Monthly Billing for April 2020
051101	5/18/2020	DB COLS	DB CONSTRUCTIONAL LANDSCAPE	1,680.00	Landscaping Maintenance - Wells Sites, MOC & ADMIN
051102	5/18/2020	DITCH 3	DITCH WITCH WEST	32,475.85	MiniCor3 Rotary Coring Attachment
051103	5/18/2020	EG FORD	ELK GROVE FORD	950.33	Repairs & Maintenance - Ford F250
051104	5/18/2020	FIRECOD	FIRECODE SAFETY EQUIPMENT	5.83	
051105	5/18/2020	HERBURG	HERBURGER PUBLICATIONS, INC	291.38	Advertising - COVID - 19
051106	5/18/2020	HYDROSC	HYDROSCIENCE ENGINEERS, INC	500.00	On Call Services - RRWTF
051107	5/18/2020	INT STA	INTERSTATE OIL COMPANY	1,062.69	Fuel
051108	5/18/2020	JRG	JRG ATTORNEYS, LLP	4,641.00	Legal - April
051109	5/18/2020	KNOW	KnowBe4, Inc.	691.16	Security Awareness Training - Annual
051110	5/18/2020	LCW	LIEBERT CASSIDY WHITMORE	396.00	Legal - April

051111	5/18/2020	MONTIEL	MICHAEL MONTIEL	127.03	Boot Reimbursement
051112	5/18/2020	PACE	PACE SUPPLY CORP	316.78	
051113	5/18/2020	PERMANE	THE PERMANENTE MEDICAL	115.00	
051114	5/18/2020	PG&E	PACIFIC GAS & ELECTRIC	28.09	
051115	5/18/2020	PURCH	PURCHASE POWER	520.99	
051116	5/18/2020	REGENT	REGENT ASSISTED LIVING	2,520.50	Audit Performed and Refund Issued to Customer
051117	5/18/2020	REPUBLI	REPUBLIC SERVICES #922	77.48	
051118	5/18/2020	SIERRA	SIERRA OFFICE SUPPLIES	432.66	Legal - April
051119	5/18/2020	SOMACH	SOMACH SIMMONS & DUNN	9,294.00	Copier - ADMIN
051120	5/18/2020	US BANK	U.S. BANCORP EQUIPMENT FIN INC	659.00	UDF Service Area 1
051121	5/18/2020	WEST YO	WEST YOST ASSOCIATES, INC	22,271.25	2019 Ground Water Proving Project
051122	5/18/2020	WOODARD	WOODARD & CURRAN	9,257.50	
051123	5/28/2020	BAY ALA	BAY ALARM COMPANY	540.42	
051124	5/28/2020	CHIC12	CHICAGO TITLE COMPANY	41.86	Account Closed - Customer Refund
051125	5/28/2020	CINTAS2	CINTAS	369.62	
051126	5/28/2020	CMAD	MARYJANE DONALDSON	76.51	Account Closed - Customer Refund
051127	5/28/2020	CPS	COOPERATIVE PERSONNAL	4,290.04	Recruitment Services - Program Manager
051128	5/28/2020	CRF CAT	CALATLANTIC TITLE	51.07	Account Closed - Customer Refund
051129	5/28/2020	CRF FN	FIDELITY NATIONAL TITLE	23.29	Account Closed - Customer Refund
051130	5/28/2020	CRF FT2	FIDELITY NATIONAL TITLE	34.44	Account Closed - Customer Refund
051131	5/28/2020	CRF PLT	PLACER TITLE COMPANY	145.56	Account Closed - Customer Refund
051132	5/28/2020	CRFGLG	GLENN GUENARD	61.15	Account Closed - Customer Refund
051133	5/28/2020	CRFGOR	GOREE & THOMPSON REAL	8.43	Account Closed - Customer Refund
051134	5/28/2020	CRNOTH5	NORTH AMERICAN TITLE	33.36	Account Closed - Customer Refund
051135	5/28/2020	CRPO	PROMINENT ESCROW SERVICES,	308.17	Account Closed - Customer Refund
051136	5/28/2020	CS AA	CARD SERVICES	222.01	Materials & Supplies - Utility Crew
051137	5/28/2020	DB COLS	DB CONSTRUCTIONAL LANDSCAPE	1,680.00	Landscaping Maintenance - Wells Sites, MOC & ADMIN
051138	5/28/2020	DREY	DREYFUSS + BLACKFORD	4,477.50	EGWD Site Evaluation
051139	5/28/2020	E&M	E&M ELECTRIC & MACHINERY, INC	13,840.00	Wonderware Annual Support Renewal
051140	5/28/2020	EGWD	ELK GROVE WATER DISTRICT	220.00	Payout of a ADMIN Lien from a title company - Finance
051141	5/28/2020	FED EX	FEDERAL EXPRESS	172.96	
051142	5/28/2020	GOLDEN	GOLDEN STATE FLOW	12,606.75	Meters
051143	5/28/2020	JAYS	JAY'S TRUCKING SERVICE	180.00	
051144	5/28/2020	MADSEN	MADSEN ROOF COMPANY, INC	14,827.00	Composition Shingle Roof Overlay - HWTP
051145	5/28/2020	NTS	NTS MIKEDON. LLC	256.00	
051146	5/28/2020	RBI	ROBERTSON-BRYAN, INC	15,427.50	(2) Invoices - Regulatory Compliance Support
051147	5/28/2020	SAC 5	SACRAMENTO COUNTY	20.00	
051148	5/28/2020	SIERRA	SIERRA OFFICE SUPPLIES	55.03	
051149	5/28/2020	ZOOM	ZOOM IMAGING SOLUTIONS, INC	19.30	

Total: 744,072.14

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

As of 5/31/2020

INDIVIDUAL	DESCRIPTION	AMOUNT PAID
Michael Montiel	Boot Reimbursement	\$127.03
Chris Phillips	Water Dist & Water Treat Certification Course Mat	\$419.75
		\$546.78

**Elk Grove Water District
Active Account Information
As of 5/31/2020**

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Water Accounts:												
Metered												
Residential	11,857	11,891	11,889	11,905	11,941	11,927	12,060	12,064	12,157	12,149	12,153	
Commercial	363	363	365	365	362	362	362	365	363	363	367	
Irrigation	170	170	170	173	175	175	175	174	176	177	177	
Fire Service	181	181	181	183	181	181	181	181	181	181	181	
Total Accounts	12,571	12,605	12,605	12,626	12,659	12,645	12,778	12,784	12,877	12,870	12,877	-

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

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

**Elk Grove Water District
Bond Covenant Status
For Fiscal Year 2019-20
As of 05/31/2020
Adjusted for Prepayments**

Operating Revenues:	
Charges for Services	\$ 14,798,962
Operating Expenses:	
Salaries & Benefits (1)	3,444,003
Seminars, Conventions and Travel	29,843
Office & Operational	987,173
Purchased Water	2,735,194
Outside Services	782,776
Equipment Rent, Taxes, and Utilities	358,860
Total Operating Expenses	<u>8,337,850</u>
Net Operating Income	<u><u>\$ 6,461,112</u></u>
Annual Interest & Principal Payments \$3,826,739	 \$ 3,507,844 (2)
Debt Service Coverage Ratio, YTD Only:	1.84
Required	1.15

Notes

1. Reflects only YTD due to CalPERS, not entire prepayment for year.
2. **Reflects budget divided by number of months year to date.**
However, first Principal/Interest Payments made in September.
Projected Annual Budget Coverage Ratio is **1.38**

Elk Grove Water District
Year to Date Revenues and Expenses Compared to Budget
As of 05/31/2020

	General Ledger Reference	YTD Activity	Annual Budget	11/12=91.67% Variance	% Realized
Revenues	4100 - 4900	\$ 14,798,962	\$ 15,172,243	\$ (373,281)	97.54%
Salaries & Benefits	5100 - 5280	3,639,248	4,332,850	(693,602)	83.99%
less Capitalized Labor		(180,994)	(424,667)	243,673	42.62%
Less CalPERS Prepayment for Remainder of Year: (1)		(14,251)			
Adjusted Salaries and Benefits:		\$ 3,444,003	\$ 3,908,183	(464,180)	88.12%
Seminars, Conventions and Travel	5300 - 5350	29,843	51,124	(21,281)	58.37%
Office & Operational	5410 - 5494	987,173	1,208,164	(220,991)	81.71%
Purchased Water est. (2)	5495 - 5495	2,735,194	3,135,689	(400,495)	87.23%
Outside Services	5505 - 5580	782,776	1,160,573	(377,797)	67.45%
Equipment Rent, Taxes, Utilities	5620 - 5760	358,860	416,200	(57,340)	86.22%
Total Operational Expenses		\$ 8,337,850	\$ 9,879,933	\$ (1,542,083)	84.39%
Net Operating Income		\$ 6,461,112	\$ 5,292,310	\$ 1,168,802	122.08%
Non-Operating Revenues					
Interest Received	9910 - 9910	192,237	100,000	92,237	192.24%
Unrealized Gains/Losses	9911 - 9911	90,318	-	90,318	100.00%
Other Income/Expense	9920 - 9973	38,021	-	38,021	100.00%
Total Non-Operating Revenues		\$ 320,577	\$ 100,000	\$ 220,577	320.58%
Non-Operating Expenses					
Election Costs	9950 - 9950	-	-	-	0.00%
All other Non-Operating Expenses					
Capital Expenses (3):					
Capital Improvements	1705 - 1760	288,155	275,000	13,155	104.78%
Capital Replacements	1705 - 1760	698,799	1,463,000	(764,201)	47.76%
Unforeseen Capital Projects	1705 - 1760	71,826	100,000	(28,174)	71.83%
Capital Expenses:		\$ 1,058,780	\$ 1,838,000	\$ (779,220)	57.61%
Bond Interest Accrued (4)	7300 - 7300	1,523,261	1,661,739	(138,478)	91.67%
Total Non Operating Expenses		\$ 2,582,041	\$ 3,499,739	\$ (917,698)	73.78%
Revenues in Excess of All Expenditures, including Capital		\$ 4,199,648	\$ 1,892,571	\$ 2,307,077	221.90%
Bond Retirement (4):		\$ 1,984,583	\$ 2,165,000	\$ (180,417)	91.67%
Net Position after Capital and Debt Retirement Expenditures		\$ 2,215,065	\$ (272,429)	\$ 2,487,494	

Notes:

- The District prepays CalPERS for the employers' share of retirement costs for the entire year. By doing this, the District saves approximately 3.56% in its total CalPERS payments for the year. The adjusted salaries and benefits above shows what salaries and benefits would be if only the amount due to CalPERS YTD was paid YTD, with no prepayment.
- There is a lag in water billings from the Sacramento County Water Agency. Included above is an estimate of costs to date based on water used.
- YTD Activity includes \$180,994 in capitalized labor charged to capital projects.
- Bond retirement payments are made two times a year in September and March

**Florin Resource Conservation District
CASH - Detail Schedule of Investments
As of 5/31/2020**

<u>G/L Account Fund</u> <u>HELD BY BOND TRUSTEE:</u>	<u>Account number / name</u>	<u>Investment Name</u>	<u>Investment Type</u>	<u>Restrictions</u>	<u>Market Value</u>
1110-000-20 Water	BNY 892744 FRCD 2014A DEBT SERVICE	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	0.00
1112-000-20 Water	BNY 743850 FRCD 2016A DEBT SERVICE	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	-
1001-000-20 Water	Cash on Hand			Subtotal	\$ 300.00
<u>HELD BY F&M BANK:</u>					
1011-000-10 FRCD	F&M 08-032009-01 CHECKING ACCOUNT			Unrestricted	109.26
1011-000-10 Water	F&M 08-032017-01 OPERATING ACCOUNT			Unrestricted	769,634.83
1084-000-20 Water	F&M 08-03201702-31 MONEY MARKET			Unrestricted	2,903,119.60
1031-000-20 Water	F&M 08-032912-01 CREDIT CARD ACCOUNT		0.85%	Unrestricted	526,132.73
1061-000-20 Water	F&M 08-032890-01 PAYROLL ACCOUNT			Unrestricted	213,503.37
1071-000-20 Water	F&M 08-032920-01 DRAFTS ACCOUNT			Unrestricted	97,816.21
				Subtotal	\$ 4,510,316.00
<u>INVESTMENTS</u>					
1080-000-20 Water	Office of the Treasurer - Sacramento California	LAIF	Investment Pool	Unrestricted	\$ 7,408,386.16
1081-000-20 Water	CAL Trust Medium Term		Investment	Unrestricted	\$ 1,381,195.94
1082-000-20 Water					
	<u>PURCHASE DATE</u>	<u>ISSUED BY</u>	<u>MATURITY DATE</u>	<u>Current Yield</u>	<u>MARKET VALUE</u>
	9/30/2016	Union Bank of California	N/A	0.05%	\$ 1,184,867.38
	1/15/2020	Federal Home Loan (FHLB)	1/10/2024	1.870%	\$ 1,000,000.00
	4/8/2020	Federal Home Loan (FHLB)	10/1/2022	1.120%	\$ 1,000,000.00
	11/25/2019	Federal Home Loan (FHLB)	11/25/2022	1.810%	\$ 1,006,580.00
	11/18/2019	Federal Home Loan (FHLB)	3/25/2025	1.190%	\$ 1,005,670.00
					\$ 5,184,867.38
				Total	\$ 18,499,585.48
				Total Restricted	\$ -
				Total Unrestricted	\$ 18,499,585.48

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

Consultant Expenses
As of 5/31/2020

Fiscal Retainer Contracts

Consultant	Description	Total Contract	Current Month	Paid to date	2019-2020 FY Budget	Percent of year (92%)
JRG Attorneys, LLP	Task orders	TBD	\$ 4,641	\$ 64,346		
Somach Simmons & Dunn	Task orders	TBD	\$ 9,294	\$ 9,294		
Liebert Cassidy Whitmore	Task orders	TBD	\$ 396	\$ 4,008		
Total			\$ 14,331	\$ 77,648	\$ 175,000	44.37%
Solutions by BG, Inc.	Task orders	725,050	\$ 17,708	\$ 205,107	\$ 253,500	80.91%

Major Contracts

Consultant	Description	Total Contract	Current Month	Paid to date	2018-2019 FY Budget	Percent of Contract Amount
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**Elk Grove Water District
Major Capital Improvement Project
Budget vs Actuals
As of 5/31/2020**

Capital Project	Total Project Budget	Total Project Exp to Date	Percent Spent	Capitalized Labor	Fund Type	Project Type	2019-20 Budget	May		Total YTD (1)	YTD % Spent
								Project Exp	Project Exp		
Backyard Water Mains/Service Replacement	\$ 1,684,000	\$ 935,039	55.52%	\$ 180,169	R&R	Supply/Distribution	\$ 1,240,000	\$ 925	\$ 471,612	38.03%	
Well Rehabilitation Program	98,000	103,724	105.84%	-	R&R	Supply/Distribution	98,000	99,138	103,724	105.84%	
Service Line Replacements	750,000	704,193	93.89%	825	R&R	Supply/Distribution	-	-	2,245	100.00% (2)	
Bore Rig Replacement	125,000	121,219	96.98%	-	R&R	Building and Site	125,000	-	121,219	96.98% (3)	
Well 4D Radio Antenna	30,000	-	0.00%	-	CIP	Treatment	30,000	-	-	0.00%	
RRWTP Variable Frequency Drives	75,000	75,406	100.54%	-	CIP	Treatment	75,000	3,457	75,406	100.54%	
Truck Replacements	120,000	-	0.00%	-	CIP	Building and Site	120,000	-	174,687	145.57% (4)	
HWWTP Roof Replacement	20,000	-	0.00%	-	CIP	Building and Site	20,000	14,827	14,827	74.14%	
I.T. Servers	30,000	23,235	77.45%	-	CIP	Building and Site	30,000	-	23,235	77.45%	
Unforeseen Capital Projects	100,000	-	0.00%	-	-	-	100,000	32,476	71,826	71.83% (5)	
Sub-Total	\$ 3,032,000	\$ 1,962,815	64.74%	\$ 180,994			\$ 1,838,000	\$ 150,823	\$ 1,058,780	57.61%	

- (1) Includes \$180,994 in capitalized labor through 05/31/2020
- (2) Capital projects budgeted for in prior years, however, work carried over and completed in current year.
- (3) Budget for Well 3 Pump Replacement was reallocated to Bore Rig Replacement in Feb 2020
- (4) Includes truck purchase of \$90,489 budgeted for and purchased in FY 2018-19, delivered and paid for in FY 2019-20
- (5) Includes unforeseen capital projects, including:
 - Mr. Security Camera \$ 11,923
 - Perryman Mechanical, Inc. 6,359
 - GSFM (Meter reading equip) 21,068
 - Ditch Witch (Coring Machine) 32,476
 - Total \$ 71,826**

June 16, 2020

TO: Chair and Directors of the Florin Resource Conservation District
FROM: Patrick Lee, Finance Manager/Treasurer
SUBJECT: **ELK GROVE WATER DISTRICT FISCAL YEAR 2020-21 OPERATING BUDGET**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution No. 06.16.20.01, approving:

1. The deferral of the 3.0% revenue rate adjustment effective January 1, 2021 into future years; and
2. The Elk Grove Water District Fiscal Year 2020-21 Operating Budget with revenues of \$15.424 million and expenditures of \$15.770 million and the appropriation of \$345,601 from excess operating reserves to fund expenditures in excess of revenues for fiscal year 2020-21.

SUMMARY

Elk Grove Water District (EGWD) staff, guided by the Florin Resource Conservation District (District) Board of Directors (Board), has developed the proposed EGWD Fiscal Year (FY) 2020-21 Operating Budget for the Board's consideration. Although the 2018 Water Rate Study adopted by the Board on July 18, 2018 recommends a 3.0% revenue rate adjustment effective January 1, 2021, the EGWD FY 2020-21 Operating Budget does not reflect the revenue rate adjustment because it is deemed not necessary and staff is recommending that the Board defer the 3.0% revenue rate adjustment into future years.

By this action, the Board would adopt Resolution No. 06.16.20.01, 1) approving the deferral of the 3.0% revenue rate adjustment effective January 1, 2021 into future years; and 2) adopting the EGWD FY 2020-21 Operating Budget with revenues of \$15.424 million and expenditures of \$15.770 million and approving the appropriation of \$345,601 from excess operating reserves to fund expenditures in excess of revenues for FY 2020-21.

DISCUSSION

Background

The EGWD is a department of the District and has a fiscal year that runs from July 1 to June 30. Staff initiated a process in April to prepare the EGWD FY 2020-21 Operating Budget, which should be adopted by June 30, 2020. Staff has continued a process that

ELK GROVE WATER DISTRICT FISCAL YEAR 2020-21 OPERATING BUDGET

Page 2

involves multiple Board of Director meetings to conduct reviews with public participation. Staff presented the first draft of the EGWD FY 2020-21 budget development worksheet to the Finance Committee at the May 5, 2020 Special Board Meeting. A second draft of the EGWD FY 2020-21 budget development worksheet and a first draft of the proposed EGWD FY 2020-21 Operating Budget was presented to the Board at the May 19, 2020 Regular Board Meeting.

As part of the budget process, staff reviewed the revenues and expenditures to determine if the revenue rate adjustments recommended by the 2018 Water Rate Study adopted by the Board on July 18, 2018 would be necessary. Staff contracted with HDR Engineering, Inc., who prepared the Districts 2018 Water Rate Study, to perform an update of the cost of service analysis utilizing more recent account, consumption, financial and capital project information to help determine if the recommended 3.0% revenue rate adjustment effective January 1, 2021 was necessary. This analysis can be seen in the Water Rate Study Update Tech Memo, dated June 11, 2020 (Attachment 1). The results of the update concluded that the District could defer the 3.0% revenue rate adjustment effective January 1, 2021 into future years, and still maintain financial stability.

During the various meetings, staff received comments and recommendations from the Board and made the requested changes as directed. These changes, as well as the deferral of the 3.0% revenue rate adjustment, are included in the proposed EGWD FY 2020-21 Operating Budget (Attachment 2) and is being brought to the Board for recommended adoption.

Present Situation

Staff is presenting the proposed EGWD FY 2020-21 Operating Budget to the Board for 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 EGWD balanced budget is specifically identified as a goal in the Fiscal Responsibility section of the Strategic Plan.

ELK GROVE WATER DISTRICT FISCAL YEAR 2020-21 OPERATING BUDGET

Page 3

FINANCIAL SUMMARY

The EGWD budget for FY 2020-21 projects total operating revenues of approximately \$15.424 million and total expenditures of approximately \$15.770 million including Capital Improvement and Capital Repair & Replacement Reserve contributions of approximately \$1.430 million. The projected expenditures in excess of revenues are approximately \$345,601 which will be funded from operating reserves carried over from prior years.

Despite many non-discretionary cost increases, staff undertook efforts to find cost reductions, as well as minimize increases, and these are reflected in the FY 2020-21 budget. The budget has an increase in total expenditures of \$325,072 (2.10%) from the adopted budget for FY 2019-20. The major highlights are listed below, and comparisons made are against the budgeted amounts for FY 2019-20:

- Revenues for FY 2020-21 is budgeted at \$15.424 million, an increase of \$251,899 (1.66%) from prior year's budget based on the following assumptions:
 - A deferral of the 3.0% revenue rate adjustment effective January 1, 2021 into future years. This revenue rate adjustment was recommended by the 2018 Water Rate Study adopted by the Board on July 18, 2018.
 - No changes in consumption levels or new accounts from prior year.
 - A 10% conservation factor in residential revenues due to the unknown nature of the economic downturn.
 - A 5% conservation factor in non-residential revenues due to the unknown nature of the economic downturn.

- Total Salaries and Benefits budgeted is \$4.373 million, an increase of \$40,168 (0.93%) from prior year's budget mainly due to:
 - An increase in Executive, Exempt and Non-Exempt salaries of \$50,570 (2.22%) due to:
 - No anticipated vacancies in positions.
 - Merit increases for eligible employees.
 - Longevity pay increases for eligible employees.
 - A 0.97% cost of living adjustment (COLA) based on the April 2020 Consumers Price Index.
 - An increase in medical benefits of \$31,988 (4.18%) based on estimated medical premium increases provided by Joint Powers Insurance Authority (JPIA).

ELK GROVE WATER DISTRICT FISCAL YEAR 2020-21 OPERATING BUDGET

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- A decrease in Retirement Benefits of \$55,899 (13.40%) due to FY 2019-20 being the last year of amortization for certain plan performance losses in prior years.
 - An increase in Employee Training of \$24,000 (111.63%) due to anticipated safety training and Class A license training for field staff.
- Seminars, Conventions and Travel budgeted is \$53,307, an increase of \$2,183 (4.27%) from prior year's budget due mainly to anticipated seminars and conferences for Operations and Tech Services staff.
- Total Office and Operational Costs budgeted is \$1.338 million, an increase of \$130,415 (10.79%) from prior year's budget mainly due to:
 - An increase in Association Dues of \$32,593 (26.71%) due to increased Sacramento Central Groundwater Authority dues.
 - An increase in Insurance of \$14,430 (16.31%) based on estimated insurance premium increases as provided by JPIA.
 - A decrease in Materials of \$28,000 (22.40%) based on the average spending in prior years.
 - An increase in Meters of \$65,500 (101.55%) due to the decision to replace all meters going forward as opposed to repairing just the registers.
 - An increase in Software Program & Updates of \$39,224 (22.88%) due to new board packet software and document management software.
 - An increase in Water Conservation Material of \$13,000 (260.00%) due to the need for more program materials.
- Purchased Water budgeted is \$3.198 million, an increase of \$62,715 (2.00%) from prior year's budget due mainly to:
 - An estimated 2% rate increase in the wholesale water rate as provided the Sacramento County Water Agency.
 - An estimated 3% consumption increase based on prior year trends.
 - A 10% conservation factor due to the unknown nature of the economic downturn.
- Total Outside Services budgeted is \$1.284 million, an increase of \$122,975 (10.60%) from prior year's budget due mainly to:
 - An increase in Contracted Services of \$104,375 (25.05%) due to required support for annual reporting, social media consulting and utility billing consulting service.

ELK GROVE WATER DISTRICT FISCAL YEAR 2020-21 OPERATING BUDGET

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- A decrease in Engineering Services of \$69,000 (37.50%) due to the completion of the Uni-Directional Flushing program.
 - An increase in Special Projects of \$100,000 (100.00%) due to the cost associated with Well 3 destruction.
 - A decrease in Community Relations of \$12,000 (56.60%) based on the average spending in prior years.
- Total Equipment Rent, Taxes and Utility budgeted is \$464,380, an increase of \$48,180 (11.58%) from prior year's budget due mainly to:
 - An increase in Equipment Rental of \$10,000 (56.18%) due to anticipated increase in the need to rent equipment for Capital Improvement Program (CIP) projects.
 - An increase of \$35,000 (9.67%) in Electricity based on anticipated electricity rate increases through SMUD.
- Capital Improvement Funding includes contributions to the Repair & Replacement Reserve, as well as the Capital Improvement Reserve for a total of \$1.430 million. This represents a decrease of \$408,000 from prior year's budget and is based on actual funding needs from the FY 2021-25 CIP Program.
- Bond interest expenses will decrease by \$106,270 (6.40%) while bond principal retirements will increase by \$135,000 (6.24%).
- Elections Costs budgeted is \$250,000, based on estimated costs of elections to be held in FY 2021.
- This budget anticipates capitalizing \$376,961 of Salaries and Benefits for capital improvements constructed by the Distribution and Utility Divisions, which are funded 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 – 1.32 (1.15 required)
- The Board adopted a Five-Year CIP, which only appropriated funding for the CIP projects scheduled in FY 2021.

June 16, 2020

ELK GROVE WATER DISTRICT FISCAL YEAR 2020-21 OPERATING BUDGET

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- Staff has determined that Grants or Special Funding are not currently available for the EGWD. Therefore, no revenues from these income sources are included in this budget document.

The attached EGWD FY 2020-21 Operating Budget contains many schedules and graphs detailing the recommended budget. Staff is recommending that the Board of Directors adopt Resolution No. 06.16.20.01, approving the revenue rate adjustment deferral and the proposed Elk Grove Water District Fiscal Year 2020-21 Operating Budget.

Respectfully submitted,



PATRICK LEE
FINANCE MANAGER/TREASURER

Attachments

Technical Memorandum



To: Patrick Lee, Florin Resource Conservation District/Elk Grove Water District
From: Kevin Lorentzen, HDR
Date: June 11, 2020
Subject: Water Rate Study Update

1.0 Purpose

This technical memorandum documents the May 2020 update to the District's 2018 Water Rate Study (Study). This analysis represent an update to revenue requirement portions of the Study for the purpose of determining if the rate adjustments recommended in the Study for the 2020-21 fiscal year are necessary. This analysis does not include an update to the cost of service or rate design portions of the Study.

2.0 Background

The Study was conducted to support the District's goal of providing the highest quality water services at the lowest possible rates while maintaining a financially sound position in a fiscally responsible manner for the long-term. The results of the Study recommended a number of adjustments to the rates related to the overall level of revenue and the cost of service among the District's customer classes. The results of the analysis showed that the District was in exceptional financial position and thus the first two years of the projected results showed no need for adjustment to the level of revenue. The proposed rates for January 1 2019 were adjusted to align with the cost of service results for the District's customer classes. Those rates were not intended to increase revenue, rather they were implemented to reflect the results of the cost of service analysis and maintain rates in accordance with Proposition 218. After the initial rate adjustments in 2019 no rate adjustments were recommended in the rate study until January 2021.

Table 1 - 2018 Study Revenue Requirement Results

2018 Level of Revenue Adjustment					
	January 1, 2019 ¹	January 1, 2020	January 1, 2021	January 1, 2022	January 1, 2023
2018 Rate Study Results	0.0%	0.0%	3.0%	3.0%	3.0%

1) January 1, 2019 rates were adjusted to reflect the cost of service results

The Study proposed water rates that would go into effect annually on January 1, in 2021, 2022, and 2023 with Board approval. These rates were adopted through a Proposition 218 process which allows the District to implement rates up to the maximum rates adopted for the specified time period. However, the District is not required to implement those rates if they find those rate

adjustments are not necessary as was discussed with the Board during the development of the Study.

3.0 Updated Assumptions

The 2020 update to the rate study involved updating a number of assumptions and inputs to the revenue requirement. Many of the underlying assumptions of the revenue requirement were left the same as the Study, such as long-term customer growth and cost inflationary assumptions. During the study, various growth and inflationary scenarios were analyzed with the Board, such as a low inflation/high customer growth, medium inflation/medium customer growth, and high inflation/low customer growth. Table 2 shows the escalation assumptions used in the Study.

Table 2 – Inflation Rates of the Three Escalation Scenarios from the 2018 Study

Revenue and Expenditure Escalation		
	Average Inflation	Customer Growth
Low Inflation/High Growth	3.3%	1.0%
Medium Inflation/Medium Growth	4.3%	0.5%
High Inflation/Low Growth	5.3%	0.0%

Ultimately, the rates recommended and adopted through the Prop. 218 process were based on the medium inflation/medium growth assumptions. The medium inflation and growth scenario was assumed to be the most likely scenario among the three. The 2020 updated analysis assumed the same medium inflation/medium customer growth assumptions as the Study.

The 2020 update also included an update to the revenue assumptions. In the Study, rate revenue was independently calculated multiplying the customer units such as number of accounts and consumption units by the current fixed and commodity rates. The 2020 update included updated customer numbers and consumption from April 2019 through March 2020, and the current water rates. This calculation provides the basis for the assumed 2019-20 rate revenue. This calculated revenue was compared to the Districts budgeted revenue number to verify the assumptions and calculation are correct. Revenue in the following years after the calculated 2019-20 revenue, was escalated by the before mentioned customer growth rate of 0.5% annually.

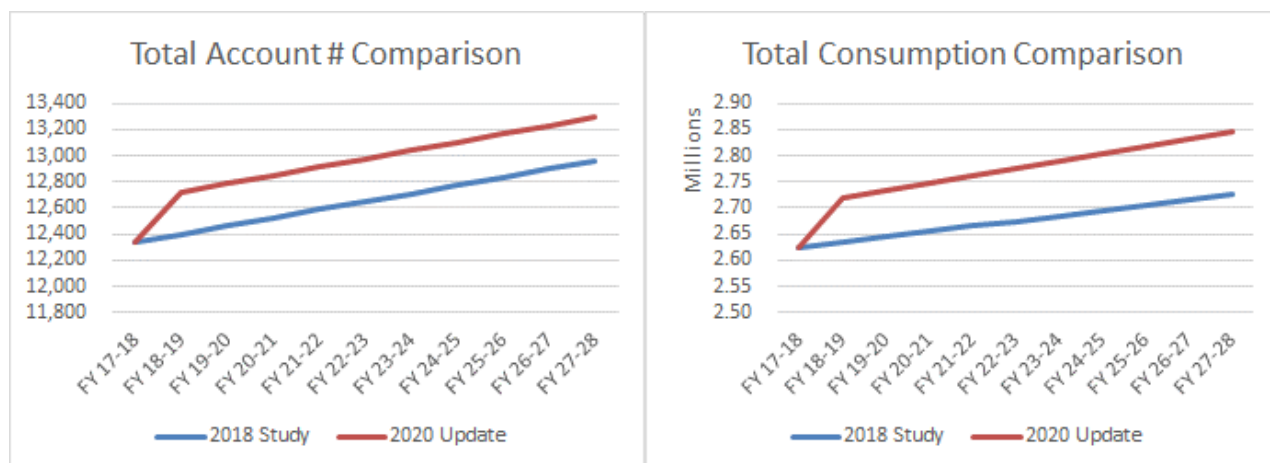
The budgeted expenditures were also updated with the District’s latest working 2019-20 budget. Based on this budget, expenditures were escalated using the medium scenario escalation factors. In addition to escalating the expenditures from the 2019-20 over the projected time period, a few other adjustments were made to the 2020-21 expenditures based on known or expected future expenditures. Capital expenditures were also updated for the projected time period to reflect the District’s most current capital plan. Included in the updated capital plan is the cost for a new administrative building.

4.0 Results of the Update

There are several factors to consider when determining the appropriate level of rates. These are factors such as; sufficient funding for operations and capital operations, level of reserves/cash

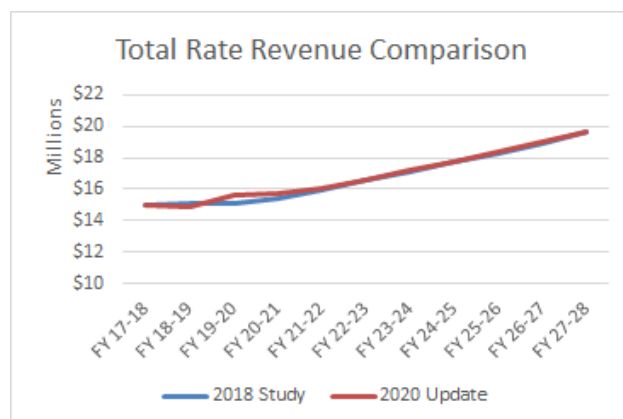
balances, District policies, and legal requirements such as debt service requirements. The Study considered all of these factors while maintaining rates as low as possible. At the time rates were presented for the Study, District management indicated that they would assess the proposed rate adjustments during the annual budgeting process. As noted, the Study proposed a 3% rate adjustment to go into effect January 1, 2021. With that rate adjustment approaching, and the development of the budget for 2020-21, District management requested an update to determine if the rate adjustment is necessary. Based on the update and review of the District’s information, it was determined that several factors had changed from the projections included in the Study.

The primary change in the analysis was that customer growth increased at a higher level than originally projected. Customer growth has two components, the number of customers, and the volume of consumption. For 2019-20 the District added 322 more new customers or 2.6% higher than was previously assumed. Similarly, consumption was 3.3% higher than was previous forecasted for that year.

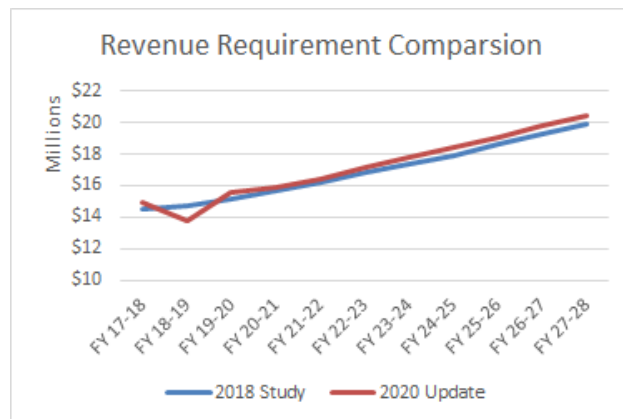


The increased number of customers (growth) and increase in annual consumption have resulted in higher revenue than was assumed in the Study. This analysis studied the effects of not implementing the previously planned 2021 rate adjustment and if it can be done without violating the District’s financial policies or adversely affecting the District’s long-term fiscal sustainability.

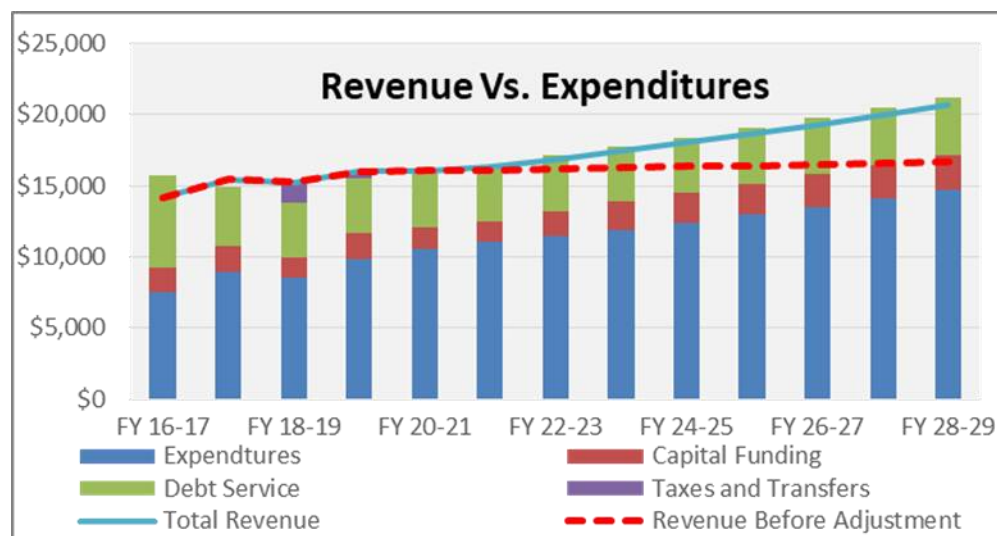
With the increased number of customers and the increase of consumption, revenue has risen to a level greater than was expected for 2020. The updated 2021 revenue projection with no rate adjustment still exceeds the 2021 projected revenue of the Study which includes the 3% rate adjustment. The chart illustrates the difference in revenue projections between the Study and the 2020 update.



Another key aspect of the analysis is the revenue requirement, which is the sum of the Districts operations and capital expenditures. The comparison of the revenue requirement between the Study and the 2020 updated shows that the District's costs are higher than originally projected in the Study. There are a number of factors that resulted in the higher revenue requirement including higher capital costs from the new administration building as well as slightly greater operational expenses.



Provided in the chart below is a summary of the key elements of the revenue requirement. This includes O&M expenditures, annual rate funding of capital, annual debt service, and transfers. As mentioned, the development of the revenue requirement included updating current revenue projections, annual O&M expenses, and the capital funding plan.



As provided in the above chart, the summary of the updated revenue requirement shows that projected revenues (solid blue line) are sufficient through 2020-21. However, based on the projections of revenues and expenses, revenue adjustments are necessary to prudently fund the District's operating and capital costs after 2020-21.

Based on the results of the revenue requirement, a revised rate transition plan has been developed for the District. Provided in Table 3 is a summary of the 2020 rate study update revenue adjustment plan. As can be seen, there is no adjustment projected for January 1, 2021 based on the assumptions of the updated revenue requirement analysis.

Table 3 – Proposed Rate Adjustment from the 2020 Revenue Requirement Update

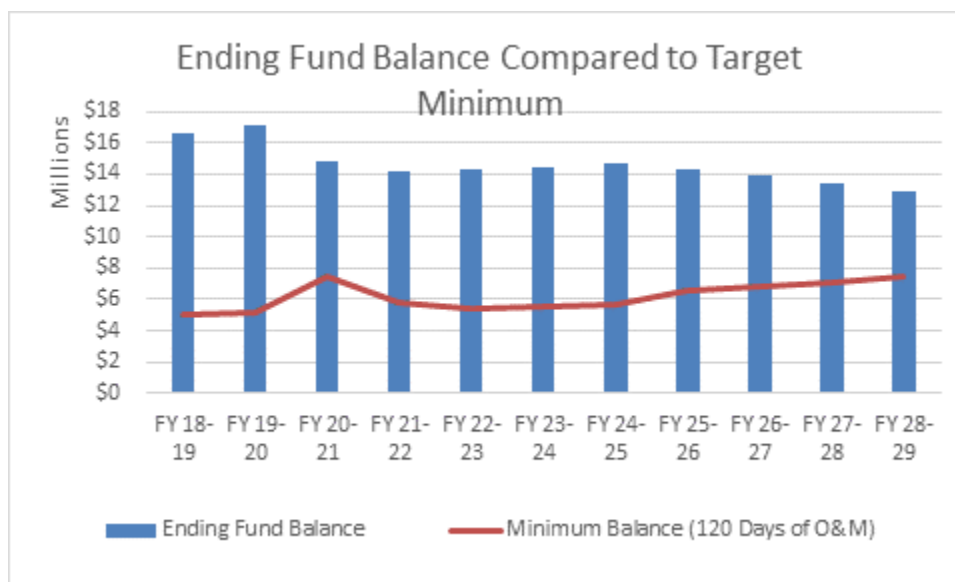
Proposed 2020 Level of Revenue Adjustment

	January 1, 2019	January 1, 2020	January 1, 2021	January 1, 2022	January 1, 2023
2020 Rate Study Results	0.0%	0.0%	0.0%	3.0%	3.0%

An important measure of a utility’s financial stability is their reserve balance. Healthy reserve balances are important to a utility’s ability to maintain operations through the cyclic nature of operating costs as well as through unforeseen events that may affect the Districts revenue collections. Recognizing these facts, bond rating agencies view healthy fund balances as critical to an Agency’s ability to pay debt obligations. The three ratings agencies, Fitch, Moody’s, and Standard and Poor’s, all attribute their highest ratings to utilities with total fund balances greater than one year, or 365 days of operations and maintenance expense.

The District understands the importance of maintaining adequate reserve balances and has adopted policies to maintain healthy fund balances. The District’s policy for their operating reserve is currently 120 days of operations and maintenance expense. This funding level demonstrates the District’s ability to manage challenging events they may face such as a sudden drop in revenue collections (e.g., drought) or a drastic increase in expenditures (e.g., emergency capital need).

The District also has minimum reserve balances for their two capital reserve funds. The minimum reserve balance for the District’s capital improvement reserve is equal to the average annual capital improvement



projects in the District’s capital plan. The District’s capital replacement reserve target is also equal to the average annual capital replacement projects in the District’s capital plan. The previous chart shows the total of the District’s ending fund balance compared to the operating reserve target funding level. The chart also shows the change in minimum balance if the funding level for the operating reserve was increase to 180 days of O&M expenses.

5.0 Conclusions and Recommendations

The District is in a good financial position due to prudent financial management. In addition to good financial management the District has experienced higher than anticipated customer and consumption growth which has increased revenue greater than anticipated in the Study. All of

this makes it possible for the District to forgo the January 2021 revenue rate adjustment proposed in the Study. It is recommended that the rate adjustment be deferred with the option of increasing the rate at a later date if revenue fails to materialize or expenditures increase to the degree that would threaten the District's financial sustainability. It is important to note that the Prop. 218 process adopts a maximum rate for the time period specified. What this means is that if conditions change such that a rate increase is necessary, the District has the ability to adjust rates to the levels as outlined in the Proposition 218 and adopted by the Board. It is further recommended that the District continue to monitor and reassess their financial position closely and conduct a full rate study in 2023 to reassess the Districts rates for the next five-year period and Proposition 218 process.

RESOLUTION NO. 06.16.20.01

**A RESOLUTION OF THE FLORIN RESOURCE
CONSERVATION DISTRICT BOARD OF DIRECTORS APPROVING THE
DEFERRAL OF THE 3.0% REVENUE RATE ADJUSTMENT EFFECTIVE JANUARY
1, 2021 INTO FUTURE YEARS AND ADOPTING THE ELK GROVE WATER
DISTRICT FISCAL YEAR 2020-21 OPERATING BUDGET WITH REVENUES OF
\$15.424 MILLION AND EXPENDITURES OF \$15.770 MILLION AND
APPROPRIATING \$345,601 FROM EXCESS OPERATING RESERVES TO FUND
EXPENDITURES IN EXCESS OF REVENUES FOR FISCAL YEAR 2020-21**

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 has held several public meetings to review the proposed revenues and expenditures for the Elk Grove Water District (EGWD) for the Fiscal Year (FY) July 1, 2020 through June 30, 2021; and

WHEREAS, the 2018 Water Rate Study adopted by the Board of July 18, 2018 recommends a 3.0% revenue rate adjustment effective January 1, 2021; and

WHEREAS, the EGWD FY 2020-21 Operating Budget reflects the deferral of the 3.0% revenue rate adjustment effective January 1, 2021 into future years as it is deemed not necessary for FY 2020-21; and

WHEREAS, the District Board of Directors (Board) has received and considered the proposed EGWD FY 2020-21 Operating Budget submitted by the Finance Manager/Treasurer on June 16, 2020.

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

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

SECTION 2. The Board of Directors hereby approve the deferral of the 3.0% revenue rate adjustment effective January 1, 2021 into future years.

SECTION 3. The Board of Directors hereby approve the total revenues of \$15,424,142 and total expenditures of \$15,769,743 for the proposed Elk Grove Water District FY 2020-21 Operating Budget.

SECTION 4. The Board of Directors hereby authorize the General Manager to redistribute allocated budgeted amounts between line items within the budget categories.

SECTION 5. The Board of Directors hereby approve the FY 2020-21 Rate and Fee Schedule which includes no revenue rate adjustments effective January 1, 2021.

SECTION 6. The Board of Directors hereby approve the FY 2020-21 Salary Schedule which includes a 0.97% cost of living adjustment.

SECTION 7. The Board of Directors hereby adopts the Elk Grove Water District Fiscal Year 2020-21 Operating Budget, attached hereto as Exhibit "A and made a part hereof.

SECTION 8. The Board Secretary shall certify to the adoption of this Resolution.

SECTION 9. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED by the Florin Resource Conservation District Board of Directors on this 16th day of June 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Nelson
Chair

ATTEST:

Stefani Phillips
Board Secretary

APPROVED AS TO FORM:

Ren Nosky
General Counsel

EXHIBIT “A”

**“ELK GROVE WATER DISTRICT
FY 2020-21 OPERATING BUDGET”**

[Attached behind this cover page]



Fiscal Year 2020-21 Operating Budget



Elk Grove Water District
9257 Elk Grove Boulevard
Elk Grove, CA 95624
(916) 685-3556
www.egwd.org

Board of Directors

Tom Nelson, Chair
Bob Gray, Vice-Chair
Lisa Medina, Director
Elliot Mulberg, Director
Sophia Scherman, Director

Appointed Official

Mark J. Madison, General Manager

Leadership Team

Bruce Kamilos, Assistant General Manager
Stefani Phillips, Human Resources Administrator/Board Secretary
Patrick Lee, Finance Manager/Board Treasurer
Donella Murillo, Finance Supervisor
Travis Franklin, Program Manager
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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Fiscal Year 2020-21 Operating Budget

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Elk Grove Water District
Fiscal Year 2020-21 Operating Budget



To: Florin Resource Conservation District Board of Directors
From: Mark J. Madison, General Manager
Date: June 16, 2020
Subject: **ELK GROVE WATER DISTRICT FY 2020-21 OPERATING BUDGET**

For your consideration, I respectfully submit the proposed annual Elk Grove Water District (EGWD) Operating Budget for the fiscal year beginning July 1, 2020. This proposed operating budget reflects a collaborative effort between staff and the Board, as well as allowing for input from the public during several meetings.

The EGWD continued to be successful in fiscal year (FY) 2019-20 in controlling costs to maintain financial stability. This was aided as EGWD revenues are anticipated to be higher than budgeted by approximately \$892,000. Overall, the bottom-line (Revenues in Excess of Expenditures) is projected to close approximately \$1.7 million higher than the projection in the EGWD FY 2019-20 Operating Budget. Cost savings were achieved in all expenditure categories through careful monitoring of expenditures throughout the year, with Office and Operational and Outside Services accounting for the expenditure categories with the most cost savings, totaling approximately \$550,000. These savings were offset by the capitalization of less labor costs than budgeted.

Office and Operational costs are projected to be approximately \$173,000 under budget and this is primarily due to lower costs associated with materials and software program updates, which was offset by an increase in spending for meters.

Outside Services costs are projected to be approximately \$380,000 under budget and this is primarily due to a decrease in legal, engineering and contracted services costs. The majority of these services were handled in-house and resulted in savings from the amounts budgeted.

For the proposed FY 2020-21 budget, expenditures are projected to exceed revenues by approximately \$346,000. This is due mainly to an overall increase in Office and Operational costs anticipated in FY 2020-21, as well as anticipate elections cost due to FY 2020-21 being an election year. Revenues are projected to increase by approximately \$252,000 in FY 2020-

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

21. This reflects the deferral of a 3.0% revenue rate adjustment effective January 1, 2021 into future years as established by the 2018 Water Rate Fee Study approved by the Board on July 18th, 2018. Information on this Rate Study and the anticipated revenue increase is provided in the Revenue Section of this budget document.

EGWD expenditures have been reduced to the maximum extent possible. The largest expenditure categories in FY 2020-21 are Salaries and Benefits at 27.73% of total projected expenditures, Purchased Water cost at 20.28% of total projected expenditures and Debt Service at 24.45% of total projected expenditures. The proposed FY 2020-21 Operating Budget also reflects a 0.97% cost-of-living adjustment (COLA) applied to salaries.

Certain expenditures are expected to inflate, and the notable examples include medical costs (estimated to go up 6.0% for any employees who have not exceeded the EGWD medical subsidy cap), purchase water costs (up an estimated 2.0%) and office and operational by approximately 10.79%.

This next year also updates the 5-year Capital Improvement Program (CIP), in which all capital expenditures will be assigned to specific projects. Notable projects for FY 2020-21 include service replacements for backyard water mains, well rehabilitation, service line replacements and the replacement of a fleet vehicle. Cost estimates for next year's projects are \$1,430,000 and will be funded using capital improvement and capital replacement reserves.

The Board of Directors and Staff of the FRCD/EGWD remain committed to prudent, conservative financial practices, with goals of continuing to reduce long-term debt and funding capital improvements on a pay as you go basis.

The EGWD has also completed efforts to review its rates and fees with the intent of attaining long-term stability and maintaining sufficient debt service coverage required by its outstanding bond covenant.

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

In summary, the EGWD will continue to maintain financial discipline during FY 2020-21 and this reflects a concerted effort by the Board and staff to maintain our customer rates and charges as low as possible.



MARK J. MADISON, P.E.
GENERAL MANAGER

INDUSTRY ANALYSIS AND CURRENT STATUS

Issues Currently Affecting the Water Industry. The American Water Works Association (AWWA) 2019 State of the Water Industry Report has identified the top five issues facing the water industry as: 1) renewal and replacement of aging infrastructure; 2) financing for capital improvements; 3) long-term water supply availability; 4) public understanding of the value of water systems and services; and 5) watershed/source water protection.

The EGWD is proactively addressing these top five issues identified by AWWA. As part of its five-year CIP, EGWD is replacing aging infrastructure such as old water mains each and every year. In addition, EGWD, through its Asset Management Plan, annually assesses the condition of all of its assets to determine when projects should be undertaken to replace assets. EGWD currently has a pay-as-you-go policy to fund replacement of aging assets. To address long-term water supply availability, the EGWD prepares an urban water management plan every five years as required by law that verifies its ability to meet long-term water demands. To improve public understanding of the value of water, water systems and services, EGWD periodically issues a newsletter to its customers, and participates in two large annual events where people in our community gather. To ensure watershed/source water protections, EGWD is working with the Sacramento Regional Water Authority to prepare a Regional Water Reliability Plan that addresses, in part, source water protection in the American River Basin. EGWD will also be preparing a Risk and Resiliency Plan which will link to the United States Bureau of Reclamation American River Basin Study which forecasts the long-term effects of climate change.

Changing Water Demands. Although more efficient use of water is a major goal of the industry, in areas where customer growth is slow or nonexistent, declining water use left unaddressed can decrease operating revenue and affect how costs are recovered through rates and charges. In some cases, utilities must explain to customers that their rates must go up even as their community uses the same amount of water or less water.

The EGWD 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 EGWD started to experience gradual increases in water consumption. This gradual increase, however, was offset by certain conservation efforts, such as installing water efficient appliances and landscaping, which result in long-term water use reductions. Water consumption still has not returned to the pre-drought levels experienced in 2013 and earlier.

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.

The EGWD completed a 5-year water rate study during the summer of 2018, setting forth the incremental rate adjustments for years 2019 through 2023, necessary to continue to fund debt service costs, operating costs and anticipated repairs and replacement costs of aging infrastructure of the water utility. Through prudent financial management, cost control and the implementation of certain cost reduction programs, the EGWD will be able to hold off any rate adjustments for the first two years and only adjust rates by 3.0% for the following 3 years. The EGWD is further investigating whether rate adjustments in the final 3 years of the study can be deferred to maintain affordability while still providing sufficient revenues to maintain operations.

Long Term Water Supply Availability. Shifting from long-term to near-term water supply, water systems are dramatically affected by shortages resulting from drought, the severity of which will likely be influenced by climate change moving forward. As communities evaluate their water shortage preparedness, it is also an opportunity to gain an overall better understanding of regional water supply sustainability. EGWD potentially will be partnering with other agencies in the Sacramento region to evaluate the feasibility of groundwater recharge projects and the prospects for developing a flood managed aquifer recharge program.

Regulatory Compliance. The importance of current and future regulatory compliance 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.

Local, State, and Federal regulatory compliance continues to be a concern of the water industry. New standards challenge the ability of water utilities to meet such requirements financially and operationally while continuing to maintain affordability to customers. EGWD is closely tracking these new requirements and is prepared to meet them if implemented.

Tighter State and Federal regulations are expected for perchlorate, coliform bacteria, lead and copper, and possible microplastics and hexavalent chromium. Revised Cross-connection requirements are also expected, and this may require an update of the current EGWD Cross-Connection Ordinance.

ABOUT THE ELK GROVE WATER DISTRICT

Introduction

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 Florin Resource Conservation District (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 and EGWD are governed by an elected five-member Board and advice from one volunteer associate Board member. Board members serve four-year, staggered terms. FY 2020-21 does reflect election costs as three Board member terms are set to expire this budget year. The Board of Directors delegate the daily operations of EGWD to the General Manager, who supervises the work of 29 staff members.

Elk Grove Water District Service Area



The EGWD service area covers 13 sq. miles with a population of approximately 46,000 people, providing water to over 12,600 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 SCWA under a long-term agreement. The EGWD also has a robust CIP, which includes many projects to maintain outstanding customer service and water quality that meets all drinking water standards.

Budget Process

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

The EGWD's budget process begins with a Leadership Team Budget Kickoff Workshop to discuss timeline and identify strategic 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 Finance Committee during a public meeting to solicit feedback and comments from the committee and the public. 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.

Basis of Accounting

The EGWD operates on a fiscal year that runs from July 1, through June 30. Accounting and budgetary records are maintained using the full accrual basis of accounting. The EGWD is a single 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 but does include an expenditure for debt principal. Therefore, the budget is not prepared in the same manner as the Comprehensive Annual Finance Report (CAFR). The budget detailed in this document is used as a management tool for projecting and measuring revenues and expenses.

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.

Reserve Policy

It is the policy of the EGWD that all funds held in reserve be designated to specific uses. The EGWD holds cash reserves for special projects and operations. Such monies 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 year-end balance ranges and/or annual contributions will be reviewed annually during the budgeting and planning process and may be revised accordingly as necessary. The following EGWD reserve fund categories are to be established:

- Operating Reserve Fund – Used to ensure cash 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 EGWD that enhance or increase capacity. Target Balance is equal to the annual Capital Improvement Program 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 EGWD 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 EGWD 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 EGWD 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 EGWD'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 EGWD's procurement policies creates 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 EGWD.

Accounting Systems and Controls

The EGWD 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 EGWD's assets from fraud, waste and abuse and compile sufficient reliable information for the preparation of the EGWD's financial statements. At the end of the year, the EGWD prepares a CAFR consisting of management's representations concerning the EGWD's finances. An independent auditing firm audits this report and examines the EGWD's internal controls and provides an opinion on the financial reporting and suggestions on ways to improve the internal control processes of the EGWD.

Long-Term Financial Planning

With the approval of the 2018 Water Rate Study and associated rate ordinance, the EGWD has a five-year plan that provides for the stable funding of operations, capital projects and debt service. In conjunction with this plan, the EGWD 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 EGWD 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 EGWD has no legal debt limit and does not intend to issue any additional debt. This, along with continued prudent financial management, has assisted in minimizing revenue rate adjustments in FY 2019-20 as well as the deferral of the 3.0% revenue rate adjustment into future years for FY 2020-21. Staff will continue to review revenues and expenditures annually to determine whether the projected revenue adjustments as recommended by the 2018 Water Rate Study will be necessary.

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:

- The 2018 Water Rates Study adopted by the Board on July 18, 2018 approved a 3.0% revenue rate adjustment beginning January 1, 2021. However, this revenue rate adjustment has been deferred into future years, resulting in no anticipated revenue rate adjustment for FY 2020-21.
- Water consumption will remain unchanged from the prior year due to unknown factors including the economic recession.
- Estimated 2.00% rate increase in Purchased Water cost from the SCWA.
- Estimated 10.57% decrease in workers compensation expense – no rate increases but experience modifier is expected to decrease due to a decrease in claims.
- Estimated 13.40% decrease in employer retirement costs through California Public Employees Retirement System (CalPERS) as a result of the completion of the amortization period for previous performance bases.
- Estimated 6.0% increase in health care insurance costs for all employees that have not yet met the EGWD's medical contribution cap.
- Salary increases will be based on a COLA of 0.97%, in accordance with the consumers price index (CPI), and potential merit increases based upon specific employee performance.

EGWD by the Numbers

MAXIMUM DAILY WATER SUPPLY CAPACITY	14.4 MGD
NUMBER OF TREATMENT FACILITIES	2
AGGREGATE TREATMENT FACILITY CAPACITY	13.0 MGD
NUMBER OF WELLS	7
MILES OF WATER MAINS	153.6
NUMBER OF BOOSTER PUMPS	10
NUMBER OF ACTIVE SERVICE CONNECTIONS	12,899
NUMBER OF BOND ISSUES OUTSTANDING	2
NUMBER OF CERTIFIED WATER DISTRIBUTION OPERATORS	16
NUMBER OF CERTIFIED WATER TREATMENT OPERATORS	16
NUMBER OF PUBLIC FIRE HYDRANTS	1,660
EGWD SERVICE AREA POPULATION	46,212



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Elk Grove Water District
California**

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morrill

Executive Director

**FISCAL YEAR 2020-21
BUDGET OVERVIEW**

DRAFT

(Insert FY 2020-21 Budget Adoption Resolution Here)

DRAFT

(Insert FY 2020-21 Budget Adoption Resolution Here)

DRAFT

Fiscal Year 2020-21 Budget Preparation Timeline

- April 01 Leadership Team Budget Kick-Off.
- April 07 Infrastructure Committee meeting to discuss the 1st draft of the FY 2021-25 CIP.
- April 10 All department budget initial requests are due to FM.
- April 14 FM submits budget development worksheet to the GM for first review.
- April 16 Leadership Team meeting to review the 1st draft of the budget development worksheet.
- April 21 Present to the Board the 3rd quarter financial report.
- April 22 GM to provide first round comments and revisions on budget development worksheet to FM.
- April 28 FM makes the required revisions and disperses the first draft of the budget development worksheet to the Finance Committee (Board).
- April 28 Infrastructure Committee meeting to go over 2nd draft of the CIP (if necessary).
- May 05 Finance Committee meeting to go over 1st draft of budget development worksheet.
- May 12 Issue the 1st draft of the actual budget document and 2nd draft of budget development worksheet to the Board for review.
- May 19 Present to the Board Y-T-D budget to actual data thru April 30th, review the 2nd draft budget development worksheet and discuss 1st draft of actual budget document.
- May 26 Finance Committee Meeting (if necessary).
- June 02 Issue revised budget to Finance Committee (if necessary).
- June 09 Finance Committee Meeting (if necessary).
- June 11 Final Budget and staff report due for Board Packet inclusion.
- June 16 Board considers all budgets for adoption.

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

SUMMARY OF REVENUES AND EXPENDITURES

Elk Grove Water District Budgeted Revenues and Expenditures by Category For the Fiscal Year ending June 30, 2021							
Expenditure	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	FY 2020-21 Budget	Change in Budget
Total Revenues	\$14,210,971	\$15,343,125	\$15,233,674	\$15,172,243	\$16,064,258	\$15,424,142	\$251,899
Operational Expenditures							
Salaries and Benefits	3,565,721	3,922,785	3,943,543	4,332,850	4,233,138	4,373,018	40,168
Seminars, Conventions and Travel	29,137	28,872	39,001	51,124	31,983	53,307	2,183
Office and Operational	969,217	984,814	974,026	1,208,164	1,034,999	1,338,578	130,415
Purchased Water	2,732,016	2,873,292	2,777,344	3,135,689	3,018,945	3,198,404	62,715
Outside Services	610,219	922,576	843,416	1,160,573	780,369	1,283,548	122,975
Equipment Rent, Taxes and Utilities	358,058	374,278	333,999	416,200	422,008	464,380	48,180
Subtotal Operational Expenditures	8,264,368	9,106,617	8,911,329	10,304,600	9,521,442	10,711,235	406,635
Less: Capitalized Labor	(528,352)	(279,633)	(279,633)	(424,667)	(217,193)	(376,961) *	47,706
Total Operational Expenses	7,736,016	8,826,984	8,631,696	9,879,933	9,304,249	10,334,275	454,342
Non-Operating Expenditures (Income)	3,346,863	3,851,156	3,442,349	3,726,739	3,503,352	4,005,469	278,730
Capital Equipment and Expenditures	1,700,000	1,756,000	1,756,000	1,838,000	1,838,000	1,430,000	(408,000)
Total Net Expenditures	12,782,879	14,434,140	13,830,045	15,444,672	14,645,601	15,769,743	325,072
Revenues in Excess of Expenditures, Principal Retirement and Capitalized Labor	\$1,428,092	\$908,985	\$1,403,629	\$272,428	\$1,418,657	\$345,601	\$73,173
Transfers (to)/from Reserves	-	-	-	272,428	-	345,601	73,173
Net Budget Excess/(Deficiency)	\$-	\$-	\$-	\$-	\$-	\$-	\$-

* This represents approximately 60% of Salaries and Benefits of the Utility Division which will be charged to the Capital Improvement Program

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

SUMMARY OF NET POSITION ACTIVITY

Elk Grove Water District
Summary of Net Position Activity
For the Fiscal Year Ending June 30, 2021

	FY 19-20 Budget	FY 19-20 Projected	FY 2020-21 Budget
Beginning Net Position	\$ 42,678,363	\$ 42,678,363	\$ 44,097,020
Estimated Revenues	<u>15,172,243</u>	<u>16,064,258</u>	<u>15,424,142</u>
Estimated Operational Expenditures			
Salaries and Benefits	4,332,850	4,233,138	4,373,018
Seminars, Conventions and Travel	51,124	31,983	53,307
Office and Operational	1,208,164	1,034,999	1,338,578
Purchased Water	3,135,689	3,018,945	3,198,404
Outside Services	1,160,573	780,369	1,283,548
Equipment Rent, Taxes and Utilities	<u>416,200</u>	<u>422,008</u>	<u>464,380</u>
Total Operational Expenditures	<u>10,304,600</u>	<u>9,521,442</u>	<u>10,711,235</u>
Estimated Nonoperational Expenditures			
Capitalized Labor	(424,667)	(217,193)	(376,961)
Non-Operating Expenditures (Income)	3,726,739	3,503,352	4,005,469
Capital Equipment and Expenditures	<u>1,838,000</u>	<u>1,838,000</u>	<u>1,430,000</u>
Total Nonoperational Expenditures	<u>5,140,072</u>	<u>5,124,159</u>	<u>5,058,508</u>
Revenues in Excess of Expenditures	<u>(272,428)</u>	<u>1,418,657</u>	<u>(345,601)</u>
Estimated Ending Net Position	<u>\$ 42,405,935</u>	<u>\$ 44,097,020</u>	<u>\$ 43,751,419</u>

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BUDGET HIGHLIGHTS

FISCAL YEAR 2020-21

The EGWD budget for FY 2020-21 projects total operating revenues of approximately \$15.424 million and total expenditures of approximately \$15.770 million including Capital Improvement and Capital Repair & Replacement Reserve contributions of approximately \$1.430 million. The projected expenditures in excess of revenues are approximately \$345,601 which will be funded from operating reserves carried over from prior years.

Despite many non-discretionary cost increases, staff undertook efforts to find cost reductions as well as minimize increases and these are reflected in the FY 2020-21 budget. The budget has an increase in total expenditures of \$325,072 (2.10%) from the adopted budget for FY 2019-20. The major highlights are listed below, and comparisons made are against the budgeted amounts for FY 2019-20:

- Revenues for FY 2020-21 is budgeted at \$15.424 million, an increase of \$251,899 (1.66%) from prior year's budget based on the following assumptions:
 - A deferral of the 3.0% revenue rate adjustment effective January 1, 2021 into future years. This revenue rate adjustment was recommended by the 2018 Water Rate Study adopted by the Board on July 18, 2018.
 - No changes in consumption levels or new accounts from prior year.
 - A 10% conservation factor in residential revenues due to the unknown nature of the economic downturn.
 - A 5% conservation factor in non-residential revenues due to the unknown nature of the economic downturn.
- Total Salaries and Benefits budgeted is \$4.373 million, an increase of \$40,168 (0.93%) from prior year's budget mainly due to:
 - An increase in Executive, Exempt and Non-Exempt salaries of \$50,570 (2.22%) due to:
 - No anticipated vacancies in positions.
 - Merit increases for eligible employees.
 - Longevity pay increases for eligible employees.
 - A 0.97% cost of living adjustment (COLA) based on the April 2020 Consumers Price Index.
 - An increase in medical benefits of \$31,988 (4.18%) based on estimated medical premium increases provided by JPIA.

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

- A decrease in Retirement Benefits of \$55,899 (13.40%) due to FY 2019-20 being the last year of amortization for certain plan performance losses in prior years.
- An increase in Employee Training of \$24,000 (111.63%) due to anticipated safety training and Class A license training for field staff.
- Seminars, Conventions and Travel budgeted is \$53,307, an increase of \$2,183 (4.27%) from prior year's budget due mainly to anticipated seminars and conferences for Operations and Tech Services staff.
- Total Office and Operational Costs budgeted is \$1.338 million, an increase of \$130,415 (10.79%) from prior year's budget mainly due to:
 - An increase in Association Dues of \$32,593 (26.71%) due to increased SCGA dues.
 - An increase in Insurance of \$14,430 (16.31%) based on estimated insurance premium increases as provided by JPIA.
 - A decrease in Materials of \$28,000 (22.40%) based on the average spending in prior years.
 - An increase in Meters of \$65,500 (101.55%) due to the decision to replace all meters going forward as opposed to repairing just the registers.
 - An increase in Software Program & Updates of \$39,224 (22.88%) due to new board packet software and document management software.
 - An increase in Water Conservation Material of \$13,000 (260.00%) due to the need for more program materials.
- Purchased Water budgeted is \$3.198 million, an increase of \$62,715 (2.00%) from prior year's budget due mainly to:
 - An estimated 2% rate increase in the wholesale water rate as provided the SCWA.
 - An estimated 3% consumption increase based on prior year trends.
 - A 10% conservation factor due to the unknown nature of the economic downturn.
- Total Outside Services budgeted is \$1.284 million, an increase of \$122,975 (10.60%) from prior year's budget due mainly to:
 - An increase in Contracted Services of \$104,375 (25.05%) due to required support for annual reporting, social media consulting and utility billing consulting service.

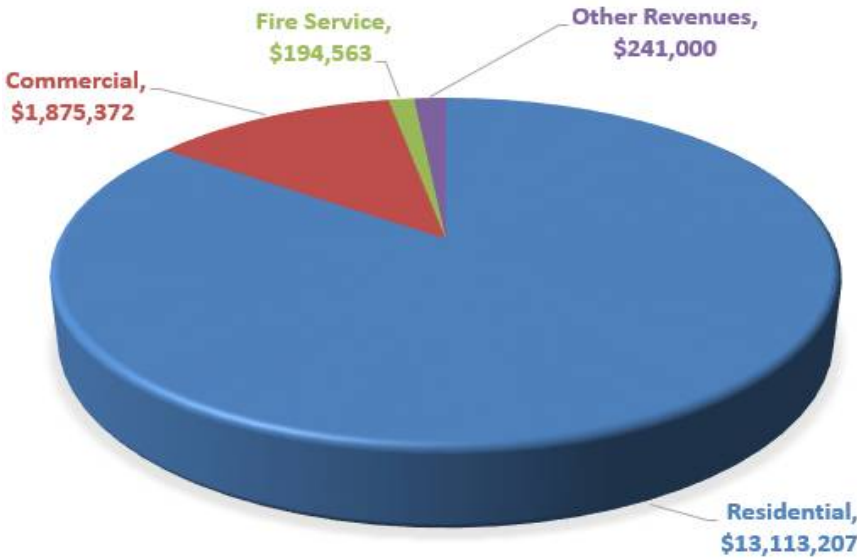
Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

- A decrease in Engineering Services of \$69,000 (37.50%) due to the completion of the Uni-Directional Flushing program.
- An increase in Special Projects of \$100,000 (100.00%) due to the cost associated with Well 3 destruction.
- A decrease in Community Relations of \$12,000 (56.60%) based on the average spending in prior years.
- Total Equipment Rent, Taxes and Utility budgeted is \$464,380, an increase of \$48,180 (11.58%) from prior year's budget due mainly to:
 - An increase in Equipment Rental of \$10,000 (56.18%) due to anticipated increase in the need to rent equipment for CIP projects.
 - An increase of \$35,000 (9.67%) in Electricity based on anticipated electricity rate increases through SMUD.
- Capital Improvement Funding includes contributions to the Repair & Replacement Reserve, as well as the Capital Improvement Reserve for a total of \$1.430 million. This represents a decrease of \$408,000 from prior year's budget and is based on actual funding needs from the FY 2021-25 CIP Program.
- Bond interest expenses will decrease by \$106,270 (6.40%) while bond principal retirements will increase by \$135,000 (6.24%).
- Elections Costs budgeted is \$250,000, based on estimated costs of elections to be held in FY 2020-21.
- This budget anticipates capitalizing \$376,961 of Salaries and Benefits for capital improvements constructed by the Distribution and Utility Divisions, which are funded 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 – 1.32 (1.15 required)
- The Board adopted a Five-Year Capital Improvement Program (CIP) which only appropriated funding for the CIP projects scheduled in FY 2020-21.
- Staff has determined that Grants or Special Funding are not currently available for the EGWD. Therefore, no revenues from these income sources are included in this budget document.

REVENUE SECTION

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BUDGETED REVENUES BY CATEGORY



Other Revenues include:

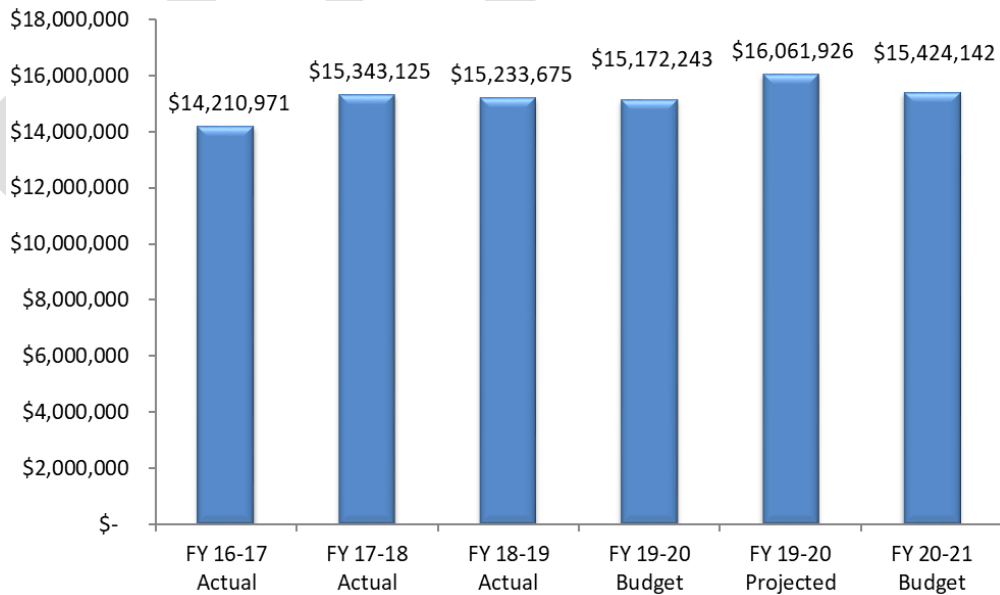
- Meter/Plan Check/Water Capacity Fees
- Door Hanger Fees
- New Account Fees
- NSF Fees
- Credit Card Fees
- Backflow Prevention Installations

Commercial Revenues Include:

- Non-Residential Revenue
- Irrigation Revenue

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

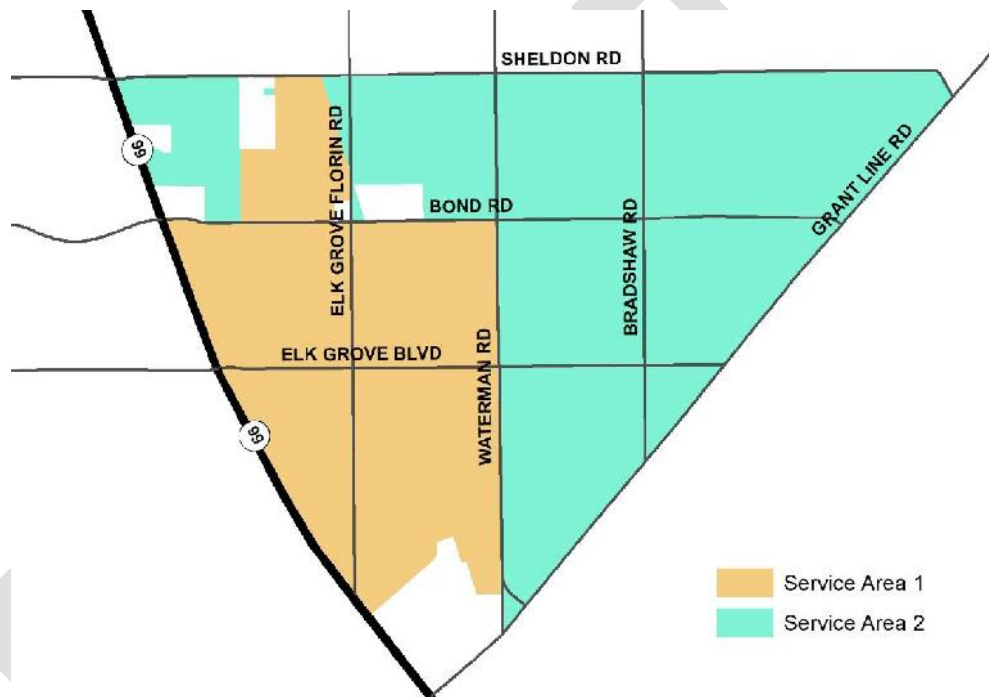
TOTAL REVENUES FISCAL YEARS 2016-17 THROUGH 2020-21



The FY 2020-21 Budget reflects the deferral of a 3.0% revenue rate adjustment into future years and no anticipated increase in overall water consumption. This revenue rate adjustment was recommended in the 2018 Water Rate Study, adopted by the Board of Directors on July 18th, 2018.

MAJOR REVENUE SOURCES

Approximately 98% of the EGWD's revenues are derived from recurring water revenues related to water consumption and availability charges. Although a 3.0% revenue rate adjustment was approved by the Board through the adoption of the 2018 Water Rate Study, the 3.0% revenue rate adjustment effective January 1, 2021 was deemed unnecessary and will be deferred into future years. In addition, the EGWD 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 account and consumption information for the most recent twelve-month period and applying it against the current and proposed fee/rates. Depending on drought conditions, revenue projections are adjusted by what the EGWD deems to be an appropriate conservation factor and 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

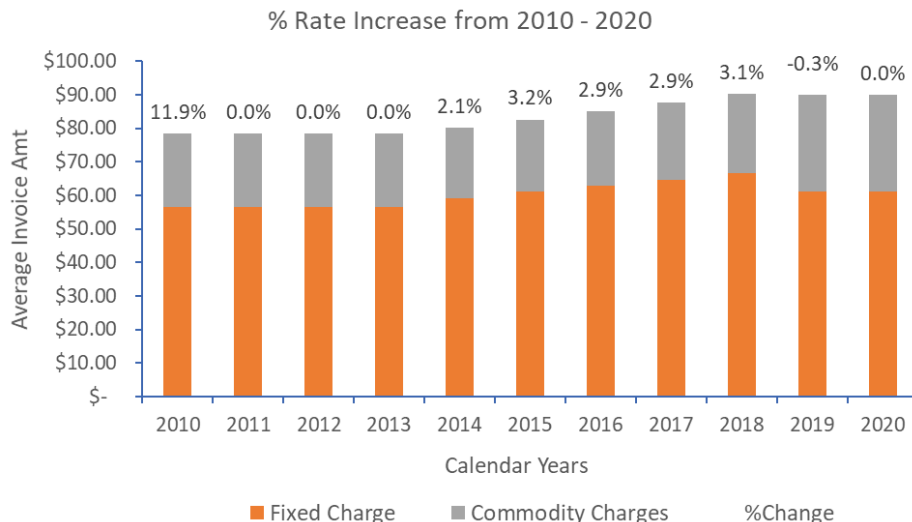
Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

submit written protests opposing them. If a majority of ratepayers do not protest, the Board of Directors vote on the proposed rate changes and set the effective date for any proposed and approved changes. On July 18th, 2018, the 2018 Water Rate Study was adopted by the Board with recommended revenue adjustments over the next five years beginning on January 1, 2019, as follows:

- January 1, 2019 – 0%
- January 1, 2020 – 0%
- January 1, 2021 – 3%
- January 1, 2022 – 3%
- January 1, 2023 – 3%

Revenue rate adjustments are necessary to fund various projects and to pay for increased operating cost, primarily due to inflation. It should be noted that the Board of Directors decided to defer the revenue rate adjustments of 3.0% on January 1, 2021 into future years as it was deemed unnecessary in FY 2020-21.

The table below shows the average revenue rate adjustment each calendar year since 2010 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.

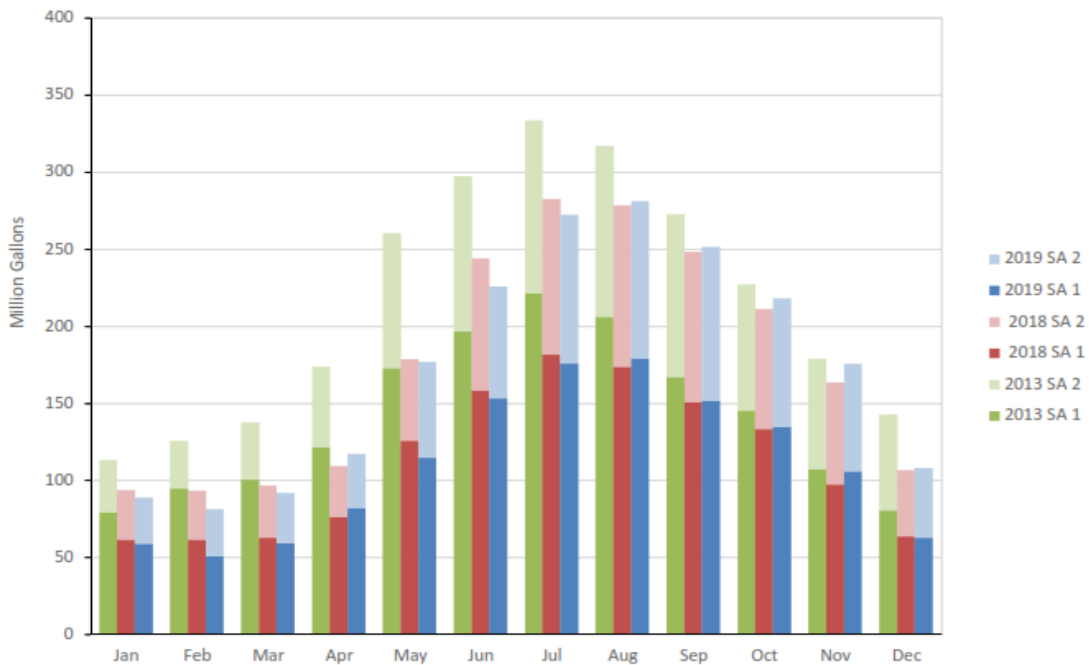


Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

WATER CONSUMPTION 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 consumption trends for the prior two calendar years as compared to the pre-drought calendar year of 2013. The graph also shows the correlation between the annual seasonal change and overall water consumption, with the highest level of consumption occurring during the summer months.

As can be seen in the graph below, the EGWD has experienced gradual increases in water consumption in 2018 and 2019, however, the total level of water consumption still has not reach the pre-drought levels of 2013. Attributable to the overall decrease in water consumption for the most recent two calendar years, as compare to the pre-drought levels of 2013, is the implementation of certain water conservation efforts, such as installing water efficient appliances and landscaping, which result in long-term water use reductions.



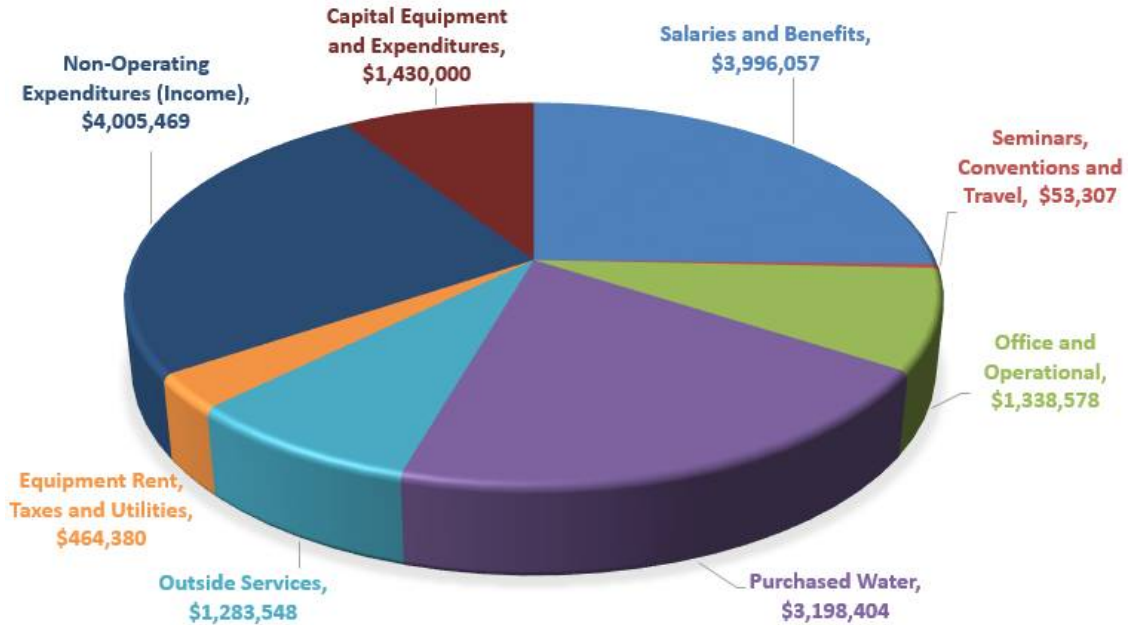
Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

Elk Grove Water District Budgeted Revenue Accounts Detail For the Fiscal Year ending June 30, 2021							
Account#	Description	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	FY 2020-21 Requested Budget
4100	Water Payment Revenues - Residential	\$12,220,127	\$12,848,104	\$12,818,495	\$12,816,040	\$13,245,994	\$ 13,114,207
4110	Water Payment Revenues - Commercial	1,525,449	1,831,522	1,926,887	1,914,362	1,873,918	1,875,372
4120	Water Payment Revenues - Fire Service	188,543	188,957	177,326	186,842	200,265	194,563
4200	Meter Fees/Plan Check/Water Capacity	72,188	240,190	56,944	30,000	490,266	30,000
4300	Backflow Install EGWD	23,948	15,116	8,555	25,000	6,501	10,000
4520	Door Hanger Fees	121,850	149,725	144,700	115,000	144,570	115,000
4540	New Account Fees	26,640	22,791	24,000	25,000	35,015	25,000
4550	NSF Fees	3,430	3,640	2,660	3,000	2,901	3,000
4570	Shut-off Fees	51,425	63,166	63,750	50,000	54,278	50,000
4580	Credit Card Fees	8,480	10,000	10,725	8,000	8,220	8,000
4900	Customer Refunds	(31,109)	(30,086)	(368)	(1,000)	-	(1,000)
	Total Revenues	\$14,210,971	\$15,343,125	\$15,233,675	\$15,172,243	\$16,061,926	\$ 15,424,142

EXPENDITURE SECTION

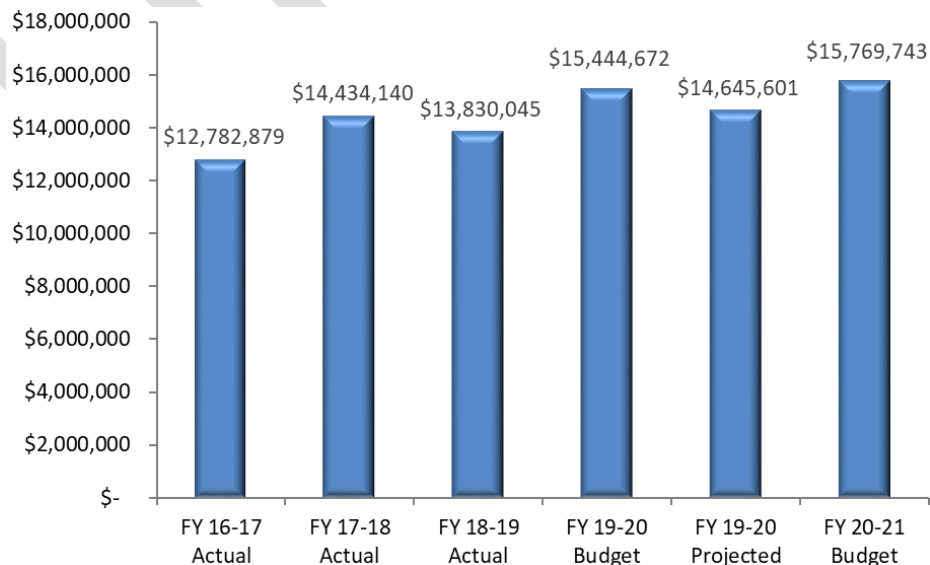
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BUDGETED EXPENDITURES BY CATEGORY



Note: Total Salaries and Benefits Expenditures are net of capitalized labor costs of \$376,961, which is included in total Capital Equipment and Expenditures.

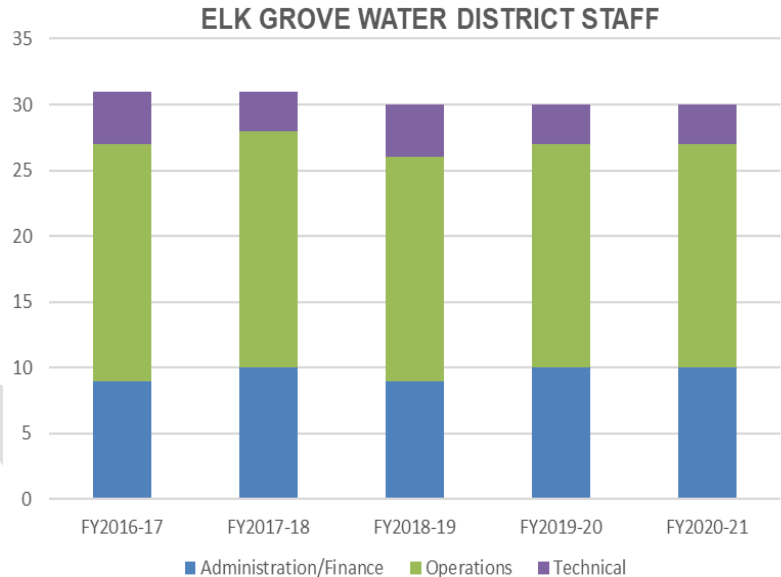
TOTAL NET EXPENDITURES FISCAL YEARS 2016-17 THROUGH 2020-21



SALARIES AND BENEFITS FISCAL YEARS 2016-17 THROUGH 2020-21

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 EGWD.

Staffing levels at the EGWD has remained relatively unchanged. In FY 2019-20, the EGWD added a provision to the Employee Policy Manual for Class A Differential pay of \$1.50. The Class A Differential was applicable to all field operators who possess a Class A License. The EGWD also provides COLAs annually based on the average of the U.S. City Average, West Urban Size B/C and San Francisco-Oakland-San Jose, CA indices. The COLA for FY 2020-21 is 0.97%.



Employee Cost Control Program

During FY 2011-12, EGWD staff developed an Employee Cost Control Program (ECCP) that helped reduce and control employee costs by obtaining savings through selected employee concessions, including, freezing certain full-time equivalent (FTE) positions, a phase in reduction of the employer portion of employee retirement contributions and placing a cap on the amount of employer paid health premiums. To offset these concessions, the EGWD created an alternative 9/80 work schedule and established a permanent disability retirement benefit program. The ECCP has resulted in a compounding cumulative cost savings of approximately \$2.5 million since its implementation.

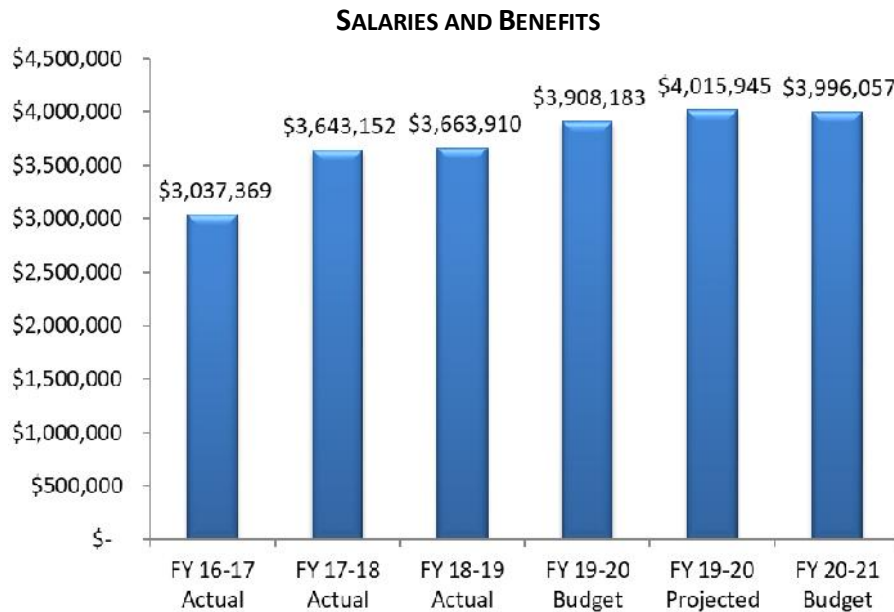
Pension and other Post-Employment benefits

The EGWD’s retirement program remains with the CalPERS. The EGWD currently pays the employer costs and a portion (one percent) of the employees’ tax-deferred member contributions to the system monthly. The EGWD provides post-employment healthcare benefits to retirees and their dependents. Five retired employees receive these benefits, which are financed on a pay-as-go basis. The EGWD pays the medical, dental, and vision insurance premiums for eligible retired employees (and qualified spouse) that are enrolled in

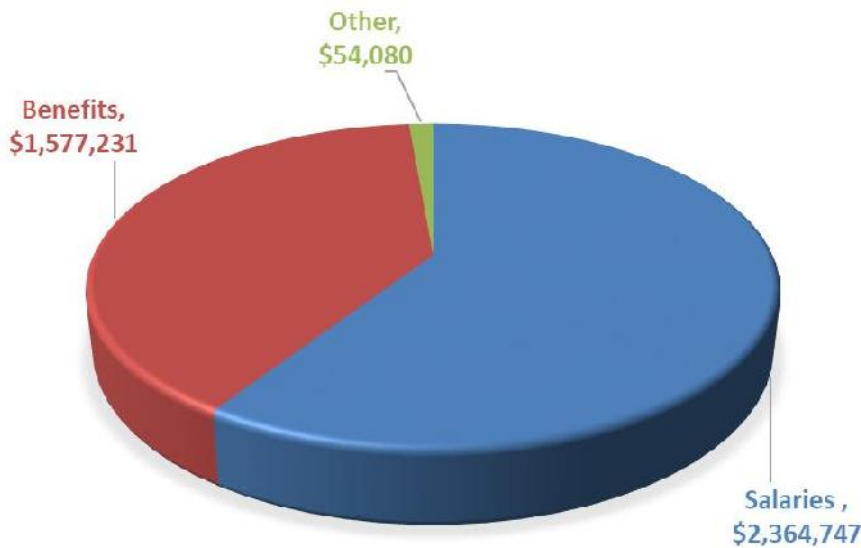
Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

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 EGWD.

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.



NET SALARIES AND BENEFITS \$3,996,057*



The Other Expenditure Categories include:

- Employee Training
- Employee Recognition
- Meetings

*The total Salaries and Benefits are net of capitalized labor costs of \$376,961 for capital improvements constructed by the Distribution and Utility Departments.

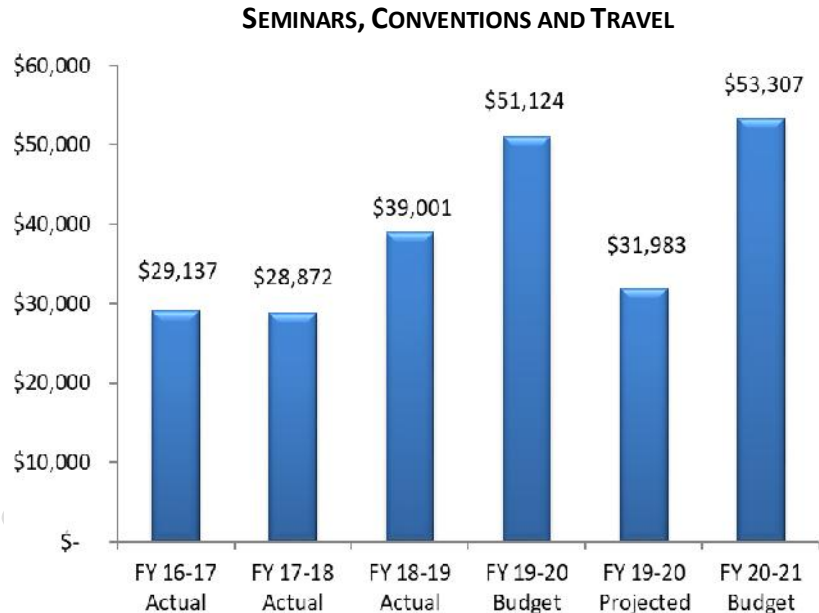
Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

**Elk Grove Water District
Budgeted Salaries and Benefits Accounts Detail
For the Fiscal Year ending June 30, 2021**

Account#	Description	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	FY 2020-21 Requested Budget
5100	Executive Salary	\$ 163,831	\$ 151,934	\$ 171,220	\$ 208,444	\$ 185,747	\$ 211,486
5110	Exempt Salaries	511,040	525,448	581,962	568,146	587,679	576,491
5120	Non-Exempt Salaries	1,200,261	1,295,333	1,193,993	1,499,539	1,517,513	1,538,721
5130	Overtime Compensation	39,278	60,799	43,164	55,000	35,745	48,500
5140	On Call Pay	18,199	18,200	17,650	18,250	18,200	18,250
5150	Holiday Pay	104,736	109,632	111,283	122,535	122,272	124,981
5160	Vacation Pay	129,244	159,232	161,000	121,994	118,756	123,294
5170	Personal Time Pay	110,052	105,387	106,307	98,028	104,653	99,985
5180	Internship Program	-	-	-	-	-	-
5200	Medical Benefits	568,711	593,653	588,241	764,556	708,632	796,543
5195	EAP	825	825	813	863	929	944
5201	EGWD Contribution H.S.A	13,149	13,352	13,251	20,000	21,092	23,500
5210	Dental/Vision/Life Insurance	50,227	52,337	55,117	65,946	61,745	63,562
5220	Retirement Benefits	247,260	524,139	460,006	417,176	408,224	361,277
5225	Retirement Benefits - Post Employment	243,577	131,063	278,088	167,670	167,670	165,316
5230	Medical Tax, Social Security and SUI	45,154	46,990	47,036	62,791	58,656	63,503
5240	Worker's Compensation Insurance	94,085	114,479	91,338	114,712	94,316	102,585
5250	Education Assistance	17,062	2,566	-	2,500	-	2,500
5260	Employee Training	7,286	13,697	18,378	21,500	17,331	45,500
5270	Employee Recognition	1,577	3,530	4,634	2,100	3,171	2,880
5280	Meetings	167	189	62	1,100	807	3,200
	Less Capitalized Labor	(528,352)	(279,633)	(279,633)	(424,667)	(217,193)	(376,961)
		<u>\$3,037,369</u>	<u>\$3,643,152</u>	<u>\$3,663,910</u>	<u>\$3,908,183</u>	<u>\$4,015,945</u>	<u>\$ 3,996,057</u>

SEMINARS, CONVENTIONS AND TRAVEL FISCAL YEARS 2016-17 THROUGH 2020-21

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 EGWD to invest in the employees to allow them to stay current and educated about activities, developments, and professional trends affecting their ability to provide high-quality job performance, which includes external and internal customer service. As such, travel to attend hearings, meetings, conferences, or other gatherings is of value to the EGWD. The two major conferences that EGWD staff attend are the semi-annual Association of California Water Associations (ACWA) conferences and the annual California Society of Municipal Finance Officers (CSMFO) conference.



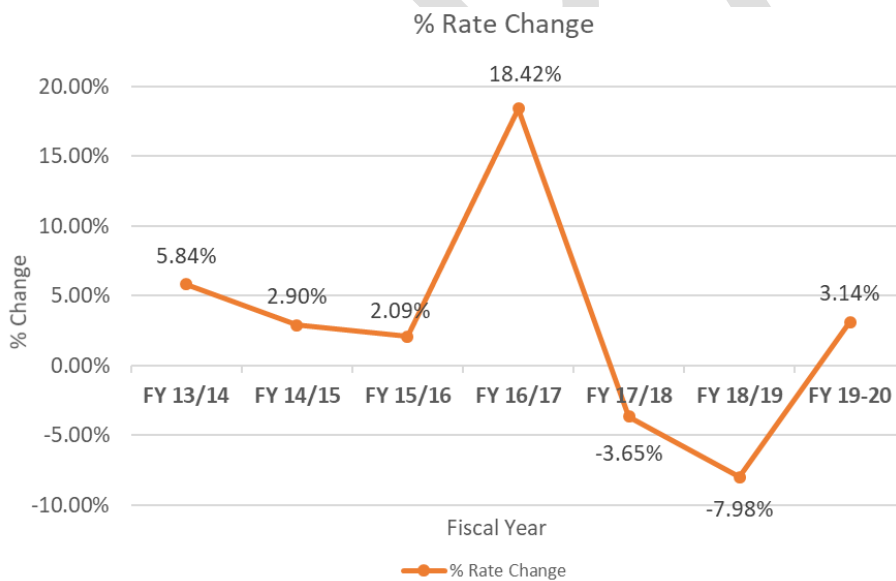
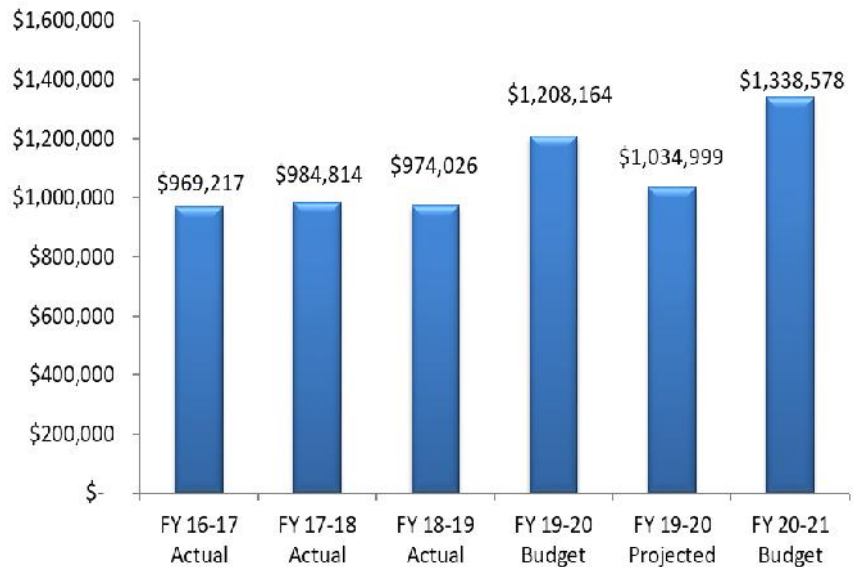
**Elk Grove Water District
Budgeted Seminars, Conventions and Travel Accounts Detail
For the Fiscal Year ending June 30, 2021**

Account#	Description	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	FY 2020-21 Requested Budget
5300	Airfare	\$ 2,100	\$ 1,685	\$ 2,536	\$ 6,100	\$ 2,928	\$ 5,600
5310	Hotels	7,431	5,022	11,024	14,902	7,949	17,441
5320	Meals	3,315	3,282	4,585	6,052	3,487	7,246
5330	Auto Rental	10	-	373	1,900	63	2,200
5340	Seminars & Conferences	7,184	9,109	12,588	14,290	10,256	12,900
5345	Seminars & Conferences - Board	1,807	2,197	725	-	-	-
5350	Mileage Reimbursement, Parking, Tolls	1,290	1,577	1,170	1,880	1,300	1,920
5375	Auto Allowance	6,000	6,000	6,000	6,000	6,000	6,000
		<u>\$ 29,137</u>	<u>\$ 28,872</u>	<u>\$ 39,001</u>	<u>\$ 51,124</u>	<u>\$ 31,983</u>	<u>\$ 53,307</u>

OFFICE AND OPERATIONAL AND PURCHASED WATER FISCAL YEARS 2016-17 THROUGH 2020-21

Office and Operational expenditures are budgeted to cover administrative costs such as repairs and maintenance of equipment, buildings and computers, purchases of chemicals for water treatment, postage, printing and association dues. These costs allow the EGWD 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 table above, office and operational expenditures have remained relatively consistent from year to year and only expected to increase by approximately \$130,000 in FY 2020-21 as compared to the FY 2019-20 budgeted amount.

OFFICE AND OPERATIONAL

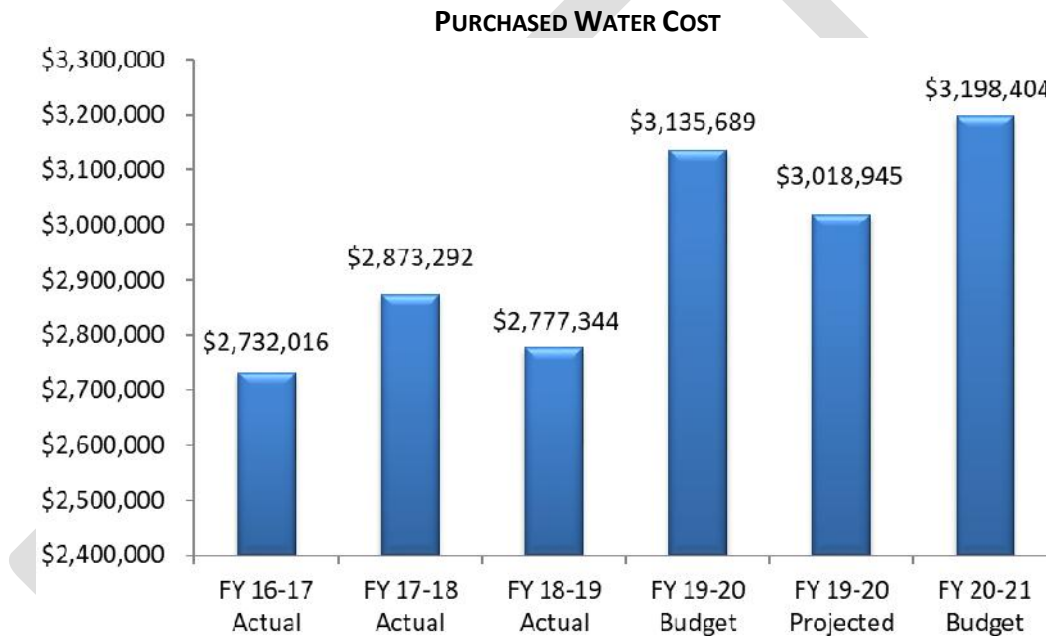


Through the First Amended and Restated Master Water Agreement between Sacramento County Water Agency and Florin Resource Conservation District/Elk Grove Water District, entered into on June 28th, 2002, the EGWD has agreed to purchase, on a wholesale basis, potable water supply from the SCWA. The purchased 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

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

conveyance of potable water actually delivered to the EGWD. The table on the previous page shows the trend in the wholesale purchase water rate since FY 2013-14. The percentage 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 2013-14 to FY 2015-16 resulted in less water delivered to the EGWD and operational and maintenance costs remained stable, 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 EGWD. 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 EGWD expects the wholesale purchased water rate to gradually increase as well without the major swings experienced during the drought.



The table above shows the total annual purchased water costs since FY 2016-17. Purchased water cost has continued to increase slightly from year to year as drought restrictions have been lifted. For FY 2020-21, the EGWD expects to see water consumption and delivery continue to increase slightly due to the continued residential development in the EGWD's Service Area 2.

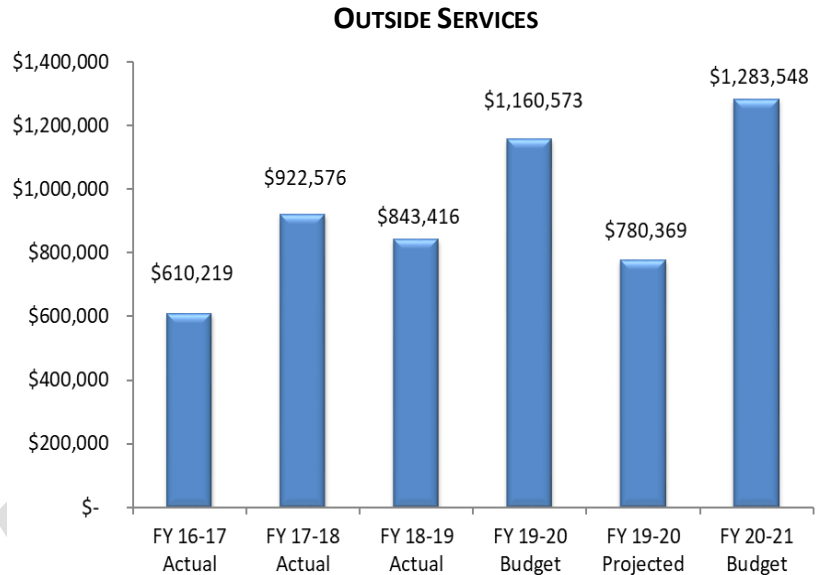
Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

Elk Grove Water District
Budgeted Office and Operational Accounts Detail
For the Fiscal Year ending June 30, 2021

Account#	Description	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	FY 2020-21 Requested Budget
5410	Advertising	\$ 6,420	\$ 10,615	\$ 5,033	\$ 3,500	\$ 5,279	\$ 6,000
5415	Association Dues	77,585	79,874	133,306	122,013	120,258	154,606
5420	Insurance	125,199	86,006	54,500	88,450	86,750	102,880
5425	Licenses, Certifications, Fees	3,147	2,154	2,969	6,140	5,665	6,445
5430	Repairs & Maintenance - Automotive	48,093	38,236	34,719	46,500	37,823	42,000
5432	Repairs & Maintenance - Building	25,902	29,902	28,691	53,900	49,389	63,500
5434	Repairs & Maintenance - Computers	33,518	21,208	35,060	22,630	18,301	19,375
5435	Repairs & Maintenance - Equipment	51,231	97,388	99,860	119,500	127,401	102,000
5438	Fuel	34,033	40,128	38,956	51,000	36,541	41,720
5440	Materials	157,244	122,500	64,740	125,000	80,139	97,000
5445	Chemicals	19,507	42,494	39,418	52,000	36,261	45,000
5450	Meter Repairs	6,563	27,055	64,073	64,500	146,378	130,000
5453	Permits	93,895	83,498	47,486	55,050	56,416	65,050
5455	Postage	65,102	76,355	55,593	70,200	51,763	84,950
5460	Printing	6,686	10,514	13,067	24,600	5,561	30,350
5465	Safety Equipment	13,164	7,633	5,381	27,200	23,172	15,500
5470	Software Programs & Updates	103,776	105,785	156,644	171,469	73,268	210,693
5475	Supplies	22,191	32,351	24,674	31,000	25,265	30,720
5480	Telephone	36,395	39,030	32,310	37,704	25,935	39,589
5485	Tools	22,877	5,370	17,059	10,000	10,043	12,500
5490	Clothing Allowance	9,691	8,206	8,576	7,700	2,371	7,700
5491	EGWD - Other Clothing	6,998	6,223	5,687	13,108	11,020	13,000
5493	Water Conservation Materials	-	12,289	6,224	5,000	-	18,000
		969,217	984,814	974,026	1,208,164	1,034,999	1,338,578
5495	Purchased Water	\$2,732,016	\$2,873,292	\$2,777,344	\$3,135,689	\$3,018,945	\$ 3,198,404

OUTSIDE SERVICES FISCAL YEARS 2016-17 THROUGH 2020-21

Outside Services expenditures consist mostly of outside professional services, such as banking services, engineering services, contracted services, pre-employment medical services and legal services. EGWD 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 in FY 2017-18 to complete the 5-year water rate study that was adopted by the Board on July 18, 2018, setting forth the planned revenue rate increases for the next 5 years. The EGWD expects outside services to remain relatively stable and consistent with prior year.

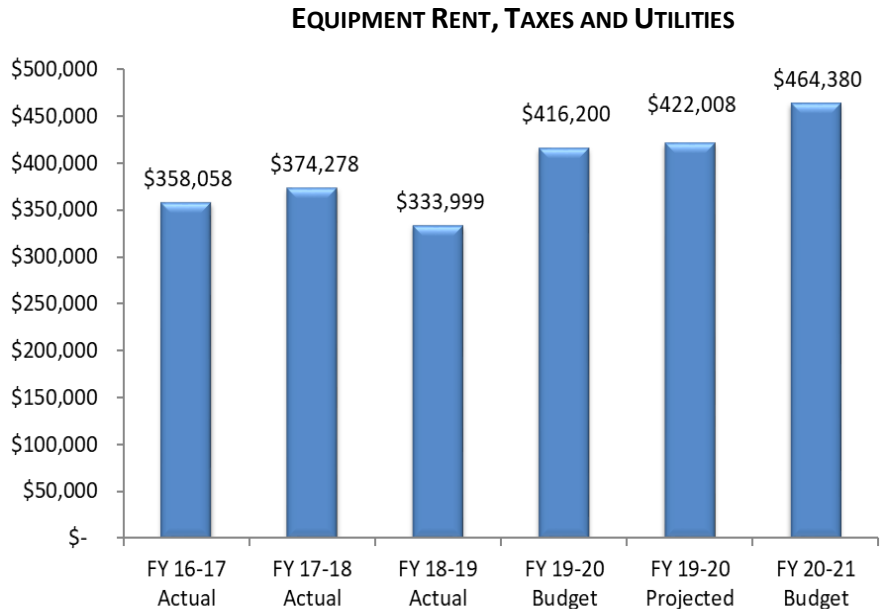


**Elk Grove Water District
Budgeted Outside Services Accounts Detail
For the Fiscal Year ending June 30, 2021**

Account#	Description	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	FY 2020-21 Requested Budget
5505	Administration Services	\$ 1,480	\$ 3,200	\$ 3,820	\$ 3,590	\$ 6,561	\$ 3,590
5510	Bank Charges	106,873	132,426	159,130	178,808	170,964	184,308
5515	Billing Services	24,694	23,597	19,228	31,800	21,251	28,800
5520	Contracted Services	266,148	297,891	345,052	416,625	294,281	521,000
5525	Accounting Services	24,553	25,536	34,860	35,000	17,100	35,000
5530	Engineering	10,188	21,858	68,671	184,000	111,757	115,000
5532	Special Projects	-	-	-	-	-	100,000
5535	Legal Services	76,958	192,023	118,159	175,000	71,648	175,000
5540	Financial Consultants	13,427	112,879	10,421	10,000	1,750	10,000
5545	Community Relations	15,894	8,679	16,958	21,200	9,373	9,200
5552	Misc. Medical	475	2,548	2,648	2,500	1,188	2,500
5550	Pre-employment	343	425	46	1,000	1,185	1,000
5555	Janitorial	6,685	7,015	7,655	16,000	10,785	22,000
5560	Bond Administration	6,782	4,220	3,800	7,050	5,770	7,050
5570	Security	12,444	51,049	20,874	28,500	24,791	29,100
5575	Sampling	43,275	39,230	32,094	49,500	31,964	40,000
		\$ 610,219	\$ 922,576	\$ 843,416	\$1,160,573	\$ 780,369	\$ 1,283,548

EQUIPMENT RENT, TAXES AND UTILITIES FISCAL YEARS 2016-17 THROUGH 2020-21

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 EGWD 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 EGWD 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 EGWD 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. EGWD rehabilitates its water wells when certain inefficient thresholds are reached, thereby returning the wells to efficient operations.

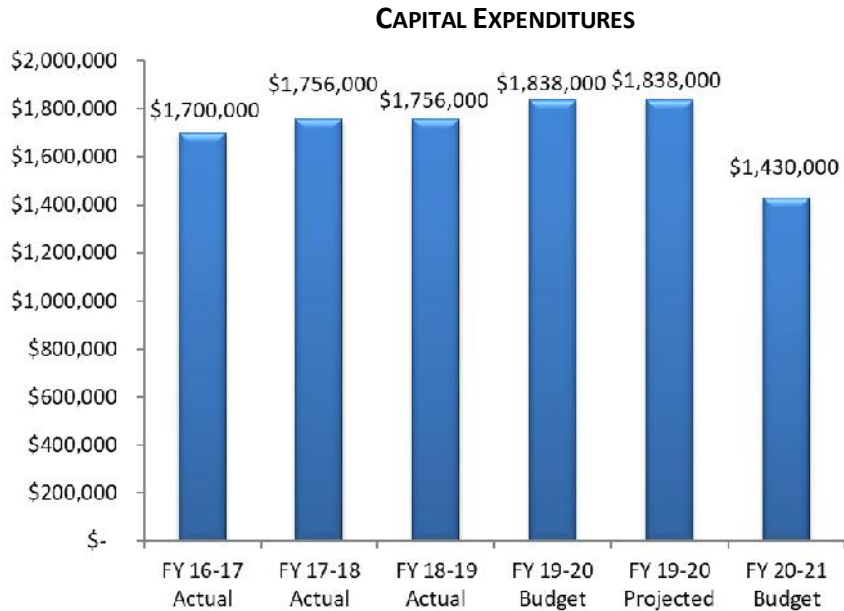


**Elk Grove Water District
Budgeted Rents, Taxes and Utilities Accounts Detail
For the Fiscal Year ending June 30, 2021**

Account#	Description	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	FY 2020-21 Requested Budget
5620	Equipment Rental	\$ 20,771	\$ 23,266	\$ 16,075	\$ 17,800	\$ 20,919	\$ 27,800
5710	Property Taxes	1,299	959	1,116	1,500	995	1,500
5740	Electricity	314,161	320,004	292,047	362,000	365,462	397,000
5750	Natural Gas	601	517	779	900	753	900
5760	Sewer & Garbage	21,226	29,532	23,982	34,000	33,879	37,180
		<u>\$ 358,058</u>	<u>\$ 374,278</u>	<u>\$ 333,999</u>	<u>\$ 416,200</u>	<u>\$ 422,008</u>	<u>\$ 464,380</u>

CAPITAL EXPENDITURES FISCAL YEARS 2016-17 THROUGH 2020-21

Fiscal year 2020-21 Capital Expenditures consist of funding for Repair & Replacement and Long-term Capital Improvement based on the FY 2021-25 CIP. The CIP is developed by staff in parallel to the budget and is a key component of the EGWD's Strategic Plan. Annually, Staff will identify projects to be included in the CIP. Each project is defined in the CIP and summarized by a brief description and justification. Each project is detailed by location, timing, expenditure 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 EGWD's financial policies. The EGWD's current approach to capital funding is pay as you go. The expenditures for the capital projects, identified by staff to be included in the CIP, are included in the budget. The table on the next page lists the capital projects included in the FY 2021-25 CIP and budgeted for in the current year proposed budget.



**Elk Grove Water District
Budgeted Capital Expenses Detail
For the Fiscal Year ending June 30, 2021**

Account#	Description	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	FY 2020-21 Requested Budget
3560	Repair & Replacement Reserve	\$ 700,000	\$ 626,000	\$ 626,000	\$ 1,513,000	\$ 1,513,000	\$ 905,000
3565	L-T Capital Improvement Reserve	1,000,000	1,130,000	1,130,000	325,000	325,000	525,000
		<u>\$ 1,700,000</u>	<u>\$ 1,756,000</u>	<u>\$ 1,756,000</u>	<u>\$ 1,838,000</u>	<u>\$ 1,838,000</u>	<u>\$ 1,430,000</u>

FY 2020-21 CAPITAL PROJECTS LISTING

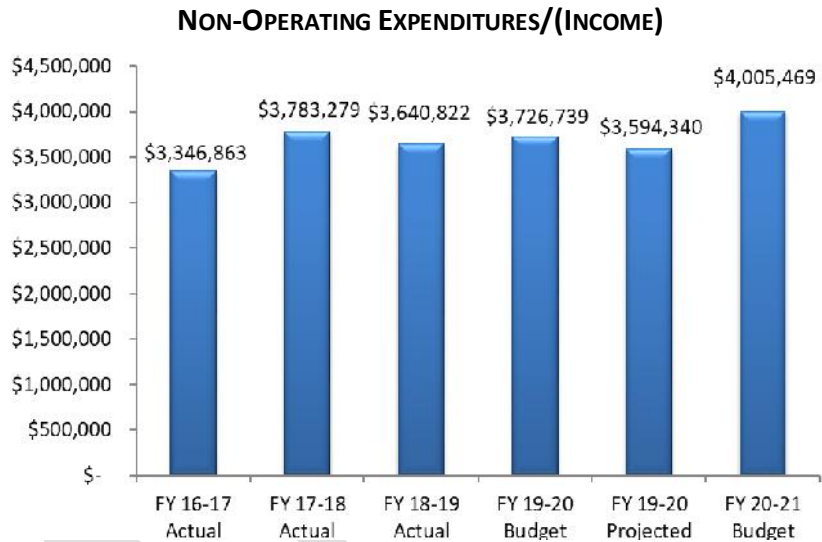
AMOUNT IN 000's

PROJECT NAME	FY20/21
SUPPLY / DISTRIBUTION IMPROVEMENTS	
Well Rehabilitation Program	\$ 120
Backyard Water Mains/Services Replacement	675
Service Line Replacements	140
TREATMENT IMPROVEMENTS	
Chlorine Analyzers Shallow Wells	75
PLC/MCC Bucket Replacement (Wells 4D & 11D)	50
Security Cameras	25
BUILDING & SITE IMPROVEMENTS / VEHICLES	
Truck Replacements	135
Pavement Repair & Seal Coat - HVWTP	10
Vacuum Excavator	100
UNFORESEEN CAPITAL PROJECTS	
Unforeseen Capital Projects	100
SUBTOTAL	\$ 1,430



NON-OPERATING EXPENDITURES (REVENUES) FISCAL YEARS 2016-17 THROUGH 2020-21

Non-Operating Expenditures/ (Revenues) account for debt service interest and principal payments, elections costs and any interest earned on investments. The major increase in budgeted non-operating expenditures/ (revenues) for FY 2020-21 is due to an increase in elections costs.



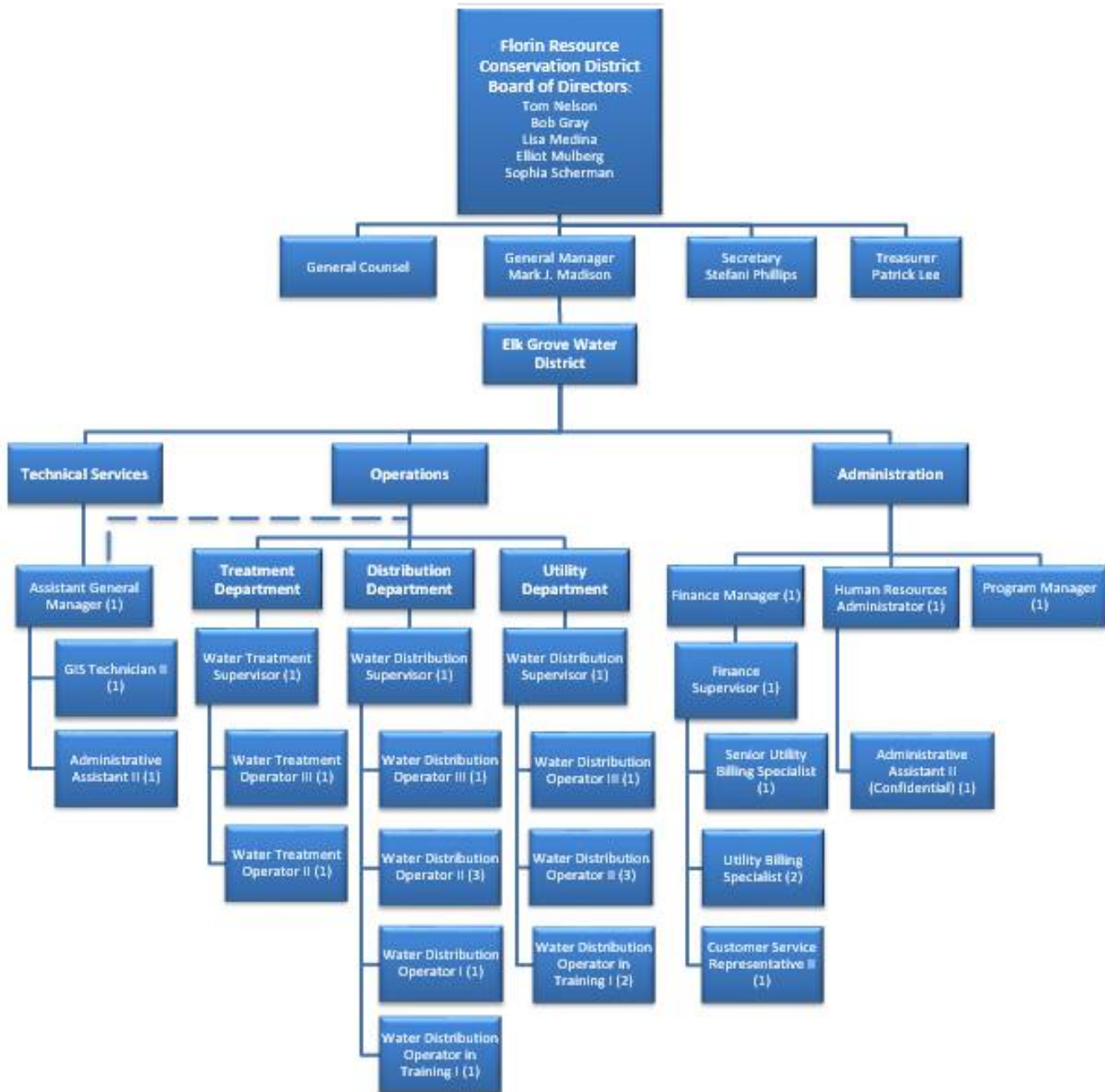
**Elk Grove Water District
Budgeted Non Operating Activity Detail
For the Fiscal Year ending June 30, 2021**

Account#	Description	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	FY 2020-21 Requested Budget
7300	Debt Service (Bond Interest Expense)	\$1,868,979	\$1,807,502	\$1,726,795	\$1,661,739	\$1,661,739	\$ 1,555,469
9920	Other Expenses (Income)	(42,415)	91,661	(39,929)	-	(27,175)	-
2500	Bond Retirement	1,440,000	1,990,000	2,165,000	2,165,000	2,165,000	2,300,000
9910	Interest Earned	(46,228)	(105,884)	(213,052)	(100,000)	(205,224)	(100,000)
9950	Election Costs	126,527	-	2,008	-	-	250,000
		<u>\$3,346,863</u>	<u>\$3,783,279</u>	<u>\$3,640,822</u>	<u>\$3,726,739</u>	<u>\$3,594,340</u>	<u>\$ 4,005,469</u>

**ORGANIZATIONAL AND BUDGET
SUMMARIES BY DEPARTMENT**

DRAFT

ELK GROVE WATER DISTRICT ORGANIZATION CHART



Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

ELK GROVE WATER DISTRICT STAFF FTE

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Administration & Finance					
General Manager	1.00	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00	1.00
Management Analyst	-	-	-	-	-
Program Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	-	-	-	-	-
Human Resources Administrator	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00	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	1.00	1.00	2.00	2.00	2.00
Customer Service Representative I	-	1.00	-	-	-
Customer Service Representative II	1.00	1.00	-	1.00	1.00
Department Total	9.00	10.00	9.00	10.00	10.00
Technical Services					
Assistant General Manager	1.00	1.00	1.00	1.00	1.00
Associate Civil Engineer (Frozen)	1.00	-	-	-	-
Administrative Assistant II	1.00	1.00	1.00	1.00	1.00
GIS Technician I	-	-	-	-	-
GIS Technician II	1.00	1.00	1.00	1.00	1.00
Department Total	4.00	3.00	3.00	3.00	3.00
Operations					
Foremen	-	-	-	-	-
Supervisors	3.00	3.00	3.00	3.00	3.00
Water Distribution Operator in Training	1.00	-	-	1.00	3.00
Water Distribution Operator I	5.00	6.00	6.00	4.00	1.00
Water Distribution Operator II	4.00	4.00	3.00	6.00	6.00
Water Distribution Operator III	3.00	3.00	3.00	1.00	2.00
Water Treatment Operator II	1.00	1.00	1.00	1.00	1.00
Water Treatment Operator III	1.00	1.00	1.00	1.00	1.00
Departmental Total	18.00	18.00	17.00	17.00	17.00
Organizational Total	31.00	31.00	29.00	30.00	30.00

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

JURISDICTIONAL COMPARISON

District	Elk Grove Water District (EGWD)	Carmichael Water District	San Juan Water District
Year Established	1953	1916	1854
Governed By	Board of Directors	Board of Directors	Board of Directors
Size	13 sq miles	8 sq miles	17 sq miles
Number of Connections	12,600	11,693	10,700
Number of Customers	46,000	37,897	29,830
Budget Comparison - Fiscal Year Basis	July-June	July-June	July-June
Revenues - FY 2019-20 Budget			
Retail Water Sales	\$ 14,917,244	\$ 12,117,735	\$ 12,399,400
Other Revenues	254,999	130,154	517,600
TOTAL REVENUE BUDGET	\$ 15,172,243	\$ 12,247,889	\$ 12,917,000
Expenditures - FY 2019-20 Budget			
Personnel Costs	\$ 3,908,183	\$ 3,716,756	\$ 5,040,100
Operating Costs	5,971,750	5,377,333	3,075,500
Non-Operating Costs	3,726,739	2,850,250	3,677,800
EXPENDITURE BUDGET	\$ 13,606,672	\$ 11,944,339	\$ 11,793,400
CAPITAL BUDGET	\$ 1,838,000	\$ 4,942,816	\$ 3,994,300
TOTAL EXPENDITURE BUDGET	\$ 15,444,672	\$ 16,887,155	\$ 15,787,700
REVENUES IN EXCESS OF EXPENDITURES	\$ (272,429)	\$ (4,639,266)	\$ (2,870,700)
OUTSTANDING DEBT	\$ 42,075,000	\$ 19,571,557	\$ 37,062,806
FTE	30	29	48

Note: The information above is based on FY 2019-20 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.

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

EXPENDITURES BY DEPARTMENTS

For the Fiscal Year ending June 30, 2021

Expenditure	Operations	Technical Services	General Manager	Human Resources	Program Manager	Finance	Admin	Total Budget
Revenues								\$15,424,142
Salaries and Benefits	\$2,101,904	\$425,806	\$268,625	\$284,220	\$158,647	\$ 968,500	\$ 165,316	\$ 4,373,018
Seminars, Conventions and Travel	7,680	7,291	21,300	4,900	2,915	9,221	-	53,307
Office and Operational	734,617	55,720	550	48,200	73,870	87,955	337,666	1,338,578
Purchased Water	3,198,404	-	-	-	-	-	-	3,198,404
Outside Services	97,000	265,000	181,200	37,090	39,500	258,108	405,650	1,283,548
Equipment Rent, Taxes and Utilities	430,000	-	-	-	-	-	34,380	464,380
Subtotal Operational Expenditures	6,569,605	753,817	471,675	374,410	274,932	1,323,784	943,012	10,711,235
Less: Capitalized Labor	(376,961) *	-	-	-	-	-	-	(376,961)
Total Operational Expenses	6,192,645	753,817	471,675	374,410	274,932	1,323,784	943,012	10,334,275
Non-Operating Expenditures (Income)	-	-	-	-	-	-	4,005,469	4,005,469
Capital Equipment and Expenditures	-	-	-	-	-	-	1,430,000	1,430,000
Total Net Expenditures	\$6,192,645	\$753,817	\$471,675	\$374,410	\$274,932	\$1,323,784	\$6,378,481	\$15,769,743
Transfers (to)/from reserves								345,601
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

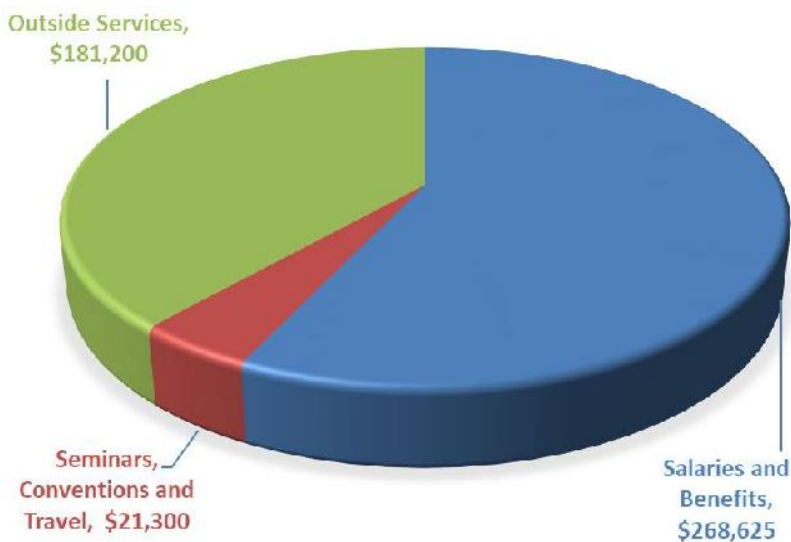


OFFICE OF THE GENERAL MANAGER

The General Manager superintends the FRCD/EGWD, 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 2020-21 GENERAL MANAGER EXPENDITURES



FY 2020-21 GOALS AND OBJECTIVES GENERAL OBJECTIVES

- Provide leadership to ensure that EGWD's overall mission and values are accomplished.
- Provide the Board of Directors 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.
- Complete all approved CIP projects identified in the EGWD FY 2020-21 CIP.

Specific Key Objectives

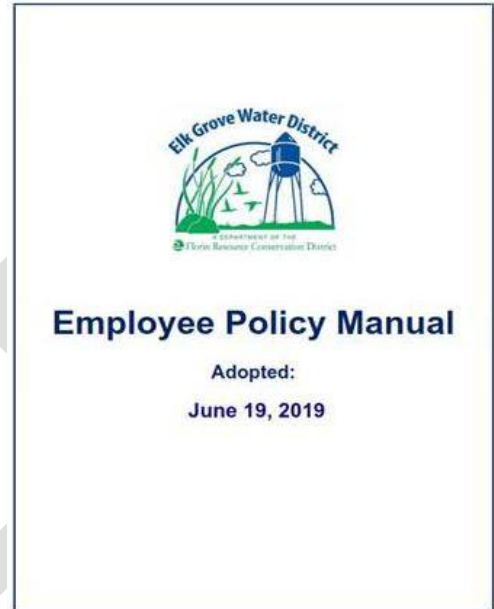
- Complete the update of the EGWD's Urban Water Management Plan.
- Develop a new Urban Water Shortage Contingency Plan for the EGWD.
- Conduct a new Water System Risk and Resiliency Assessment for the EGWD.
- Review and update the EGWD's Emergency Response Plan.
- Develop and implement a new Records Management and Document Storage System for the EGWD.
- Acquire a new Administration Building and complete the remodel design.
- Complete the disposition of all surplus remnant properties owned by the EGWD.
- Complete a Groundwater Recharge Feasibility Study.
- Design, develop and implement a Public Outreach Plan for the EGWD that incorporates electronic communications and social media.

FY 2019-20 ACCOMPLISHMENTS

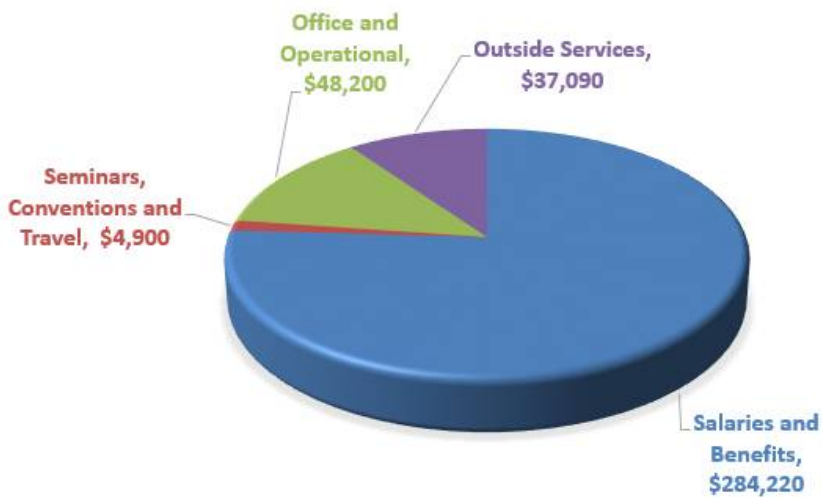
- Reviewed, updated and adopted new Bylaws for the Florin Resource Conservation District.
- Developed and adopted the 2020-2025 Strategic Plan for the FRCD/EGWD.
- Completed the major overhaul of the Board Policies.
- Completed an update to the EGWD's Employee Manual.
- Completed the acquisition of a new admin building
- Initiated an investigation into the potential for a groundwater recharge project that benefits the EGWD ratepayers.
- Responded to and/or complied with all recommendations and findings contained in the 2019 Grand Jury Report.
- Adopted new ordinances for water theft, claims and lawsuits, and provisions of water service.

HUMAN RESOURCES DEPARTMENT

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 EGWD policies and State and Federal regulations.



FY 2020-21 HUMAN RESOURCE EXPENDITURES



FY 2020-21 GOALS AND OBJECTIVES

- Complete the review and update of all EGWD job descriptions.
- Develop standard operating procedures (SOP) for Board Secretary and Human Resources duties.
- Complete the review of staffing requirements and implement the recruitment of qualified candidates for vacant positions.
- Develop a comprehensive Wellness Program utilizing results of the pilot program.
- Maintain and commit to a comprehensive wellness program by obtaining grant funding.
- Implement electronic filing and storage solution for key EGWD documents.
- Review and potentially implement Board Meeting and Agenda Software.

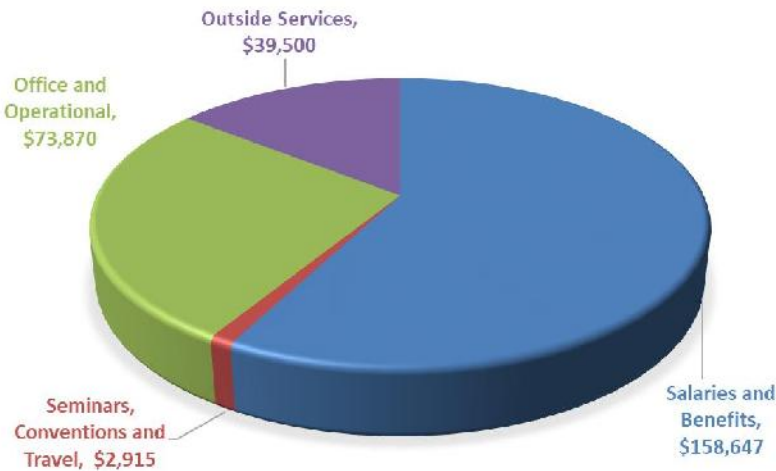
FY 2019-20 ACCOMPLISHMENTS

- Completed the review and update of all FRCD Board related policies.
- Updated various provisions within the EGWD Employee Policy Manual.
- Completed the review of staffing requirements and implemented the recruitment of qualified candidates for vacant positions.
- Obtained Grant Funding for comprehensive wellness program
- Implemented Zoom to hold virtual Board meetings, Leadership meetings, and staff meetings during the COVID-19 pandemic.

PROGRAM MANAGER DEPARTMENT

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 2020-21 PROGRAM MANAGER EXPENDITURES



FY 2020-21 GOALS AND OBJECTIVES

- Work with legislative representative to advance the EGWD’s proposed water theft legislation, as well as legislation to allow Conservation Districts to compensate board members.
- Track and monitor legislation that may impact EGWD operations in coordination with CSDA, RWA and ACWA.
- Work with the Regional Water Efficiency Program Advisory Committee to develop and implement water efficiency programs that will benefit the EGWD.
- Obtain Cal OSHA 30 Certification.

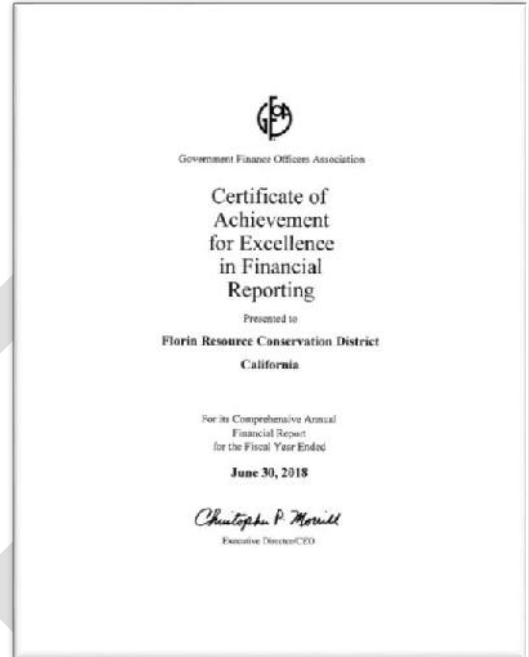
FY 2019-20 ACCOMPLISHMENTS

- Completed the 2020-2025 FRCD/EGWD Strategic Plan.
- Worked with legislative representative to draft and introduced Assembly Bill 2095 “Cooper” Water Theft Legislation to broaden the authority of Water Districts to impose fines and penalties for water theft.
- Successfully applied for and was awarded the ACWA/JPIA Risk Control Grant to retrofit utility fleet vehicles with video and back-up alarm systems.

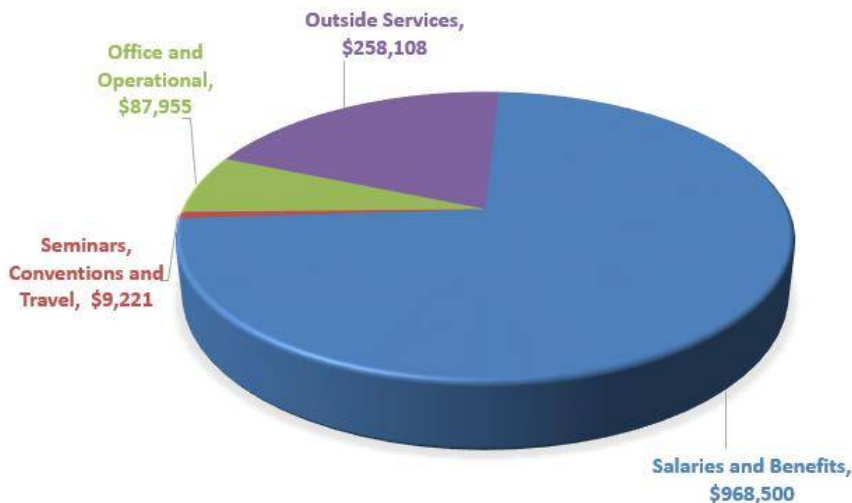


FINANCE AND ADMINISTRATIVE DEPARTMENTS

The Finance Department is responsible for maintaining the 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 EGWD and its administrative building, including purchasing/procurement management, risk management, equipment rent, supplies and building maintenance.



FY 2020-21 FINANCE EXPENDITURES



FY 2020-21 GOALS AND OBJECTIVES

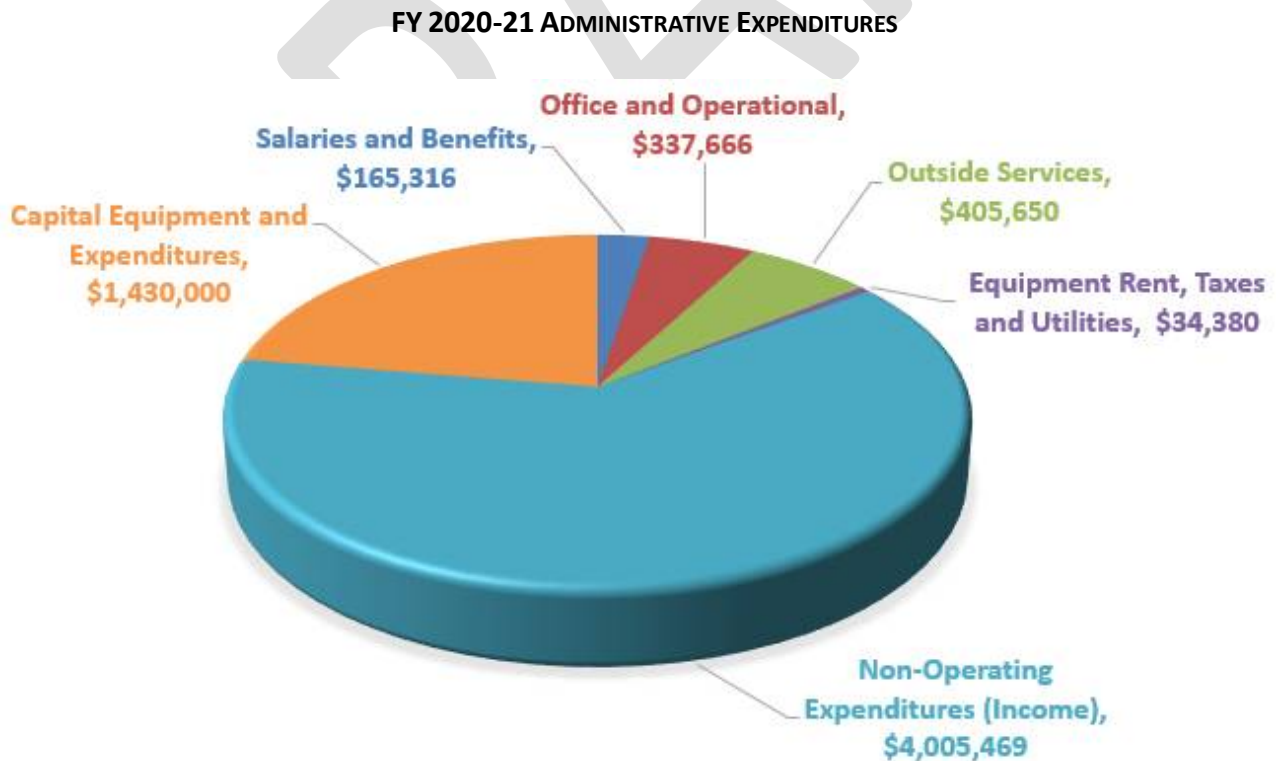
- Develop a funding plan to increase the funded ratio of the EGWD's retirement plan and other post-employment benefit plan.
- Develop a policy to address unclaimed property in the EGWD's possession.
- Update the EGWD's Reserve Policy to increase the Operating reserve and establish a new debt service reserve.
- Implement electronic check signatures for accounts payable vendor checks and payroll checks and update internal controls accordingly.
- Implement electronic payroll timesheets that integrate with payroll system.
- Establish a program to encourage and increase the number of ratepayers subscribed for paperless billing.
- Develop and implement a system of paperless forms to increase customer service efficiency and reduce carbon footprint.

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

- Increase security over Customer Information by developing and implementing a process to validate customer authenticity during voice calls.

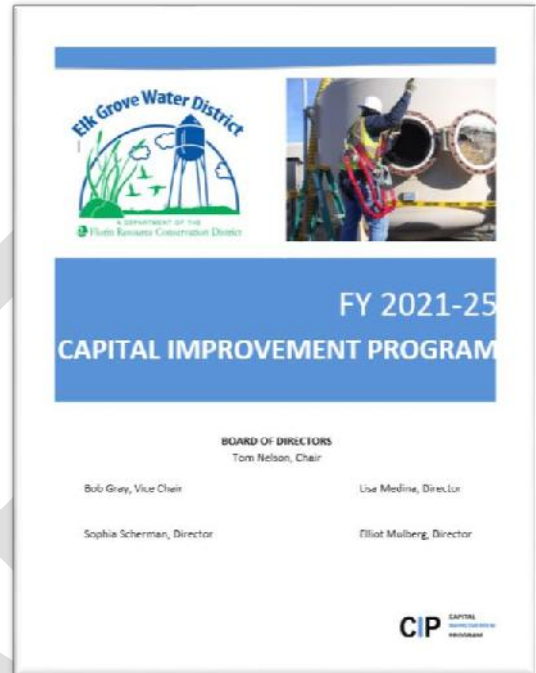
FY 2019-20 ACCOMPLISHMENTS

- Developed a budget consistent with the guidelines of the GFOA Distinguished Budget Presentation Award Program and Received the GFOA Distinguished Budget Presentation Award.
- Achieved the District Transparency Certificate of Excellence award from the Special District Leadership Foundation.
- Facilitated and completed the dissolution of the Florin Resource Conservation District Economic Development Corporation.
- Completed the implementation of the requirements of Senate Bill 998 – Discontinuation of Residential Water Service.
- Established online bill payment consolidation services to increase the number of payments received by automated clearing house (ACH).
- Continued to manage the EGWD’s debt service, maintaining strict compliance with bond covenants.
- Achieved the GFOA Certificate of Excellence in Financial Reporting for the 11th consecutive year.

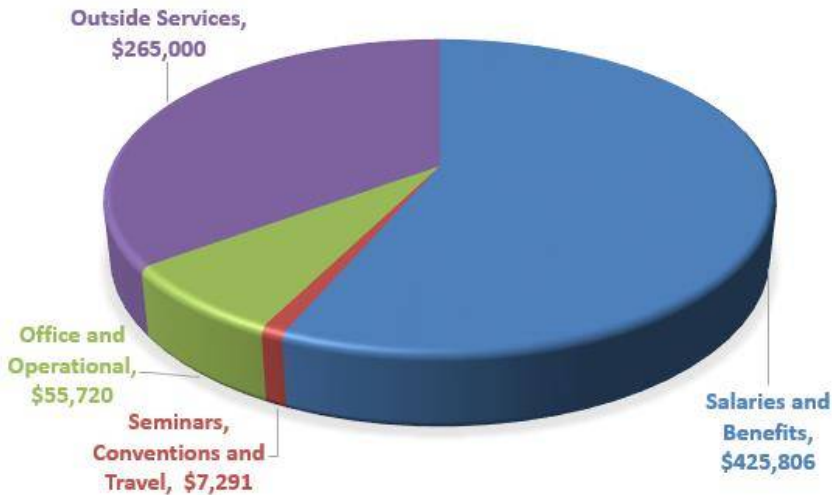


ASSISTANT GENERAL MANAGER/TECHNICAL SERVICES DEPARTMENT

The Assistant General Manager is responsible for assisting the General Manager, as directed, with all aspects of the EGWD’s policies, procedures, programs and operations; and assumes the duties and responsibilities of the General Manager in his/her absence. In addition, the Assistant General Manager oversees the Technical Services Department which is responsible for planning, engineering, CIP, construction management and technical support for EGWD operations.



FY 2020-21 TECHNICAL SERVICES EXPENDITURES



FY 2020-21 GOALS AND OBJECTIVES

- Coordinate and complete all required CIP projects identified in the FY 2020-21 CIP budget.
- Complete the unidirectional flushing of the Service Area 1 water distribution system.
- Complete the 2020 Urban Water Management Plan, including the development of a new Water Shortage Contingency Plan.
- Review and update the EGWD Standard Construction Specifications and Detail Drawings.
- Review and update the EGWD Asset Management Plan.
- Provide management as required related to a new administrative facility.
- Provide guidance and stakeholder representation with respect to the Regional Water Authority’s (RWA) development of the Sacramento Regional Water Bank.

FY 2019-20 ACCOMPLISHMENTS

- Completed 6 of the 8 CIP projects identified in the FY 2019-20 CIP budget.
- Developed the FY 2021-2025 CIP for the next fiscal year.
- Completed the development of the Uni-Directional Flushing Program and began unidirectional flushing of the Service Area 1 water distribution system.
- Provided technical support as needed to the Treatment and Distribution Divisions.
- Participated as an alternate board member on the SCGA.
- Provided guidance and stakeholder representation with respect to SCGA's management of the South American groundwater sub-basin.
- Reviewed and updated the EGWD Asset Management Program.

INFORMATION TECHNOLOGY

The EGWD does not have a formal Information Technology (IT) department or staff but considers the operations of IT to be an essential function. The EGWD 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, as such, there are no expenditures to report for Information Technology.

FY 2020-21 GOALS AND OBJECTIVES

- Refresh the network documentation – get the network fully documented – including all systems and how to set each one up in case of a disaster.
- Continue to improve the EGWD's cyber-security posture by doing monthly vulnerability scanning and handling all vulnerabilities found.
- Review and revise the Disaster Recovery Plan in-light of the COVID-19 Pandemic.
- Rework the offsite disaster recovery assets to bring these in line with the infrastructure changes done.
- Set up automated disaster recovery response and test response systems to test the effectiveness of the server and system backups.
- Upgrade all server systems to newest version.
- Get all servers and services fully integrated into the monitoring solution.

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

- Successfully passing the annual Payment Card Industry (PCI) audit.
- Complete all users on a new cyber security awareness training program and reduce the click rate to below 2%.
- Migrate Backflow Tester software and Portal into TruePoint.
- Migrate our “O” and “Z” drives to SharePoint online for improved disaster recovery and security for the EGWD.
- Get Data Retention reworked in line with the new policies.

FY 2019-20 ACCOMPLISHMENTS

- Installed 10,068 security patches to servers and systems.
- Completed and closed out 6,615 help desk tickets - an increase of 147%.
- Completed the Self-Assessment Questionnaire demonstrating compliance with the PCI and earning the seal of validation of PCI compliance.
- Deployed three new Virtual Server Hosts and completed the migration of servers for the Railroad Operations systems to new physical servers and operating systems.
- Migrated the EGWD’s email to Office 365 which improved filtering and security for EGWD Users.
- Completed a security scan of all the EGWD’s network assets for twelve consecutive months and fixed any major flaws found.
- Implemented a “Phishing Alert” system and increased user reported phishing scams by 137X
- Reduced the EGWD’s phish-proneness to 0.0% compared to the same Industry value (Energy & Utilities less than 250 staff) of 12.5%



OPERATIONS DEPARTMENT

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 EGWD customers as well as operating and maintaining the EGWD'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 EGWD'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; maintenance and management of all water quality sampling and reporting to Local, State and Federal agencies; maintaining water production and equipment maintenance records and reports; and management of the Backflow/Cross-Connection Control Program.



DISTRIBUTION DIVISION

The Distribution Division oversees the operation and maintenance of the EGWD'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 exercise of 1,843 valves to ensure that every valve is checked and exercised every three years. The Distribution Division also conducts the necessary monthly meter readings



Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

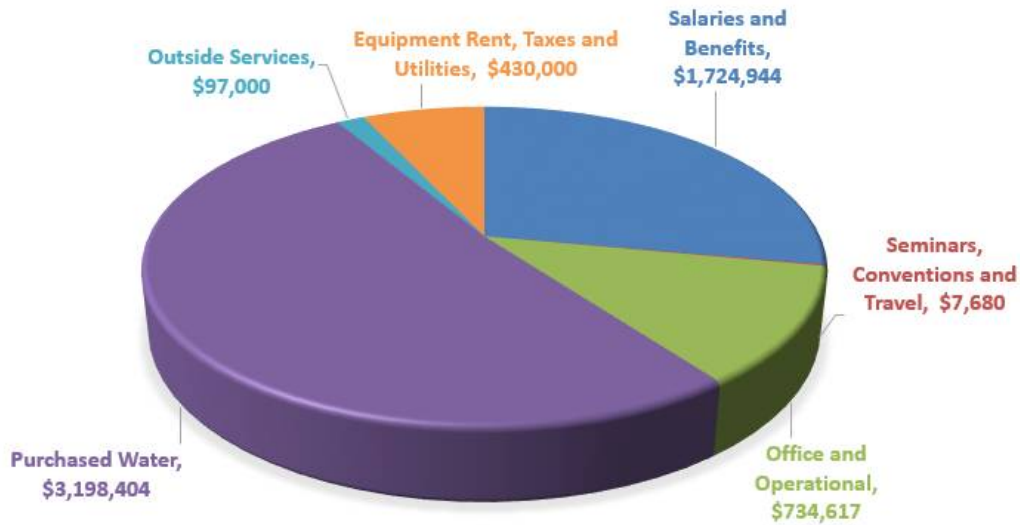
and responds to and handles all customer service requests and corrective maintenance in accordance with State and Federal regulations regarding repairs that impact potable water.

UTILITY DIVISION

The Utility Division oversees the operation and maintenance of capital improvement projects for the EGWD’s water system. Responsibilities of the Utility Division include: the necessary repairs and upgrades to the water systems aging infrastructure; staffing and coordination to complete capital improvement projects; the installation of new pipeline due to expanding development; and any and all construction related activities required by the EGWD that is not contracted to outside contractors.



FY 2020-21 OPERATIONS DEPARTMENT EXPENDITURES



FY 2020-21 GOALS AND OBJECTIVES

- Obtain comprehensive OSHA 30 training for all field employees to increase staff safety awareness related to the construction industry.
- Obtain Backhoe/Excavator Operator Training for field employees whose job duties require the operation of such equipment.

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

- Develop and implement a proper Lockout, Tagout program for the EGWD.
- Provide technical and operational resources to assist field employees in obtaining the necessary certifications and licenses (i.e. Class A commercial driver's licenses, Water Distribution Operator and Water Treatment Operator).
- Review training records and conduct the necessary training to ensure field employees are up to date on the necessary trainings (i.e. Back Flow Prevention Device Tester and Cross Connection Control Specialist).

FY 2019-20 ACCOMPLISHMENTS

- Designed and developed a Water Systems Operations Plan to optimize the production and operations of the EGWD water wells and treatment facilities.
- Completed all routine maintenance on all water production and treatment equipment.
- Completed all State and Federal required water quality sampling and reporting.
- Maintained all Cross-Connection Control Program requirements.
- Completed the maintenance and exercise of 1,374 fire hydrants and 1,202 valves.
- Replaced 323 water meters.
- Handled 2,406 Underground Service Alert requests.
- Read of approximately 12,500 meters a month.
- Completed the Service Line Replacements project.
- Completed the construction of the radio antenna at the Hampton Water Treatment Plant.
- Completed the grinding and paving of 50+ potholes throughout the EGWD's service area.

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget



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**LONG-TERM INDEBTEDNESS
REVENUE BONDS
BOND COVENANT RATIO**

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Elk Grove Water District Long-Term Indebtedness to Maturity

Payment Date	Total Principal	Total Interest	Fiscal Year Total
9/1/2020	2,300,000.00	805,119.38	
3/1/2021	-	750,349.38	3,855,468.76
9/1/2021	2,440,000.00	750,349.38	
3/1/2022	-	692,149.38	3,882,498.76
9/1/2022	2,560,000.00	692,149.38	
3/1/2023	-	631,054.38	3,883,203.76
9/1/2023	2,675,000.00	631,054.38	
3/1/2024	-	580,939.38	3,886,993.76
9/1/2024	2,780,000.00	580,939.38	
3/1/2025	-	527,089.38	3,888,028.76
9/1/2025	2,935,000.00	527,089.38	
3/1/2026	-	479,413.13	3,941,502.51
9/1/2026	3,075,000.00	479,413.13	
3/1/2027	-	426,633.75	3,981,046.88
9/1/2027	3,180,000.00	426,633.75	
3/1/2028	-	370,576.25	3,977,210.00
9/1/2028	3,295,000.00	370,576.25	
3/1/2029	-	310,960.00	3,976,536.25
9/1/2029	3,430,000.00	310,960.00	
3/1/2030	-	234,170.00	3,975,130.00
9/1/2030	3,595,000.00	234,170.00	
3/1/2031	-	158,190.00	3,987,360.00
9/1/2031	3,745,000.00	158,190.00	
3/1/2032	-	80,735.00	3,983,925.00
9/1/2032	3,900,000.00	80,735.00	
3/1/2033	-	-	3,980,735.00
Totals	39,910,000.00	11,289,639.44	51,199,639.44

**Elk Grove Water District
Fiscal Year 2020-21
Long-Term Indebtedness
Schedule of Required Payments**

Series	Description	Principal	Interest	Total Payment
2014 A	Water Revenue Refunding Bonds	1,910,000	1,084,769	2,994,769
2016 A	Water Revenue Refunding Bonds	390,000	470,700	860,700
TOTAL DEBT SERVICE PAYMENTS		\$ 2,300,000	\$ 1,555,469	\$ 3,855,469

	Required	Proposed
Debt Covenant Ratio	1.15	1.32
Net Income	\$ 5,089,868	
Total Debt Service	\$ 3,855,469	

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**FISCAL YEAR 2020-21
RATES AND FEES SCHEDULE**

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Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

Use Charges:

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

Connection Size	Jan. 1, 2020	Jan. 1, 2021
1"	\$ 61.15	\$ 61.15
1.5"	\$ 86.07	\$ 86.07
2"	\$ 115.97	\$ 115.97
3"	\$ 185.76	\$ 185.76
4"	\$ 285.43	\$ 285.43
6"	\$ 534.64	\$ 534.64
8"	\$ 833.69	\$ 833.69
10"	\$ 1,182.57	\$ 1,182.57

Commodity charge for units of water used in a month:

Service Type	Jan. 1, 2020	Jan. 1, 2021
Residential Metered		
Tier 1 (0-30 CCF)	\$ 1.92	\$ 1.92
Tier 2 (30.01+ CCF)	\$ 4.04	\$ 4.04
CCF = Hundred Cubic Feet		
Non-residential	\$ 1.79	\$ 1.79
Irrigation	\$ 2.27	\$ 2.27

Other Fees:

Private Fire Protection Service Rates:

Connection Size	Jan. 1, 2020	Jan. 1, 2021
2"	\$ 3.02	\$ 3.02
3"	\$ 8.78	\$ 8.78
4"	\$ 18.71	\$ 18.71
6"	\$ 54.34	\$ 54.34
8"	\$ 115.80	\$ 115.80
10"	\$ 208.25	\$ 208.25
12"	\$ 336.37	\$ 336.37

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

New Connections: Effective August 15, 2018

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	\$ 4,479	\$ 5,405
1.5”	T&M	\$ 8,958	\$ 8,958 + T&M
2”	T&M	\$ 14,333	\$ 14,333 + T&M
3”	T&M	\$ 26,874	\$ 26,874 + T&M
4”	T&M	\$ 44,790	\$ 44,790 + T&M
6”	T&M	\$ 89,580	\$ 89,580 + T&M

Other: Effective November 18, 2019

Account set up	\$30.00
Return check charge	\$35.00, plus amount of check
Over the phone payments	\$5.00
Meter re-read	
First request	Free
Subsequent requests	\$25.00
Photocopies	
Black and white	\$0.10/page
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
Fire flow testing	\$156.00
Violation of 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	\$2,000.00

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**FISCAL YEAR 2020-21
SALARY SCHEDULE**

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Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

ELK GROVE WATER DISTRICT
Salary Schedule
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2020

Grade	Step I	Step II	Step III	Step IV	Step V
1	\$ 18,449.60	\$ 19,364.80	\$ 20,300.80	\$ 21,340.80	\$ 22,401.60
	\$ 1,537.47	\$ 1,613.73	\$ 1,691.73	\$ 1,778.40	\$ 1,866.80
	\$ 709.60	\$ 744.80	\$ 780.80	\$ 820.80	\$ 861.60
	\$ 8.87	\$ 9.31	\$ 9.76	\$ 10.26	\$ 10.77
2	\$ 18,886.40	\$ 19,843.20	\$ 20,841.60	\$ 21,860.80	\$ 22,984.00
	\$ 1,573.87	\$ 1,653.60	\$ 1,736.80	\$ 1,821.73	\$ 1,915.33
	\$ 726.40	\$ 763.20	\$ 801.60	\$ 840.80	\$ 884.00
	\$ 9.08	\$ 9.54	\$ 10.02	\$ 10.51	\$ 11.05
3	\$ 19,364.80	\$ 20,300.80	\$ 21,340.80	\$ 22,401.60	\$ 23,545.60
	\$ 1,613.73	\$ 1,691.73	\$ 1,778.40	\$ 1,866.80	\$ 1,962.13
	\$ 744.80	\$ 780.80	\$ 820.80	\$ 861.60	\$ 905.60
	\$ 9.31	\$ 9.76	\$ 10.26	\$ 10.77	\$ 11.32
4	\$ 19,843.20	\$ 20,841.60	\$ 21,860.80	\$ 22,984.00	\$ 24,107.20
	\$ 1,653.60	\$ 1,736.80	\$ 1,821.73	\$ 1,915.33	\$ 2,008.93
	\$ 763.20	\$ 801.60	\$ 840.80	\$ 884.00	\$ 927.20
	\$ 9.54	\$ 10.02	\$ 10.51	\$ 11.05	\$ 11.59
5	\$ 20,300.80	\$ 21,340.80	\$ 22,401.60	\$ 23,545.60	\$ 24,689.60
	\$ 1,691.73	\$ 1,778.40	\$ 1,866.80	\$ 1,962.13	\$ 2,057.47
	\$ 780.80	\$ 820.80	\$ 861.60	\$ 905.60	\$ 949.60
	\$ 9.76	\$ 10.26	\$ 10.77	\$ 11.32	\$ 11.87
6	\$ 20,841.60	\$ 21,860.80	\$ 22,984.00	\$ 24,107.20	\$ 25,334.40
	\$ 1,736.80	\$ 1,821.73	\$ 1,915.33	\$ 2,008.93	\$ 2,111.20
	\$ 801.60	\$ 840.80	\$ 884.00	\$ 927.20	\$ 974.40
	\$ 10.02	\$ 10.51	\$ 11.05	\$ 11.59	\$ 12.18
7	\$ 21,340.80	\$ 22,401.60	\$ 23,545.60	\$ 24,689.60	\$ 25,937.60
	\$ 1,778.40	\$ 1,866.80	\$ 1,962.13	\$ 2,057.47	\$ 2,161.47
	\$ 820.80	\$ 861.60	\$ 905.60	\$ 949.60	\$ 997.60
	\$ 10.26	\$ 10.77	\$ 11.32	\$ 11.87	\$ 12.47
8	\$ 21,860.80	\$ 22,984.00	\$ 24,107.20	\$ 25,334.40	\$ 26,582.40
	\$ 1,821.73	\$ 1,915.33	\$ 2,008.93	\$ 2,111.20	\$ 2,215.20
	\$ 840.80	\$ 884.00	\$ 927.20	\$ 974.40	\$ 1,022.40
	\$ 10.51	\$ 11.05	\$ 11.59	\$ 12.18	\$ 12.78
9	\$ 22,401.60	\$ 23,545.60	\$ 24,689.60	\$ 25,937.60	\$ 27,248.00
	\$ 1,866.80	\$ 1,962.13	\$ 2,057.47	\$ 2,161.47	\$ 2,270.67
	\$ 861.60	\$ 905.60	\$ 949.60	\$ 997.60	\$ 1,048.00
	\$ 10.77	\$ 11.32	\$ 11.87	\$ 12.47	\$ 13.10
10	\$ 22,984.00	\$ 24,107.20	\$ 25,334.40	\$ 26,582.40	\$ 27,913.60
	\$ 1,915.33	\$ 2,008.93	\$ 2,111.20	\$ 2,215.20	\$ 2,326.13
	\$ 884.00	\$ 927.20	\$ 974.40	\$ 1,022.40	\$ 1,073.60
	\$ 11.05	\$ 11.59	\$ 12.18	\$ 12.78	\$ 13.42

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

ELK GROVE WATER DISTRICT
Salary Schedule
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2020

Grade	Step I	Step II	Step III	Step IV	Step V
11	\$ 23,545.60	\$ 24,689.60	\$ 25,937.60	\$ 27,248.00	\$ 28,579.20
	\$ 1,962.13	\$ 2,057.47	\$ 2,161.47	\$ 2,270.67	\$ 2,381.60
	\$ 905.60	\$ 949.60	\$ 997.60	\$ 1,048.00	\$ 1,099.20
	\$ 11.32	\$ 11.87	\$ 12.47	\$ 13.10	\$ 13.74
12	\$ 24,107.20	\$ 25,334.40	\$ 26,582.40	\$ 27,913.60	\$ 29,307.20
	\$ 2,008.93	\$ 2,111.20	\$ 2,215.20	\$ 2,326.13	\$ 2,442.27
	\$ 927.20	\$ 974.40	\$ 1,022.40	\$ 1,073.60	\$ 1,127.20
	\$ 11.59	\$ 12.18	\$ 12.78	\$ 13.42	\$ 14.09
13	\$ 24,689.60	\$ 25,937.60	\$ 27,248.00	\$ 28,579.20	\$ 30,014.40
	\$ 2,057.47	\$ 2,161.47	\$ 2,270.67	\$ 2,381.60	\$ 2,501.20
	\$ 949.60	\$ 997.60	\$ 1,048.00	\$ 1,099.20	\$ 1,154.40
	\$ 11.87	\$ 12.47	\$ 13.10	\$ 13.74	\$ 14.43
14	\$ 25,334.40	\$ 26,582.40	\$ 27,913.60	\$ 29,307.20	\$ 30,763.20
	\$ 2,111.20	\$ 2,215.20	\$ 2,326.13	\$ 2,442.27	\$ 2,563.60
	\$ 974.40	\$ 1,022.40	\$ 1,073.60	\$ 1,127.20	\$ 1,183.20
	\$ 12.18	\$ 12.78	\$ 13.42	\$ 14.09	\$ 14.79
15	\$ 25,937.60	\$ 27,248.00	\$ 28,579.20	\$ 30,014.40	\$ 31,532.80
	\$ 2,161.47	\$ 2,270.67	\$ 2,381.60	\$ 2,501.20	\$ 2,627.73
	\$ 997.60	\$ 1,048.00	\$ 1,099.20	\$ 1,154.40	\$ 1,212.80
	\$ 12.47	\$ 13.10	\$ 13.74	\$ 14.43	\$ 15.16
16	\$ 26,582.40	\$ 27,913.60	\$ 29,307.20	\$ 30,763.20	\$ 32,302.40
	\$ 2,215.20	\$ 2,326.13	\$ 2,442.27	\$ 2,563.60	\$ 2,691.87
	\$ 1,022.40	\$ 1,073.60	\$ 1,127.20	\$ 1,183.20	\$ 1,242.40
	\$ 12.78	\$ 13.42	\$ 14.09	\$ 14.79	\$ 15.53
17	\$ 27,248.00	\$ 28,579.20	\$ 30,014.40	\$ 31,532.80	\$ 33,092.80
	\$ 2,270.67	\$ 2,381.60	\$ 2,501.20	\$ 2,627.73	\$ 2,757.73
	\$ 1,048.00	\$ 1,099.20	\$ 1,154.40	\$ 1,212.80	\$ 1,272.80
	\$ 13.10	\$ 13.74	\$ 14.43	\$ 15.16	\$ 15.91
18	\$ 27,913.60	\$ 29,307.20	\$ 30,763.20	\$ 32,302.40	\$ 33,945.60
	\$ 2,326.13	\$ 2,442.27	\$ 2,563.60	\$ 2,691.87	\$ 2,828.80
	\$ 1,073.60	\$ 1,127.20	\$ 1,183.20	\$ 1,242.40	\$ 1,305.60
	\$ 13.42	\$ 14.09	\$ 14.79	\$ 15.53	\$ 16.32
19	\$ 28,579.20	\$ 30,014.40	\$ 31,532.80	\$ 33,092.80	\$ 34,756.80
	\$ 2,381.60	\$ 2,501.20	\$ 2,627.73	\$ 2,757.73	\$ 2,896.40
	\$ 1,099.20	\$ 1,154.40	\$ 1,212.80	\$ 1,272.80	\$ 1,336.80
	\$ 13.74	\$ 14.43	\$ 15.16	\$ 15.91	\$ 16.71
20	\$ 29,307.20	\$ 30,763.20	\$ 32,302.40	\$ 33,945.60	\$ 35,630.40
	\$ 2,442.27	\$ 2,563.60	\$ 2,691.87	\$ 2,828.80	\$ 2,969.20
	\$ 1,127.20	\$ 1,183.20	\$ 1,242.40	\$ 1,305.60	\$ 1,370.40
	\$ 14.09	\$ 14.79	\$ 15.53	\$ 16.32	\$ 17.13

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

ELK GROVE WATER DISTRICT
Salary Schedule
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2020

Grade	Step I	Step II	Step III	Step IV	Step V
21	\$ 30,014.40	\$ 31,532.80	\$ 33,092.80	\$ 34,756.80	\$ 36,504.00
	\$ 2,501.20	\$ 2,627.73	\$ 2,757.73	\$ 2,896.40	\$ 3,042.00
	\$ 1,154.40	\$ 1,212.80	\$ 1,272.80	\$ 1,336.80	\$ 1,404.00
	\$ 14.43	\$ 15.16	\$ 15.91	\$ 16.71	\$ 17.55
22	\$ 30,763.20	\$ 32,302.40	\$ 33,945.60	\$ 35,630.40	\$ 37,398.40
	\$ 2,563.60	\$ 2,691.87	\$ 2,828.80	\$ 2,969.20	\$ 3,116.53
	\$ 1,183.20	\$ 1,242.40	\$ 1,305.60	\$ 1,370.40	\$ 1,438.40
	\$ 14.79	\$ 15.53	\$ 16.32	\$ 17.13	\$ 17.98
23	\$ 31,532.80	\$ 33,092.80	\$ 34,756.80	\$ 36,504.00	\$ 38,313.60
	\$ 2,627.73	\$ 2,757.73	\$ 2,896.40	\$ 3,042.00	\$ 3,192.80
	\$ 1,212.80	\$ 1,272.80	\$ 1,336.80	\$ 1,404.00	\$ 1,473.60
	\$ 15.16	\$ 15.91	\$ 16.71	\$ 17.55	\$ 18.42
24	\$ 32,302.40	\$ 33,945.60	\$ 35,630.40	\$ 37,398.40	\$ 39,291.20
	\$ 2,691.87	\$ 2,828.80	\$ 2,969.20	\$ 3,116.53	\$ 3,274.27
	\$ 1,242.40	\$ 1,305.60	\$ 1,370.40	\$ 1,438.40	\$ 1,511.20
	\$ 15.53	\$ 16.32	\$ 17.13	\$ 17.98	\$ 18.89
25	\$ 33,092.80	\$ 34,756.80	\$ 36,504.00	\$ 38,313.60	\$ 40,248.00
	\$ 2,757.73	\$ 2,896.40	\$ 3,042.00	\$ 3,192.80	\$ 3,354.00
	\$ 1,272.80	\$ 1,336.80	\$ 1,404.00	\$ 1,473.60	\$ 1,548.00
	\$ 15.91	\$ 16.71	\$ 17.55	\$ 18.42	\$ 19.35
26	\$ 33,945.60	\$ 35,630.40	\$ 37,398.40	\$ 39,291.20	\$ 41,246.40
	\$ 2,828.80	\$ 2,969.20	\$ 3,116.53	\$ 3,274.27	\$ 3,437.20
	\$ 1,305.60	\$ 1,370.40	\$ 1,438.40	\$ 1,511.20	\$ 1,586.40
	\$ 16.32	\$ 17.13	\$ 17.98	\$ 18.89	\$ 19.83
27	\$ 34,756.80	\$ 36,504.00	\$ 38,313.60	\$ 40,248.00	\$ 42,265.60
	\$ 2,896.40	\$ 3,042.00	\$ 3,192.80	\$ 3,354.00	\$ 3,522.13
	\$ 1,336.80	\$ 1,404.00	\$ 1,473.60	\$ 1,548.00	\$ 1,625.60
	\$ 16.71	\$ 17.55	\$ 18.42	\$ 19.35	\$ 20.32
28	\$ 35,630.40	\$ 37,398.40	\$ 39,291.20	\$ 41,246.40	\$ 43,305.60
	\$ 2,969.20	\$ 3,116.53	\$ 3,274.27	\$ 3,437.20	\$ 3,608.80
	\$ 1,370.40	\$ 1,438.40	\$ 1,511.20	\$ 1,586.40	\$ 1,665.60
	\$ 17.13	\$ 17.98	\$ 18.89	\$ 19.83	\$ 20.82
29	\$ 36,504.00	\$ 38,313.60	\$ 40,248.00	\$ 42,265.60	\$ 44,366.40
	\$ 3,042.00	\$ 3,192.80	\$ 3,354.00	\$ 3,522.13	\$ 3,697.20
	\$ 1,404.00	\$ 1,473.60	\$ 1,548.00	\$ 1,625.60	\$ 1,706.40
	\$ 17.55	\$ 18.42	\$ 19.35	\$ 20.32	\$ 21.33
30	\$ 37,398.40	\$ 39,291.20	\$ 41,246.40	\$ 43,305.60	\$ 45,468.80
	\$ 3,116.53	\$ 3,274.27	\$ 3,437.20	\$ 3,608.80	\$ 3,789.07
	\$ 1,438.40	\$ 1,511.20	\$ 1,586.40	\$ 1,665.60	\$ 1,748.80
	\$ 17.98	\$ 18.89	\$ 19.83	\$ 20.82	\$ 21.86

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

ELK GROVE WATER DISTRICT
Salary Schedule
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2020

Grade	Step I	Step II	Step III	Step IV	Step V
31	\$ 38,313.60	\$ 40,248.00	\$ 42,265.60	\$ 44,366.40	\$ 46,571.20
	\$ 3,192.80	\$ 3,354.00	\$ 3,522.13	\$ 3,697.20	\$ 3,880.93
	\$ 1,473.60	\$ 1,548.00	\$ 1,625.60	\$ 1,706.40	\$ 1,791.20
	\$ 18.42	\$ 19.35	\$ 20.32	\$ 21.33	\$ 22.39
32	\$ 39,291.20	\$ 41,246.40	\$ 43,305.60	\$ 45,468.80	\$ 47,736.00
	\$ 3,274.27	\$ 3,437.20	\$ 3,608.80	\$ 3,789.07	\$ 3,978.00
	\$ 1,511.20	\$ 1,586.40	\$ 1,665.60	\$ 1,748.80	\$ 1,836.00
	\$ 18.89	\$ 19.83	\$ 20.82	\$ 21.86	\$ 22.95
33	\$ 40,248.00	\$ 42,265.60	\$ 44,366.40	\$ 46,571.20	\$ 48,921.60
	\$ 3,354.00	\$ 3,522.13	\$ 3,697.20	\$ 3,880.93	\$ 4,076.80
	\$ 1,548.00	\$ 1,625.60	\$ 1,706.40	\$ 1,791.20	\$ 1,881.60
	\$ 19.35	\$ 20.32	\$ 21.33	\$ 22.39	\$ 23.52
34	\$ 41,246.40	\$ 43,305.60	\$ 45,468.80	\$ 47,736.00	\$ 50,128.00
	\$ 3,437.20	\$ 3,608.80	\$ 3,789.07	\$ 3,978.00	\$ 4,177.33
	\$ 1,586.40	\$ 1,665.60	\$ 1,748.80	\$ 1,836.00	\$ 1,928.00
	\$ 19.83	\$ 20.82	\$ 21.86	\$ 22.95	\$ 24.10
35	\$ 42,265.60	\$ 44,366.40	\$ 46,571.20	\$ 48,921.60	\$ 51,355.20
	\$ 3,522.13	\$ 3,697.20	\$ 3,880.93	\$ 4,076.80	\$ 4,279.60
	\$ 1,625.60	\$ 1,706.40	\$ 1,791.20	\$ 1,881.60	\$ 1,975.20
	\$ 20.32	\$ 21.33	\$ 22.39	\$ 23.52	\$ 24.69
36	\$ 43,305.60	\$ 45,468.80	\$ 47,736.00	\$ 50,128.00	\$ 52,644.80
	\$ 3,608.80	\$ 3,789.07	\$ 3,978.00	\$ 4,177.33	\$ 4,387.07
	\$ 1,665.60	\$ 1,748.80	\$ 1,836.00	\$ 1,928.00	\$ 2,024.80
	\$ 20.82	\$ 21.86	\$ 22.95	\$ 24.10	\$ 25.31
37	\$ 44,366.40	\$ 46,571.20	\$ 48,921.60	\$ 51,355.20	\$ 53,913.60
	\$ 3,697.20	\$ 3,880.93	\$ 4,076.80	\$ 4,279.60	\$ 4,492.80
	\$ 1,706.40	\$ 1,791.20	\$ 1,881.60	\$ 1,975.20	\$ 2,073.60
	\$ 21.33	\$ 22.39	\$ 23.52	\$ 24.69	\$ 25.92
38	\$ 45,468.80	\$ 47,736.00	\$ 50,128.00	\$ 52,644.80	\$ 55,286.40
	\$ 3,789.07	\$ 3,978.00	\$ 4,177.33	\$ 4,387.07	\$ 4,607.20
	\$ 1,748.80	\$ 1,836.00	\$ 1,928.00	\$ 2,024.80	\$ 2,126.40
	\$ 21.86	\$ 22.95	\$ 24.10	\$ 25.31	\$ 26.58
39	\$ 46,571.20	\$ 48,921.60	\$ 51,355.20	\$ 53,913.60	\$ 56,617.60
	\$ 3,880.93	\$ 4,076.80	\$ 4,279.60	\$ 4,492.80	\$ 4,718.13
	\$ 1,791.20	\$ 1,881.60	\$ 1,975.20	\$ 2,073.60	\$ 2,177.60
	\$ 22.39	\$ 23.52	\$ 24.69	\$ 25.92	\$ 27.22
40	\$ 47,736.00	\$ 50,128.00	\$ 52,644.80	\$ 55,286.40	\$ 58,032.00
	\$ 3,978.00	\$ 4,177.33	\$ 4,387.07	\$ 4,607.20	\$ 4,836.00
	\$ 1,836.00	\$ 1,928.00	\$ 2,024.80	\$ 2,126.40	\$ 2,232.00
	\$ 22.95	\$ 24.10	\$ 25.31	\$ 26.58	\$ 27.90

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

ELK GROVE WATER DISTRICT
Salary Schedule
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2020

Grade	Step I	Step II	Step III	Step IV	Step V
41	\$ 48,921.60	\$ 51,355.20	\$ 53,913.60	\$ 56,617.60	\$ 59,446.40
	\$ 4,076.80	\$ 4,279.60	\$ 4,492.80	\$ 4,718.13	\$ 4,953.87
	\$ 1,881.60	\$ 1,975.20	\$ 2,073.60	\$ 2,177.60	\$ 2,286.40
	\$ 23.52	\$ 24.69	\$ 25.92	\$ 27.22	\$ 28.58
42	\$ 50,128.00	\$ 52,644.80	\$ 55,286.40	\$ 58,032.00	\$ 60,944.00
	\$ 4,177.33	\$ 4,387.07	\$ 4,607.20	\$ 4,836.00	\$ 5,078.67
	\$ 1,928.00	\$ 2,024.80	\$ 2,126.40	\$ 2,232.00	\$ 2,344.00
	\$ 24.10	\$ 25.31	\$ 26.58	\$ 27.90	\$ 29.30
43	\$ 51,355.20	\$ 53,913.60	\$ 56,617.60	\$ 59,446.40	\$ 62,441.60
	\$ 4,279.60	\$ 4,492.80	\$ 4,718.13	\$ 4,953.87	\$ 5,203.47
	\$ 1,975.20	\$ 2,073.60	\$ 2,177.60	\$ 2,286.40	\$ 2,401.60
	\$ 24.69	\$ 25.92	\$ 27.22	\$ 28.58	\$ 30.02
44	\$ 52,644.80	\$ 55,286.40	\$ 58,032.00	\$ 60,944.00	\$ 64,001.60
	\$ 4,387.07	\$ 4,607.20	\$ 4,836.00	\$ 5,078.67	\$ 5,333.47
	\$ 2,024.80	\$ 2,126.40	\$ 2,232.00	\$ 2,344.00	\$ 2,461.60
	\$ 25.31	\$ 26.58	\$ 27.90	\$ 29.30	\$ 30.77
45	\$ 53,913.60	\$ 56,617.60	\$ 59,446.40	\$ 62,441.60	\$ 65,540.80
	\$ 4,492.80	\$ 4,718.13	\$ 4,953.87	\$ 5,203.47	\$ 5,461.73
	\$ 2,073.60	\$ 2,177.60	\$ 2,286.40	\$ 2,401.60	\$ 2,520.80
	\$ 25.92	\$ 27.22	\$ 28.58	\$ 30.02	\$ 31.51
46	\$ 55,286.40	\$ 58,032.00	\$ 60,944.00	\$ 64,001.60	\$ 67,184.00
	\$ 4,607.20	\$ 4,836.00	\$ 5,078.67	\$ 5,333.47	\$ 5,598.67
	\$ 2,126.40	\$ 2,232.00	\$ 2,344.00	\$ 2,461.60	\$ 2,584.00
	\$ 26.58	\$ 27.90	\$ 29.30	\$ 30.77	\$ 32.30
47	\$ 56,617.60	\$ 59,446.40	\$ 62,441.60	\$ 65,540.80	\$ 68,827.20
	\$ 4,718.13	\$ 4,953.87	\$ 5,203.47	\$ 5,461.73	\$ 5,735.60
	\$ 2,177.60	\$ 2,286.40	\$ 2,401.60	\$ 2,520.80	\$ 2,647.20
	\$ 27.22	\$ 28.58	\$ 30.02	\$ 31.51	\$ 33.09
48	\$ 58,032.00	\$ 60,944.00	\$ 64,001.60	\$ 67,184.00	\$ 70,553.60
	\$ 4,836.00	\$ 5,078.67	\$ 5,333.47	\$ 5,598.67	\$ 5,879.47
	\$ 2,232.00	\$ 2,344.00	\$ 2,461.60	\$ 2,584.00	\$ 2,713.60
	\$ 27.90	\$ 29.30	\$ 30.77	\$ 32.30	\$ 33.92
49	\$ 59,446.40	\$ 62,441.60	\$ 65,540.80	\$ 68,827.20	\$ 72,259.20
	\$ 4,953.87	\$ 5,203.47	\$ 5,461.73	\$ 5,735.60	\$ 6,021.60
	\$ 2,286.40	\$ 2,401.60	\$ 2,520.80	\$ 2,647.20	\$ 2,779.20
	\$ 28.58	\$ 30.02	\$ 31.51	\$ 33.09	\$ 34.74
50	\$ 60,944.00	\$ 64,001.60	\$ 67,184.00	\$ 70,553.60	\$ 74,048.00
	\$ 5,078.67	\$ 5,333.47	\$ 5,598.67	\$ 5,879.47	\$ 6,170.67
	\$ 2,344.00	\$ 2,461.60	\$ 2,584.00	\$ 2,713.60	\$ 2,848.00
	\$ 29.30	\$ 30.77	\$ 32.30	\$ 33.92	\$ 35.60

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

ELK GROVE WATER DISTRICT
Salary Schedule
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2020

Grade	Step I	Step II	Step III	Step IV	Step V
51	\$ 62,441.60	\$ 65,540.80	\$ 68,827.20	\$ 72,259.20	\$ 75,878.40
	\$ 5,203.47	\$ 5,461.73	\$ 5,735.60	\$ 6,021.60	\$ 6,323.20
	\$ 2,401.60	\$ 2,520.80	\$ 2,647.20	\$ 2,779.20	\$ 2,918.40
	\$ 30.02	\$ 31.51	\$ 33.09	\$ 34.74	\$ 36.48
52	\$ 64,001.60	\$ 67,184.00	\$ 70,553.60	\$ 74,048.00	\$ 77,771.20
	\$ 5,333.47	\$ 5,598.67	\$ 5,879.47	\$ 6,170.67	\$ 6,480.93
	\$ 2,461.60	\$ 2,584.00	\$ 2,713.60	\$ 2,848.00	\$ 2,991.20
	\$ 30.77	\$ 32.30	\$ 33.92	\$ 35.60	\$ 37.39
53	\$ 65,540.80	\$ 68,827.20	\$ 72,259.20	\$ 75,878.40	\$ 79,684.80
	\$ 5,461.73	\$ 5,735.60	\$ 6,021.60	\$ 6,323.20	\$ 6,640.40
	\$ 2,520.80	\$ 2,647.20	\$ 2,779.20	\$ 2,918.40	\$ 3,064.80
	\$ 31.51	\$ 33.09	\$ 34.74	\$ 36.48	\$ 38.31
54	\$ 67,184.00	\$ 70,553.60	\$ 74,048.00	\$ 77,771.20	\$ 81,681.60
	\$ 5,598.67	\$ 5,879.47	\$ 6,170.67	\$ 6,480.93	\$ 6,806.80
	\$ 2,584.00	\$ 2,713.60	\$ 2,848.00	\$ 2,991.20	\$ 3,141.60
	\$ 32.30	\$ 33.92	\$ 35.60	\$ 37.39	\$ 39.27
55	\$ 68,827.20	\$ 72,259.20	\$ 75,878.40	\$ 79,684.80	\$ 83,657.60
	\$ 5,735.60	\$ 6,021.60	\$ 6,323.20	\$ 6,640.40	\$ 6,971.47
	\$ 2,647.20	\$ 2,779.20	\$ 2,918.40	\$ 3,064.80	\$ 3,217.60
	\$ 33.09	\$ 34.74	\$ 36.48	\$ 38.31	\$ 40.22
56	\$ 70,553.60	\$ 74,048.00	\$ 77,771.20	\$ 81,681.60	\$ 85,758.40
	\$ 5,879.47	\$ 6,170.67	\$ 6,480.93	\$ 6,806.80	\$ 7,146.53
	\$ 2,713.60	\$ 2,848.00	\$ 2,991.20	\$ 3,141.60	\$ 3,298.40
	\$ 33.92	\$ 35.60	\$ 37.39	\$ 39.27	\$ 41.23
57	\$ 72,259.20	\$ 75,878.40	\$ 79,684.80	\$ 83,657.60	\$ 87,838.40
	\$ 6,021.60	\$ 6,323.20	\$ 6,640.40	\$ 6,971.47	\$ 7,319.87
	\$ 2,779.20	\$ 2,918.40	\$ 3,064.80	\$ 3,217.60	\$ 3,378.40
	\$ 34.74	\$ 36.48	\$ 38.31	\$ 40.22	\$ 42.23
58	\$ 74,048.00	\$ 77,771.20	\$ 81,681.60	\$ 85,758.40	\$ 90,043.20
	\$ 6,170.67	\$ 6,480.93	\$ 6,806.80	\$ 7,146.53	\$ 7,503.60
	\$ 2,848.00	\$ 2,991.20	\$ 3,141.60	\$ 3,298.40	\$ 3,463.20
	\$ 35.60	\$ 37.39	\$ 39.27	\$ 41.23	\$ 43.29
59	\$ 75,878.40	\$ 79,684.80	\$ 83,657.60	\$ 87,838.40	\$ 92,248.00
	\$ 6,323.20	\$ 6,640.40	\$ 6,971.47	\$ 7,319.87	\$ 7,687.33
	\$ 2,918.40	\$ 3,064.80	\$ 3,217.60	\$ 3,378.40	\$ 3,548.00
	\$ 36.48	\$ 38.31	\$ 40.22	\$ 42.23	\$ 44.35
60	\$ 77,771.20	\$ 81,681.60	\$ 85,758.40	\$ 90,043.20	\$ 94,536.00
	\$ 6,480.93	\$ 6,806.80	\$ 7,146.53	\$ 7,503.60	\$ 7,878.00
	\$ 2,991.20	\$ 3,141.60	\$ 3,298.40	\$ 3,463.20	\$ 3,636.00
	\$ 37.39	\$ 39.27	\$ 41.23	\$ 43.29	\$ 45.45

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

ELK GROVE WATER DISTRICT
Salary Schedule
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2020

Grade	Step I	Step II	Step III	Step IV	Step V
61	\$ 79,684.80	\$ 83,657.60	\$ 87,838.40	\$ 92,248.00	\$ 96,844.80
	\$ 6,640.40	\$ 6,971.47	\$ 7,319.87	\$ 7,687.33	\$ 8,070.40
	\$ 3,064.80	\$ 3,217.60	\$ 3,378.40	\$ 3,548.00	\$ 3,724.80
	\$ 38.31	\$ 40.22	\$ 42.23	\$ 44.35	\$ 46.56
62	\$ 81,681.60	\$ 85,758.40	\$ 90,043.20	\$ 94,536.00	\$ 99,257.60
	\$ 6,806.80	\$ 7,146.53	\$ 7,503.60	\$ 7,878.00	\$ 8,271.47
	\$ 3,141.60	\$ 3,298.40	\$ 3,463.20	\$ 3,636.00	\$ 3,817.60
	\$ 39.27	\$ 41.23	\$ 43.29	\$ 45.45	\$ 47.72
63	\$ 83,657.60	\$ 87,838.40	\$ 92,248.00	\$ 96,844.80	\$101,670.40
	\$ 6,971.47	\$ 7,319.87	\$ 7,687.33	\$ 8,070.40	\$ 8,472.53
	\$ 3,217.60	\$ 3,378.40	\$ 3,548.00	\$ 3,724.80	\$ 3,910.40
	\$ 40.22	\$ 42.23	\$ 44.35	\$ 46.56	\$ 48.88
64	\$ 85,758.40	\$ 90,043.20	\$ 94,536.00	\$ 99,257.60	\$104,228.80
	\$ 7,146.53	\$ 7,503.60	\$ 7,878.00	\$ 8,271.47	\$ 8,685.73
	\$ 3,298.40	\$ 3,463.20	\$ 3,636.00	\$ 3,817.60	\$ 4,008.80
	\$ 41.23	\$ 43.29	\$ 45.45	\$ 47.72	\$ 50.11
65	\$ 87,838.40	\$ 92,248.00	\$ 96,844.80	\$101,670.40	\$106,745.60
	\$ 7,319.87	\$ 7,687.33	\$ 8,070.40	\$ 8,472.53	\$ 8,895.47
	\$ 3,378.40	\$ 3,548.00	\$ 3,724.80	\$ 3,910.40	\$ 4,105.60
	\$ 42.23	\$ 44.35	\$ 46.56	\$ 48.88	\$ 51.32
66	\$ 90,043.20	\$ 94,536.00	\$ 99,257.60	\$104,228.80	\$109,449.60
	\$ 7,503.60	\$ 7,878.00	\$ 8,271.47	\$ 8,685.73	\$ 9,120.80
	\$ 3,463.20	\$ 3,636.00	\$ 3,817.60	\$ 4,008.80	\$ 4,209.60
	\$ 43.29	\$ 45.45	\$ 47.72	\$ 50.11	\$ 52.62
67	\$ 92,248.00	\$ 96,844.80	\$101,670.40	\$106,745.60	\$112,091.20
	\$ 7,687.33	\$ 8,070.40	\$ 8,472.53	\$ 8,895.47	\$ 9,340.93
	\$ 3,548.00	\$ 3,724.80	\$ 3,910.40	\$ 4,105.60	\$ 4,311.20
	\$ 44.35	\$ 46.56	\$ 48.88	\$ 51.32	\$ 53.89
68	\$ 94,536.00	\$ 99,257.60	\$104,228.80	\$109,449.60	\$114,899.20
	\$ 7,878.00	\$ 8,271.47	\$ 8,685.73	\$ 9,120.80	\$ 9,574.93
	\$ 3,636.00	\$ 3,817.60	\$ 4,008.80	\$ 4,209.60	\$ 4,419.20
	\$ 45.45	\$ 47.72	\$ 50.11	\$ 52.62	\$ 55.24
69	\$ 96,844.80	\$101,670.40	\$106,745.60	\$112,091.20	\$117,707.20
	\$ 8,070.40	\$ 8,472.53	\$ 8,895.47	\$ 9,340.93	\$ 9,808.93
	\$ 3,724.80	\$ 3,910.40	\$ 4,105.60	\$ 4,311.20	\$ 4,527.20
	\$ 46.56	\$ 48.88	\$ 51.32	\$ 53.89	\$ 56.59
70	\$ 99,257.60	\$104,228.80	\$109,449.60	\$114,899.20	\$120,660.80
	\$ 8,271.47	\$ 8,685.73	\$ 9,120.80	\$ 9,574.93	\$ 10,055.07
	\$ 3,817.60	\$ 4,008.80	\$ 4,209.60	\$ 4,419.20	\$ 4,640.80
	\$ 47.72	\$ 50.11	\$ 52.62	\$ 55.24	\$ 58.01

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

ELK GROVE WATER DISTRICT
Salary Schedule
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2020

Grade	Step I	Step II	Step III	Step IV	Step V
71	\$ 101,670.40	\$ 106,745.60	\$ 112,091.20	\$ 117,707.20	\$ 123,593.60
	\$ 8,472.53	\$ 8,895.47	\$ 9,340.93	\$ 9,808.93	\$ 10,299.47
	\$ 3,910.40	\$ 4,105.60	\$ 4,311.20	\$ 4,527.20	\$ 4,753.60
	\$ 48.88	\$ 51.32	\$ 53.89	\$ 56.59	\$ 59.42
72	\$ 104,228.80	\$ 109,449.60	\$ 114,899.20	\$ 120,660.80	\$ 126,692.80
	\$ 8,685.73	\$ 9,120.80	\$ 9,574.93	\$ 10,055.07	\$ 10,557.73
	\$ 4,008.80	\$ 4,209.60	\$ 4,419.20	\$ 4,640.80	\$ 4,872.80
	\$ 50.11	\$ 52.62	\$ 55.24	\$ 58.01	\$ 60.91
73	\$ 106,745.60	\$ 112,091.20	\$ 117,707.20	\$ 123,593.60	\$ 129,771.20
	\$ 8,895.47	\$ 9,340.93	\$ 9,808.93	\$ 10,299.47	\$ 10,814.27
	\$ 4,105.60	\$ 4,311.20	\$ 4,527.20	\$ 4,753.60	\$ 4,991.20
	\$ 51.32	\$ 53.89	\$ 56.59	\$ 59.42	\$ 62.39
74	\$ 109,449.60	\$ 114,899.20	\$ 120,660.80	\$ 126,692.80	\$ 132,995.20
	\$ 9,120.80	\$ 9,574.93	\$ 10,055.07	\$ 10,557.73	\$ 11,082.93
	\$ 4,209.60	\$ 4,419.20	\$ 4,640.80	\$ 4,872.80	\$ 5,115.20
	\$ 52.62	\$ 55.24	\$ 58.01	\$ 60.91	\$ 63.94
75	\$ 112,091.20	\$ 117,707.20	\$ 123,593.60	\$ 129,771.20	\$ 136,260.80
	\$ 9,340.93	\$ 9,808.93	\$ 10,299.47	\$ 10,814.27	\$ 11,355.07
	\$ 4,311.20	\$ 4,527.20	\$ 4,753.60	\$ 4,991.20	\$ 5,240.80
	\$ 53.89	\$ 56.59	\$ 59.42	\$ 62.39	\$ 65.51
76	\$ 114,899.20	\$ 120,660.80	\$ 126,692.80	\$ 132,995.20	\$ 139,672.00
	\$ 9,574.93	\$ 10,055.07	\$ 10,557.73	\$ 11,082.93	\$ 11,639.33
	\$ 4,419.20	\$ 4,640.80	\$ 4,872.80	\$ 5,115.20	\$ 5,372.00
	\$ 55.24	\$ 58.01	\$ 60.91	\$ 63.94	\$ 67.15
77	\$ 117,707.20	\$ 123,593.60	\$ 129,771.20	\$ 136,260.80	\$ 143,083.20
	\$ 9,808.93	\$ 10,299.47	\$ 10,814.27	\$ 11,355.07	\$ 11,923.60
	\$ 4,527.20	\$ 4,753.60	\$ 4,991.20	\$ 5,240.80	\$ 5,503.20
	\$ 56.59	\$ 59.42	\$ 62.39	\$ 65.51	\$ 68.79
78	\$ 120,660.80	\$ 126,692.80	\$ 132,995.20	\$ 139,672.00	\$ 146,660.80
	\$ 10,055.07	\$ 10,557.73	\$ 11,082.93	\$ 11,639.33	\$ 12,221.73
	\$ 4,640.80	\$ 4,872.80	\$ 5,115.20	\$ 5,372.00	\$ 5,640.80
	\$ 58.01	\$ 60.91	\$ 63.94	\$ 67.15	\$ 70.51
79	\$ 123,593.60	\$ 129,771.20	\$ 136,260.80	\$ 143,083.20	\$ 150,238.40
	\$ 10,299.47	\$ 10,814.27	\$ 11,355.07	\$ 11,923.60	\$ 12,519.87
	\$ 4,753.60	\$ 4,991.20	\$ 5,240.80	\$ 5,503.20	\$ 5,778.40
	\$ 59.42	\$ 62.39	\$ 65.51	\$ 68.79	\$ 72.23
80	\$ 126,692.80	\$ 132,995.20	\$ 139,672.00	\$ 146,660.80	\$ 153,982.40
	\$ 10,557.73	\$ 11,082.93	\$ 11,639.33	\$ 12,221.73	\$ 12,831.87
	\$ 4,872.80	\$ 5,115.20	\$ 5,372.00	\$ 5,640.80	\$ 5,922.40
	\$ 60.91	\$ 63.94	\$ 67.15	\$ 70.51	\$ 74.03

Elk Grove Water District
Fiscal Year 2020-21 Operating Budget

ELK GROVE WATER DISTRICT
Salary Schedule
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2020

Grade	Step I	Step II	Step III	Step IV	Step V
81	\$ 129,771.20	\$ 136,260.80	\$ 143,083.20	\$ 150,238.40	\$ 157,747.20
	\$ 10,814.27	\$ 11,355.07	\$ 11,923.60	\$ 12,519.87	\$ 13,145.60
	\$ 4,991.20	\$ 5,240.80	\$ 5,503.20	\$ 5,778.40	\$ 6,067.20
	\$ 62.39	\$ 65.51	\$ 68.79	\$ 72.23	\$ 75.84
82	\$ 132,995.20	\$ 139,672.00	\$ 146,660.80	\$ 153,982.40	\$ 161,699.20
	\$ 11,082.93	\$ 11,639.33	\$ 12,221.73	\$ 12,831.87	\$ 13,474.93
	\$ 5,115.20	\$ 5,372.00	\$ 5,640.80	\$ 5,922.40	\$ 6,219.20
	\$ 63.94	\$ 67.15	\$ 70.51	\$ 74.03	\$ 77.74
83	\$ 136,260.80	\$ 143,083.20	\$ 150,238.40	\$ 157,747.20	\$ 165,609.60
	\$ 11,355.07	\$ 11,923.60	\$ 12,519.87	\$ 13,145.60	\$ 13,800.80
	\$ 5,240.80	\$ 5,503.20	\$ 5,778.40	\$ 6,067.20	\$ 6,369.60
	\$ 65.51	\$ 68.79	\$ 72.23	\$ 75.84	\$ 79.62
84	\$ 139,672.00	\$ 146,660.80	\$ 153,982.40	\$ 161,699.20	\$ 169,769.60
	\$ 11,639.33	\$ 12,221.73	\$ 12,831.87	\$ 13,474.93	\$ 14,147.47
	\$ 5,372.00	\$ 5,640.80	\$ 5,922.40	\$ 6,219.20	\$ 6,529.60
	\$ 67.15	\$ 70.51	\$ 74.03	\$ 77.74	\$ 81.62
85	\$ 143,083.20	\$ 150,238.40	\$ 157,747.20	\$ 165,609.60	\$ 173,888.00
	\$ 11,923.60	\$ 12,519.87	\$ 13,145.60	\$ 13,800.80	\$ 14,490.67
	\$ 5,503.20	\$ 5,778.40	\$ 6,067.20	\$ 6,369.60	\$ 6,688.00
	\$ 68.79	\$ 72.23	\$ 75.84	\$ 79.62	\$ 83.60
86	\$ 146,660.80	\$ 153,982.40	\$ 161,699.20	\$ 169,769.60	\$ 178,256.00
	\$ 12,221.73	\$ 12,831.87	\$ 13,474.93	\$ 14,147.47	\$ 14,854.67
	\$ 5,640.80	\$ 5,922.40	\$ 6,219.20	\$ 6,529.60	\$ 6,856.00
	\$ 70.51	\$ 74.03	\$ 77.74	\$ 81.62	\$ 85.70
87	\$ 150,238.40	\$ 157,747.20	\$ 165,609.60	\$ 173,888.00	\$ 182,603.20
	\$ 12,519.87	\$ 13,145.60	\$ 13,800.80	\$ 14,490.67	\$ 15,216.93
	\$ 5,778.40	\$ 6,067.20	\$ 6,369.60	\$ 6,688.00	\$ 7,023.20
	\$ 72.23	\$ 75.84	\$ 79.62	\$ 83.60	\$ 87.79
88	\$ 153,982.40	\$ 161,699.20	\$ 169,769.60	\$ 178,256.00	\$ 187,158.40
	\$ 12,831.87	\$ 13,474.93	\$ 14,147.47	\$ 14,854.67	\$ 15,596.53
	\$ 5,922.40	\$ 6,219.20	\$ 6,529.60	\$ 6,856.00	\$ 7,198.40
	\$ 74.03	\$ 77.74	\$ 81.62	\$ 85.70	\$ 89.98
89	\$ 157,747.20	\$ 165,609.60	\$ 173,888.00	\$ 182,603.20	\$ 191,734.40
	\$ 13,145.60	\$ 13,800.80	\$ 14,490.67	\$ 15,216.93	\$ 15,977.87
	\$ 6,067.20	\$ 6,369.60	\$ 6,688.00	\$ 7,023.20	\$ 7,374.40
	\$ 75.84	\$ 79.62	\$ 83.60	\$ 87.79	\$ 92.18
90	\$ 161,699.20	\$ 169,769.60	\$ 178,256.00	\$ 187,158.40	\$ 196,539.20
	\$ 13,474.93	\$ 14,147.47	\$ 14,854.67	\$ 15,596.53	\$ 16,378.27
	\$ 6,219.20	\$ 6,529.60	\$ 6,856.00	\$ 7,198.40	\$ 7,559.20
	\$ 77.74	\$ 81.62	\$ 85.70	\$ 89.98	\$ 94.49

ELK GROVE WATER DISTRICT
General Manager Salary
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2020

General Manager	
GM	\$ 205,567
	\$ 17,131
	\$ 7,906
	\$ 98.83

DRAFT

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 a current period even though the actual cash may not be received or paid until a 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 a specified times and amounts.

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

Audit – An examination of the books and records of EGWD/FRCO 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/FRCO is governed by a Board, the members of which are elected by the voters within the FRCO boundaries. The Board sets policy and provides overall leadership for EGWD/FRCO 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 EGWD 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.

C

CAC – Community Advisory Committee.

CAFR – Comprehensive Annual Financial Report.

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 EGWD 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 EGWD 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.

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 EGWD's case, various Supplements, Schedules, etc.

Fiscal Policy – The EGWD'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.

FRCDD – 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 EGWD 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.

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.

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

N

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 EGWD 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 EGWD 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 EGWD's exposure to various risks of loss; Workers' Compensation; theft 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.

SOP – Standard operating procedures.

T

Treated Water – Water which has been processed through the EGWD’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 16, 2020

TO: Chair and Directors of the Florin Resource Conservation District
FROM: Stefani Phillips, Human Resource Administrator
SUBJECT: **ELK GROVE WATER DISTRICT EMPLOYEE POLICY MANUAL AMENDMENT**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution No. 06.16.20.02, amending the Elk Grove Water District Employee Policy Manual Section 5.9 Insurance Benefits, 5.9.1.3 District Contribution and adding Appendix I Maximum Medical Insurance Contributions Policy.

SUMMARY

Staff is proposing amendments to the Elk Grove Water District Employee Policy Manual (Employee Manual), adding Appendix I Maximum Medical Insurance Contributions Policy (Appendix I) and a reference to Appendix I in Section 5.9 Insurance Benefits, 5.9.1.3 District Contribution.

During the update of Board policies, staff reviewed the current Policy on Maximum District Medical Insurance Contributions and deemed this policy to be non-Board related. Therefore, it is recommended that this policy be incorporated into the Employee Manual as Appendix I.

By this action, the Florin Resource Conservation District (FRCD) Board of Directors (Board) would adopt Resolution No. 06.16.20.02, amending the Elk Grove Water District Employee Policy Manual Section 5.9 Insurance Benefits, 5.9.1.3 District Contribution and adding Appendix I (attached).

DISCUSSION

Background

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

Most of the Board policies needed an update to meet current laws, regulations, and guidelines, as well as new formatting. The Board policies provide guidelines for the Board and staff to follow while conducting District business.

ELK GROVE WATER DISTRICT EMPLOYEE POLICY MANUAL AMENDMENT

Page 2

Present Situation

Staff and the Board Working Group (BWG), comprised of Director Lisa Medina and Chair Tom Nelson, reviewed the current Board Policy on Maximum District Medical Insurance Contributions, which was adopted on June 22, 2011, and deemed this policy to be non-Board related. Therefore, it is recommended this policy be incorporated with a title change into the Employee Manual as Appendix I; and be added to agenda item 6, Repeal of Selected Board Policies. Additionally, staff included language in Section 5.9 Insurance Benefits, 5.9.1.3 District Contribution referencing Appendix I.

Language included in Section 5.9 Insurance Benefits, 5.9.1.3 District Contribution referencing Appendix I is as follows:

“For information regarding the Maximum Medical Insurance Contributions Policy see Appendix I. For current maximum contributions or other questions regarding Group Medical Insurance, please contact the Human Resources Administrator.”

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

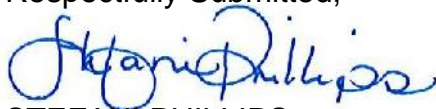
STRATEGIC PLAN CONFORMITY

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

There is no direct financial impact related to the Elk Grove Water District Employee Policy Manual amendment.

Respectfully Submitted,



STEFANI PHILLIPS,
HUMAN RESOURCE ADMINISTRATOR

Attachment

RESOLUTION NO. 06.16.20.02

A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS AMENDING THE ELK GROVE WATER DISTRICT EMPLOYEE POLICY MANUAL SECTION 5.9 INSURANCE BENEFITS, 5.9.1.3 DISTRICT CONTRIBUTION AND ADDING APPENDIX I MAXIMUM MEDICAL INSURANCE CONTRIBUTIONS POLICY

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

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

WHEREAS, the District’s current Board Policy on Maximum District Medical Insurance Contributions was adopted on June 22, 2011.

WHEREAS, the District’s current Board Policy on Maximum District Medical Insurance Contributions has been deemed non-Board related and instead applies to employee medical insurance benefits.

WHEREAS, the District wishes to rename the current Policy on Maximum District Medical Insurance Contributions to Maximum Medical Insurance Contributions Policy.

WHEREAS, the District wishes to amend the Elk Grove Water District Employee Policy Manual with the inclusion of Appendix I Maximum Medical Insurance Contributions Policy and a reference to Appendix I in Section 5.9 Insurance Benefits, 5.9.1.3 District Contribution.

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

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

SECTION 2. The Board of Directors hereby adopts Resolution No. 06.16.20.02 amending the Elk Grove Water District Employee Policy Manual, Section 5.9 Insurance Benefits, 5.9.1.3 District Contribution and adding Appendix I Maximum Medical Insurance Contributions Policy as incorporated herein, attached hereto as Exhibit “A”.

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

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Nelson
Chair

Attest:

Stefani Phillips
Board Secretary

Approved as to form:

Richard E. Nosky
District Legal Counsel

EXHIBIT “A”

FLORIN RESOURCE CONSERVATION DISTRICT

**“ELK GROVE WATER DISTRICT EMPLOYEE POLICY MANUAL, APPENDIX I –
MAXIMUM MEDICAL INSURANCE CONTRIBUTIONS POLICY”**

[Attached behind this cover page]

APPENDIX I

MAXIMUM MEDICAL INSURANCE CONTRIBUTIONS POLICY

I. PURPOSE

The purpose of this policy is to provide the establishment of District maximum contributions for employee group medical insurance.

II. POLICY

This policy is intended to prescribe the District maximum contributions for employee group medical insurance for eligible employees and their eligible dependents.

III. CONTRIBUTIONS

A. Establishment of District Maximum Contributions

The District provides contributions toward employee group medical insurance for eligible employees and their eligible dependents. In fiscal year 2011-12, the District established maximum contributions with the following thresholds: \$2,010.00 for employee and family; \$1,450.00 for employee plus spouse; and \$730.00 for employee only.

1. On July 1 every year thereafter, the maximum contribution levels shall increase at the rate of two percent (2%).
2. The District shall pay all the medical insurance premiums up to the established maximum thresholds. Therefore, the employee shall be responsible for any cost difference above said thresholds of their selected plan.

B. Regulatory Compliance

1. The administering insurance agreement states, the District is required to pay, in full, the lowest costing employee group medical insurance plan for employee only.
2. Where conflict exists between this policy, the law, and the administering insurance agreement, the latter two (2) shall prevail.

June 16, 2020

TO: Chair and Directors of the Florin Resource Conservation District
FROM: Stefani Phillips, Board Secretary and Patrick Lee, Finance Manager/Treasurer
SUBJECT: **BOARD POLICIES**

RECOMMENDATION

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

1. Adopt Resolution No. 06.16.20.03, amending and replacing the Reserve and Capital Investment Policy; and
2. Adopt Resolution No. 06.16.20.04, approving the Fiscal Year 2020-21 Investment Guidelines Policy; and
3. Adopt Resolution No. 06.16.20.05, amending and replacing the Board Member's Requests for Information Policy.

SUMMARY

One (1) of the Specific Key Objectives stated in the Elk Grove Water District (EGWD) Fiscal Year 2019-20 Operating Budget is to "Complete the review and update of all Board policies". Staff, with the assistance of General Counsel Ren Nosky and Board Working Groups (BWG), have prepared and reviewed the following draft amended Policies: Reserve and Capital Investment Policy, Fiscal Year 2020-21 Investment Guidelines Policy, and Board Member's Requests for Information Policy.

By these actions, if approved, the Florin Resource Conservation District (District) Board of Directors (Board) would adopt Resolution No. 06.16.20.03 through 06.16.20.05.

DISCUSSION

Background

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

Most of the Board policies needed an update to meet current laws, regulations, and guidelines, as well as new formatting. The Board policies provide guidelines for the Board and staff to follow while conducting District business.

BOARD POLICIES

Page 2

Present Situation

Staff, with the assistance of General Counsel Ren Nosky and BWG's have prepared draft amended Board policies with new formatting.

A summary of the substantive changes the BWG's developed relative to each of the proposed Board policies (attached) is provided below:

1. Reserve and Capital Investment Policy

Board Working Group: Bob Gray and Lisa Medina

Staff is presenting an amended Reserve and Capital Investment Policy to the Board for consideration. The Elections and Special Studies Reserve Fund target balance was amended to read as, "increases to this reserve bucket are to be made by Board action and in accordance with the annual budget". All other reserve funds and funding levels have remained unchanged.

2. Fiscal Year 2020-21 Investment Guidelines Policy

Board Working Group: No Board Working Group Required.

The FY 2020-21 Investment Guidelines Policy is an annual adoption of the Florin Resource Conservation District's Investment Policy. 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 is not recommending any changes to the Investment Guidelines Policy at this time.

4. Board Member's Requests for Information Policy

Board Working Group: Lisa Medina and Tom Nelson

The Board Member's Requests for Information Policy proposes minimal substantive changes. Staff and the BWG propose routing requests for information through the General Manager, which would allow him/her to delegate such requests to the appropriate department head. Additionally, the requirement of

BOARD POLICIES

Page 3

disseminating one (1) Board members request for information to all Board members was removed in the proposed policy.

Staff recommends the Board 1) Adopt Resolution No. 06.16.20.03, Reserve and Capital Investment Policy, 2) Adopt Resolution No. 06.16.20.04, Fiscal Year 2020-21 Investment Guidelines Policy, and 3) Resolution No. 06.16.20.05, Board Member's Requests for Information Policy.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

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

FINANCIAL SUMMARY

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

Respectfully submitted,



STEFANI PHILLIPS
BOARD SECRETARY

And



PATRICK LEE
FINANCE MANAGER/TREASURER

Attachments

RESOLUTION NO. 06.16.20.03

**A RESOLUTION OF THE FLORIN RESOURCE
CONSERVATION DISTRICT BOARD OF DIRECTORS AMENDING AND
REPLACING THE RESERVE AND CAPITAL INVESTMENT POLICY**

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

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

WHEREAS, the biennial election costs for the Board of Directors have continued to increase and have now exceeded the amount as prescribed in the current Reserve and Capital Investment Policy for the Elections and Special Studies Reserve Fund; and

WHEREAS, the Florin Resource Conservation District Board of Directors wishes to amend the Reserve and Capital Investment Policy adopted on June 20, 2018 by Resolution 06.20.18.04; and

WHEREAS, the Board has received and considered the proposed Reserve and Capital Investment Policy submitted by the Finance Manager/Treasurer on June 16, 2020.

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

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

SECTION 2. The Board of Directors hereby amends the language of the Elections and Special Studies Reserve Fund target balance in accordance with the approved annual budget.

SECTION 3. The Board of Directors hereby amend and replace the Reserve and Capital Investment Policy attached hereto as Exhibit “A,” and made a part hereof.

SECTION 4. The Board Secretary shall certify to 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 16th day of June 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Nelson
Chair

ATTEST:

Stefani Phillips
Board Secretary

APPROVED AS TO FORM:

Richard E. Nosky
District Legal Counsel

EXHIBIT “A”

**FLORIN RESOURCE CONSERVATION DISTRICT
“RESERVE AND CAPITAL INVESTMENT POLICY”**

[Attached behind this cover page]

Policy Type: Florin Resource Conservation District Board of Directors
Policy Title: Reserve and Capital Investment Policy
Date Adopted: June 16, 2020
Resolution No: 06.16.20.03
Date Amended:

I. PURPOSE

The purpose of this policy is to establish several reserve funds to minimize adverse annual budgetary impacts from anticipated and unanticipated Florin Resource Conservation District (District) expenses. Such monies are not considered 'surplus' and shall not be made available for other uses without the express authorization of District Board of Directors (Board).

II. POLICY

This policy is to prescribe that all funds held in reserve be designated to specific uses. The District shall be consistent with Title 27 of the California Code of Regulations, meaning the District hold cash reserves for special projects and operations.

III. RESERVE FUNDS

The adequacy of the target reserve year-end balance ranges 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:

A. Operating Reserve Fund

1. Purpose: To ensure cash resources are available to fund daily administration, operations and customer services.
2. Target Balance: 120 Days of the Annual Operations and Maintenance Budget
3. Methodology/Rationale: The District should, in accordance with sound financial practices, have a minimum of 120 Days of operating reserves.
4. Use of Funds: These funds will be used to pay for expenditures according to budget and expenditure authority. This fund will be accessed only upon the express pre-approval of the Board of Directors.

B. Capital Improvement Reserve Fund

1. Purpose: Funds are set aside for the new assets needed for the operations of the district that enhance or increase capacity. (Meter Retrofit Program, Supply/Distribution Improvements, Treatment Plant Improvements, Building Site Improvements and Other Improvements)
2. Target Balance: Annual Capital Improvement Program Budget
3. Methodology/Rationale: The District needs to invest in the infrastructure necessary to improve and enhance the source capacity and other attributes of the District's infrastructure

4. Use of Funds: The funds will be used build new infrastructure or enhance current infrastructure to increase the District's capacity.

C. Capital Replacement Reserve Fund

1. Purpose: Funds are set aside for the future replacement of existing assets. (Supply/Distribution Improvements, Treatment Improvements, Building Site Improvements and Other Improvements.)
2. Target Balance: Annual Capital Replacement Budget
3. Methodology/Rationale: The District records depreciation using the straight-line method over the estimated useful lives of the assets. The funds are reserved to replace District assets as they reach the end of their useful life.
4. Use of Funds: The funds will be used to replace assets (furniture, computers, equipment, etc.) as necessary to further the mission and efficiency of the organization.

D. Elections and Special Studies Reserve Fund

1. Purpose: To provide funds for various special studies, as needs arise in the District such as election costs, Board expenses, etc.
2. Target Balance: Increases to this reserve bucket are to be made by Board action and in accordance with the annual budget
3. Methodology/Rationale: The District will, from time to time, be required or requested to participate in activities, which it could not have foreseen and therefore could not have budgeted for specifically.
4. Use of Funds: These funds will be used to cover the costs of elections and special studies as necessary to be completed by the District.

E. Future Years Capital Improvement Reserve Fund

1. Purpose: Funds are set aside for the new assets needed for the operations of the district that enhance or increase capacity. (Meter Retrofit Program, Supply/Distribution Improvements, Treatment Plant Improvements, Building Site Improvements and Other Improvements)
2. Target Balance: 25% of the balance of the Unrestricted Reserves Funds 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.
3. Methodology/Rationale: The District needs to invest in the infrastructure necessary to improve and enhance the source capacity and other attributes of the District's infrastructure
4. Use of Funds: The funds will be used build new infrastructure or enhance current infrastructure to increase the District's capacity.

F. Future Years Capital Replacement Reserve Fund

1. Purpose: Funds are set aside for the future replacement of existing assets. (Supply/Distribution Improvements, Treatment Improvements, Building Site Improvements and Other Improvements.)
2. Target Balance: 75% of the balance of the Unrestricted Reserves Funds 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.
3. Methodology/Rationale: The District records depreciation using the straight-line method over the estimated useful lives of the assets. The funds are reserved to replace District assets as they reach the end of their useful life.
4. Use of Funds: The funds will be used to replace assets (furniture, computers, equipment, etc.) as necessary to further the mission and efficiency of the organization.

IV. GUIDELINES

Staff shall perform a reserve analysis to be submitted to the Board of Directors on a quarterly basis.

RESOLUTION NO. 06.16.20.04

**A RESOLUTION OF THE FLORIN RESOURCE
CONSERVATION DISTRICT BOARD OF DIRECTORS APPROVING
THE FISCAL YEAR 2020-21 INVESTMENT GUIDELINES POLICY**

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

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

WHEREAS, the Florin Resource Conservation District Board of Directors adopted the Fiscal Year (FY) 2018-19 Investment Guidelines Policy on June 19, 2019, to guide the District, General Manager, Finance Manager, and District staff regarding District investments; and

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

WHEREAS, the Board of Directors wishes to adopt the FY 2020-21 Investment Guidelines Policy.

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

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

SECTION 2. Investments shall be made in accordance with the FY 2020-21 Investment Guidelines Policy attached hereto as Exhibit “A,” and made a part hereof.

SECTION 3. The policies adopted by this resolution are in addition to and supplement any other legal requirements.

SECTION 4. The Board Secretary shall certify to 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 16th day of June 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Nelson
Chair

ATTEST:

Stefani Phillips
Board Secretary

APPROVED AS TO FORM:

Richard E. Nosky
District Legal Counsel

EXHIBIT “A”

FLORIN RESOURCE CONSERVATION DISTRICT

“FISCAL YEAR 2020-21 INVESTMENT GUIDELINES POLICY”

[Attached behind this cover page]

Policy Type: Florin Resource Conservation District Board of Directors
Policy Title: Fiscal Year 2020-21 Investment Guidelines Policy
Date Adopted: June 16, 2020
Resolution No: 06.16.20.04
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 comprehensive annual 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/District 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/District 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/Director 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/District 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/District 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 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/District 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 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/District 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/District 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/District 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/District Treasurer with copies to the Finance Supervisor. In the absence of the Finance Manager/District Treasurer, the Finance Supervisor may sign the confirmation letter for investments previously authorized. The Finance Manager/District 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/District 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 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/District 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/District 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/District 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/District 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

GLOSSARY

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	Holders 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

SOURCES

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

RESOLUTION NO. 06.16.20.05

A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS AMENDING AND REPLACING THE BOARD MEMBER’S REQUESTS FOR INFORMATION POLICY

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

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

WHEREAS, the District’s current Board Member’s Requests for Information Policy was adopted on September 23, 2009.

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

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

SECTION 2. The Board of Directors hereby adopts Resolution No. 06.16.20.05, amending and replacing the Board Member’s Requests for Information Policy as incorporated herein, and attached hereto as Exhibit “A”.

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

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

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

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

Tom Nelson,
Chair

Attest:

Stefani Phillips
Board Secretary

Approved as to form:

Richard E. Nosky
District Legal Counsel

EXHIBIT "A"

FLORIN RESOURCE CONSERVATION DISTRICT

"BOARD MEMBER'S REQUESTS FOR INFORMATION POLICY"

[Attached behind this cover page]

Policy Type: Florin Resource Conservation District Board of Directors
Policy Title: Board Member's Requests for Information
Date Adopted: June 16, 2020
Resolution No: 06.16.20.05
Date Amended:

I. PURPOSE

The purpose of this policy is to establish rules governing an individual Florin Resource Conservation District (District) Board of Directors (Board member) requests for information.

II. POLICY

This policy is to recognize that individual Board members may, from time to time, request information.

III. REQUEST FOR INFORMATION

When a request is made by a Board member for copies of correspondence, reports or other information:

- A. Board members shall respect the line of authority inherent in organizations; thus, their requests should be directed to the General Manager who will coordinate with the appropriate Department Heads.
- B. The General Manager has the right to refer a request for information to the full Board when such a request would require excessive staff time and/or a change to the current policies, procedures, or services of the District.

June 16, 2020

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Stefani Phillips, Board Secretary

SUBJECT: **REPEAL OF SELECTED BOARD POLICIES**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution 06.16.20.06, repealing the following Board policies: Advisory Committees; Committees of the Board; Policy on Cost of Living Adjustments and Payment of Member Contributions to the Public Employees' Retirement System (PERS); and Policy on Maximum District Medical Insurance Contributions.

SUMMARY

One (1) of the Specific Key Objectives stated in the Elk Grove Water District (EGWD) Fiscal Year 2019-20 Operating Budget is to "Complete the review and update of all Board Board policies". Staff, with the assistance of General Counsel Ren Nosky, have determined that four (4) Board policies are no longer applicable and are recommending that they be repealed: Advisory Committees; Committees of the Board; Policy on Cost of Living Adjustments and Payment of Member Contributions to the Public Employees' Retirement System (PERS); and Policy on Maximum District Medical Insurance Contributions.

By these actions, if approved, the Florin Resource Conservation District (District) Board of Directors (Board) would adopt Resolution No. 06.16.20.06 repealing the recommended Board Board policies.

DISCUSSION

Background

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

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

REPEAL OF SELECTED BOARD POLICIES

Page 2

Present Situation

Staff, with the assistance of General Counsel Ren Nosky, have reviewed all the remaining Board policies and concluded there were four (4) Board policies that were no longer applicable and therefore should be repealed.

A summary of Board policies to be repealed is provided below:

1. Advisory Committees

The Advisory Committees, Board Policy No. 15, was adopted by Resolution No. 09.23.09.01. The provisions contained in this policy were incorporated in the Amended and Restated Bylaws of the Florin Resource Conservation District, which was adopted on January 21, 2020.

2. Committees of the Board

The Committees of the Board, Policy No. 13, was adopted by Resolution No. 05.27.09.01. The provisions contained in this policy were incorporated in the Amended and Restated Bylaws of the Florin Resource Conservation District, which was adopted on January 21, 2020.

3. Policy on Cost of Living Adjustments and Payment of Member Contributions to the Public Employees' Retirement System (PERS)

The Policy on Cost of Living Adjustments and Payment of Member Contributions to the Public Employees' Retirement System (PERS), Policy No. 24, adopted by Resolution No. 06.22.11.04. The provisions contained in this policy have been satisfied.

4. Policy on Maximum District Medical Insurance Contributions

The Policy on Maximum District Medical Insurance Contributions, Policy No. 25, was adopted by Resolution No. 06.22.11.04. During the process of updating Board policies, staff reviewed the policy and with concurrence of the Board Working Group (BWG), comprised of Director Lisa Medina and Chair Tom Nelson, and review by General Counsel Ren Nosky, deemed this policy to be non-Board related and recommended this policy be incorporated, with a title change into the Employee Policy Manual (Manual) as Appendix I, and adding language in Section 5.9 Insurance Benefits, 5.9.1.3 District Contribution referencing Appendix I.

REPEAL OF SELECTED BOARD POLICIES

Page 3

Staff recommends the Board adopt Resolution No. 06.16.20.06 repealing the following Board policies: Advisory Committee; Committees of the Board; Policy on Cost of Living Adjustments and Payment of Member Contributions to the Public Employees' Retirement System (PERS); and Policy on Maximum District Medical Insurance Contributions.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

Repealing Board policies that are no longer applicable allows the Board proper oversight of compliance of District operations and thereby conforms with Strategic Goal No. 1, Governance and Customer Engagement, of the Strategic Plan 2020-2025.

FINANCIAL SUMMARY

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

Respectfully submitted,



STEFANI PHILLIPS
BOARD SECRETARY

Attachment

RESOLUTION NO. 06.16.20.06

A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS REPEALING THE FOLLOWING BOARD POLICIES: ADVISORY COMMITTEES; COMMITTEES OF THE BOARD; POLICY ON COST OF LIVING ADJUSTMENTS AND PAYMENT OF MEMBER CONTRIBUTIONS TO THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS); AND POLICY ON MAXIMUM DISTRICT MEDICAL INSURANCE CONTRIBUTIONS

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

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

WHEREAS, the District's Policy No. 15 Advisory Committees, adopted by Resolution No. 09.23.09.01, was incorporated in the Amended and Restated Bylaws of the Florin Resource Conservation District and thereby no longer required as a Board policy;

WHEREAS, the District's Policy No. 13 Committees of the Board, adopted by Resolution No. 05.27.09.01, was incorporated in the Amended and Restated Bylaws of the Florin Resource Conservation District and thereby no longer required as a Board policy;

WHEREAS, the District's Policy No. 24 Policy on Cost of Living Adjustments and Payment of Member Contributions to the Public Employees' Retirement System (PERS), adopted by Resolution No. 06.22.11.04, provision compliance has been satisfied and therefore is no longer applicable;

WHEREAS, the District's Policy No. 25 Policy on Maximum District Medical Insurance Contributions, adopted by Resolution No. 06.22.11.04, was deemed non-Board related and incorporated into the Elk Grove Water District Employee Policy Manual as Appendix I Maximum Medical Insurance Contributions Policy and a reference to Appendix I in Section 5.9 Insurance Benefits, 5.9.1.3 District Contribution was added and adopted by Resolution No. 06.16.20.02;

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

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

SECTION 2. The Board of Directors hereby adopts Resolution No. 06.16.20.06, repealing the following Board Policies: Advisory Committees; Committees of the Board; Policy on Cost of Living Adjustments and Payment of Member Contributions to the Public Employees' Retirement System (PERS); and Policy on Maximum District Medical Insurance Contributions.

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

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

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

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Nelson,
Chair

Attest:

Stefani Phillips
Board Secretary

Approved as to form:

Richard E. Nosky
District Legal Counsel

EXHIBIT "A"

FLORIN RESOURCE CONSERVATION DISTRICT

**"REPEALED BOARD POLICIES: ADVISORY COMMITTEE;
COMMITTEES OF THE BOARD; POLICY ON COST OF LIVING ADJUSTMENTS
AND PAYMENT OF MEMBER CONTRIBUTIONS TO THE PUBLIC EMPLOYEES'
RETIREMENT SYSTEM (PERS); AND POLICY ON MAXIMUM DISTRICT
MEDICAL INSURANCE CONTRIBUTIONS"**

[Attached behind this cover page]

FLORIN RESOURCE CONSERVATION DISTRICT

POLICY NO. 15

ADOPTED BY FRCD RESOLUTION NO. 09.23.09.01

ADVISORY COMMITTEES

The Board of Directors recognizes that it is in the best interest of the District to encourage District resident participation in special interest or single purpose advisory committee capacities as required.

The General Manager is authorized to recommend to the Board special interest or single purpose advisory committees, and/or general District-wide advisory committees to provide assistance and advice on specific programs, activities or projects of the District. The Board will recognize appointments to such advisory committees in conjunction with recommendations from the General Manager and set the duration of their terms. These advisory committees will report to the Board.

FLORIN RESOURCE CONSERVATION DISTRICT

POLICY NO. 13

ADOPTED BY FRCD RESOLUTION NO. 05.27.09.01

COMMITTEES OF THE BOARD

The Board of Directors recognizes the use of committees of the Board, as means to provide detailed examination of particular areas to all Board members. Ad-hoc committees of the Board and special Board appointments will be created at the discretion of the Board Chair and only when deemed necessary by the Board as a whole.

When a committee is created, the Board Chair appoints one or two Board members to each of the committees, selecting one as Chair of the respective committees. The Chair shall call meetings as required. The Board member who calls the meeting may cancel or reschedule that meeting. All committee appointments must be approved by the Board as a whole.

Special Board committees may include: Finance, Conservation, Infrastructure, Susan B. Gaines Mitchell Building, and Planning.

Committee information shall be summarized for the entire Board and recommendations presented at a regular meeting of the Board when necessary.

**ELK GROVE WATER DISTRICT,
A Department of the
FLORIN RESOURCE CONSERVATION DISTRICT**

**POLICY NO. 24
ADOPTED BY FRCD RESOLUTION NO. 06.22.11.04**

**POLICY ON COST OF LIVING ADJUSTMENTS AND PAYMENT OF MEMBER
CONTRIBUTIONS TO THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)**

I. PURPOSE

Historically, upon Board approval, Elk Grove Water District ("Elk Grove") has provided a cost of living adjustment ("COLA") to employee salaries at the beginning of each fiscal year. Elk Grove intends to continue this practice. Pursuant to Government Code Section 20691, Elk Grove may pay all or a portion of the normal contributions required to be paid by a member ("Member Contribution") under the Public Employees' Retirement System ("PERS"). This Policy sets forth the Elk Grove policy regarding COLA's and payment of the Member Contribution. This Policy is intended to be read in conjunction with those terms set forth in the relevant contract with PERS. Where conflict exists, the legal requirements of PERS and the relevant contract control.

II. POLICY

A. COST OF LIVING ADJUSTMENTS

With Board approval, Elk Grove shall continue its practice of providing its employees with a cost of living adjustment ("COLA") at the beginning of each fiscal year. For the 2011-12 fiscal year, the COLA shall be two percent (2%). In future fiscal years, the COLA shall be equivalent to the 20 Cities Average – San Francisco Region Index ("CPI").

B. MEMBER CONTRIBUTIONS

Currently, Elk Grove pays the required employer contribution rate under PERS as well as the full Member Contribution on behalf of its employees. Commencing with the 2011-12 fiscal year, and each fiscal year thereafter until the employee is paying six percent (6%) of salary towards the Member Contribution, employees will be required to pay the Member Contribution in an amount equal to the COLA for that fiscal year. (For example only, the COLA for the 2011-12 fiscal year is two percent (2%). Commencing in the 2011-12 fiscal year, employees shall pay two percent (2%) of salary towards the Member

Contribution. If, in the 2012-13 fiscal year, the COLA is three percent (3%), the employee would pay an additional three percent (3%) of salary towards the Member Contribution for a total of five percent (5%) of salary. If, in the 2013-14 fiscal year, the COLA is two percent (2%), the employee would pay an additional one percent (1%) of salary towards the Member Contribution for a total of six percent (6%) of salary. Elk Grove will continue to pay the portion of the Member Contribution not paid by the employee under this Policy.

POLICY NO. 25
ADOPTED BY FRCD RESOLUTION NO. 06.22.11.04

POLICY ON MAXIMUM DISTRICT MEDICAL INSURANCE CONTRIBUTIONS

I. PURPOSE

Pursuant to Elk Grove Water District ("Elk Grove") policies, Elk Grove provides group medical insurance benefits to eligible employees and their eligible dependents. Consistent with the law, the relevant policies, and the terms of the insurance policy, Elk Grove may pay all or a portion of the contributions required to be paid by an employee. This policy sets forth the Elk Grove policy regarding contribution maximums for employee group medical insurance premiums. This policy is intended to be read in conjunction with the terms set forth in the relevant medical insurance policies and Elk Grove policies regarding employee benefits. Where conflict exists, the law, the terms of the group medical insurance policy, and the terms of Elk Grove's policies concerning employee benefits control.

II. POLICY

A. DEFINITIONS

I. Covered employee.

A covered employee is a regular full-time employee eligible for enrollment in Elk Grove's group medical insurance coverage pursuant to the terms of the relevant insurance policy and the terms of Elk Grove's Employee Manual and/or other internal policies.

B. CONTRIBUTIONS

Elk Grove provides contributions toward employee group medical insurance premiums for eligible employees and their eligible dependents. Elk Grove's maximum contribution for said premiums is limited to the following amounts for the 2011-12 fiscal year: \$2,010.00 for an employee and entire family; \$1,450.00 for an employee plus spouse alone; and \$730.00 for an employee only. Said maximum contribution levels will increase each year at the rate of two percent (2%).

June 16, 2020

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

RECOMMENDATION

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

SUMMARY

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

All regulatory requirements were met for the month of 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 Board of Director's review is the EGWD's May 2020 Operations Report.

Present Situation

The EGWD May 2020 Operations Report highlights are as follows:

- **Operations Activities Summary** – No door hangers were placed for past due balances. The district is currently suspending all shut offs due to the present state of emergency. We received no water pressure complaints, but there were two (2) water quality complaints. Upon inspection, these two (2) water quality complaints were unsubstantiated.
- **Production** – The Combined Total Service Area 1 production graph on page 13 shows that production during the month of May increased 22.52 percent compared to May 2019 and is 18.57 percent less than what was produced in 2013. Year 2013 is the baseline year the State Water Quality Control Board adopted for water usage. The Total Demand/Production for both service areas on page 14 shows

ELK GROVE WATER DISTRICT OPERATIONS REPORT – MAY 2020

Page 2

that customer use during the month of May, compared to May 2013, was down by 15.98 percent.

- **Static and Pumping Level Graphs** – The second quarter soundings are shown and generally indicate that the static water levels in deeper zones have risen slightly compared to the second quarter of 2018. The shallow zones have also shown improvement.
- **Treatment (Compliance Reporting)** – All samples taken during the month were in compliance with all regulatory permit requirements. Additional samples were taken at Well 1D, Well 14, and the Railroad Treatment Plant for a Title 22 analysis and this is required once every three years. 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 assisted with programming and testing of some new parameters in the Programmable Logic Controller at the Hampton Water Treatment Plant to control momentary spiking of chemical dosages during backwashes.
 - Staff facilitated a necessary plant shutdown of the Hampton Water Treatment Plant in order for SMUD to perform maintenance on their switchgear.
- **Cross Connection Control Program 2020** – EGWD issued 63 testing notices for the month. Pursuant to the notices, 31 devices passed. Of the remaining 32, 13 devices passed the second test and 19 were not tested by the due date. The total number of delinquents is 20, which includes those that receive secondary notices and the one (1) device that remains delinquent from April which has been given a third notice.
- **Safety Meetings/Training** – One (1) safety training session was conducted for the month.
- **Service and Main Leaks Map** – There was two (2) service line leaks and no main line leaks during May.

ELK GROVE WATER DISTRICT OPERATIONS REPORT – MAY 2020

Page 3

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

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

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

FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully submitted,



MARK J. MADISON
GENERAL MANAGER

MJM/ah

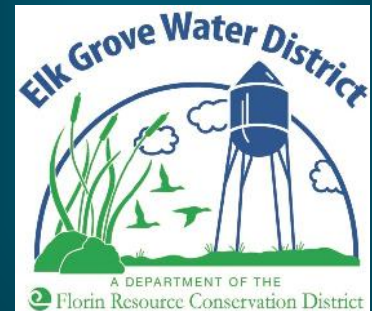
EGWD

OPERATIONS REPORT

May 2020



Elk
Grove
Water
District



Elk Grove Water District
Operations Report
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Operations Activities Summary

Service Requests:

	May -20		YTD (Since Jan. 1, 2020)	
<u>Department</u>	<u>Service Request</u>	<u>Hours</u>	<u>Service Request</u>	<u>Hours</u>
Distribution				
Door Tags	0	0	1,206	70
Shut offs	0	0	111	11.5
Turn ons	0	0	68	12.5
Investigations	23	5.75	101	25.25
USA Locates	154	38.25	903	225.50
Customer Complaints				
-Pressure	0	0	3	1
-Water Quality	2	.5	6	1.5
-Other	0	0	0	0

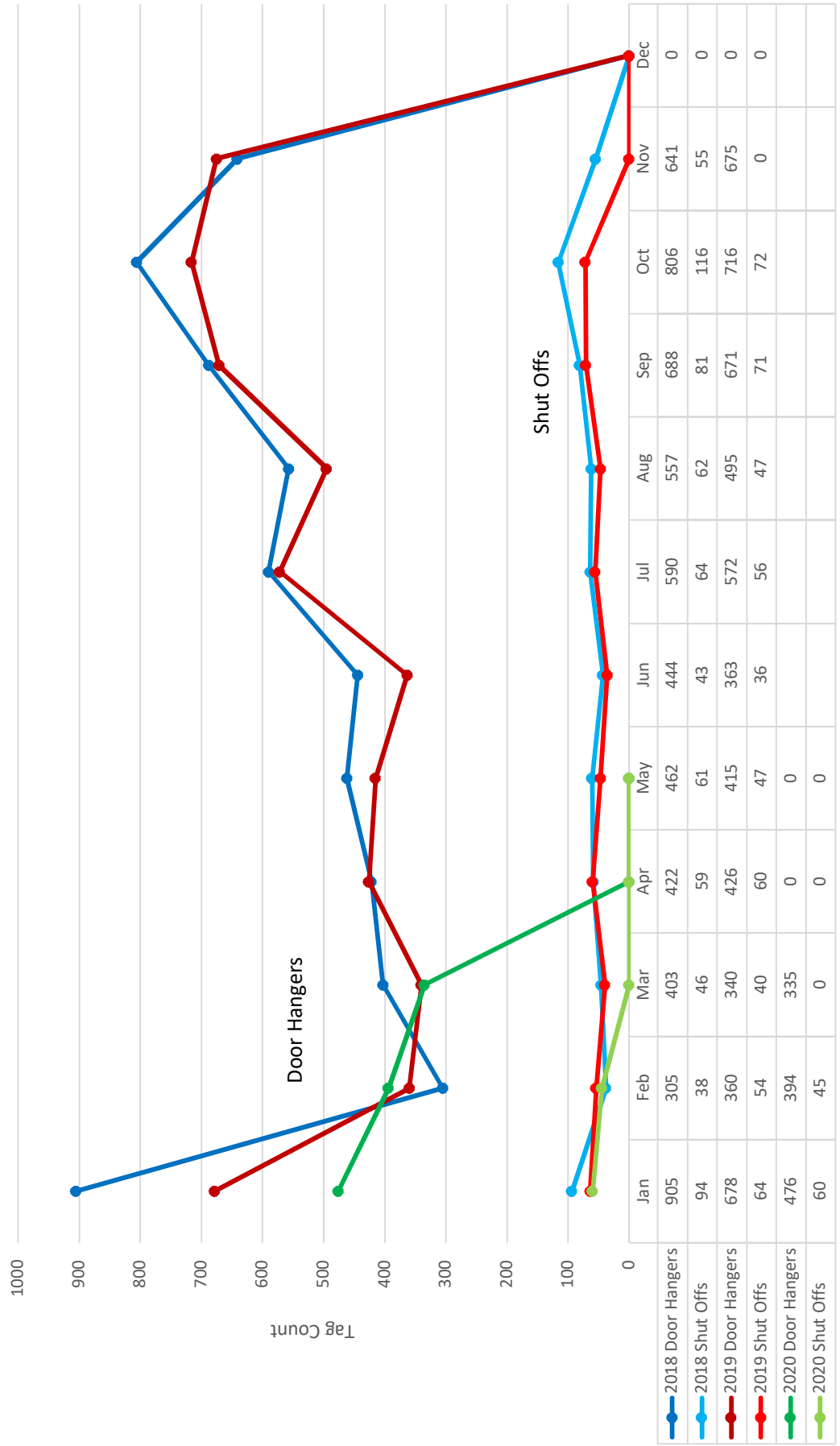
Work Orders:

	May -20		YTD (Since Jan. 1, 2020)	
<u>Department</u>	<u>Work Orders</u>	<u>Hours</u>	<u>Work Orders</u>	<u>Hours</u>
Treatment:				
Preventative Maint.	18	20.5	113	240.5
Corrective Maint.	16	58.5	42	334.5
Water Samples	11	36	75	218
Distribution:				
Meters Installed	0	0	115	58.25
Meter Change Out	11	5.25	129	67.25
Preventative Maint.				
-Hydrant Maintenance (135)	0	0	414	88
-Valve Exercising (120)	0	0	361	75
-Other	0	0	0	0
Corrective Maint.				
-Leaks	2	28	12	239.50
-Other	2	0.5	19	52.25
Valve Locates	0	0	0	0
Utility:				
Corrective Maint.	0	0	0	0



Elk Grove Water District

Door Hangers and Shut Off Tags





Elk Grove Water District

Monthly Production

Well 1D School -- May 2020

Selected Month Production
37,574,199 Gallons

Average GPM:
1,731

Motor:

Volts: 463
Volts (Rated): 460
RPM: 1788
RPM (Rated): 2115
Amps A: 182
Amps A (Rated): 222
Amps B: 180
Amps B (Rated): 222
Amps C: 171
Amps C (Rated): 222

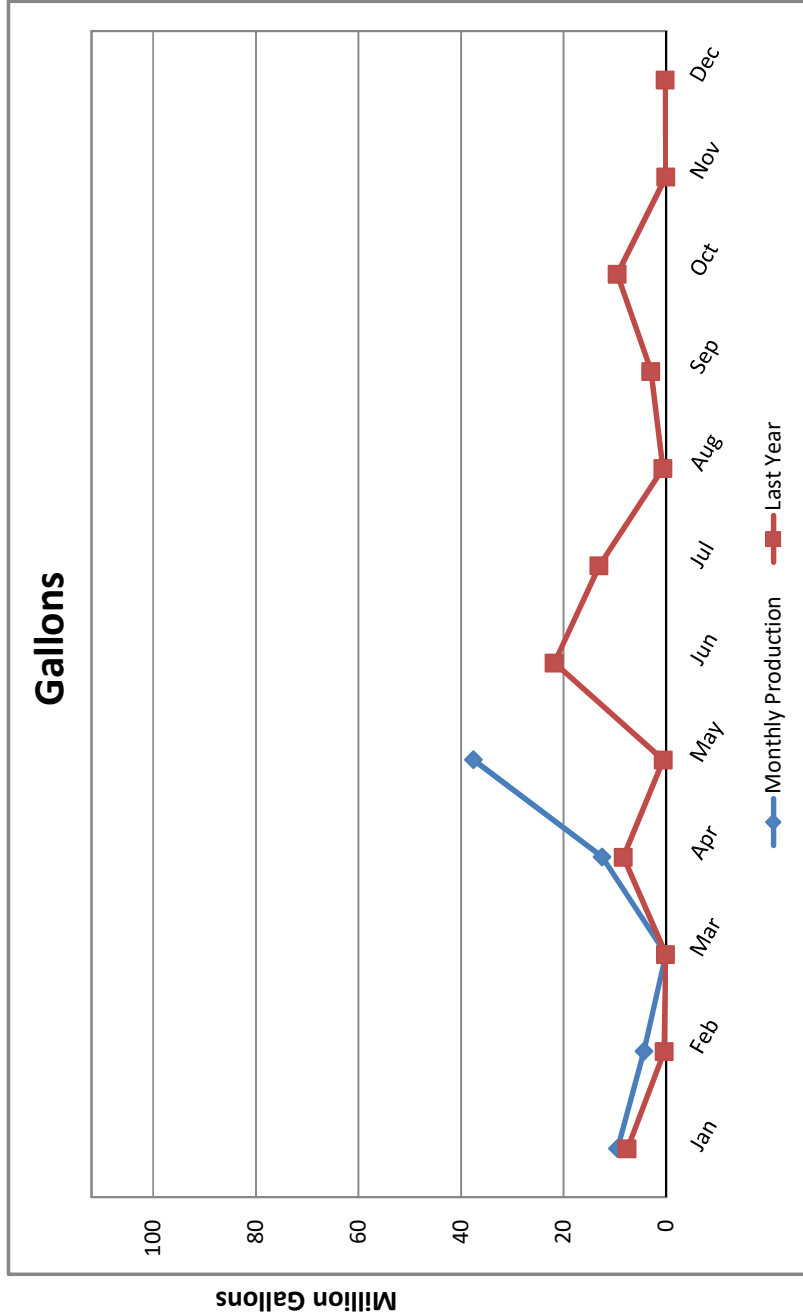
Motor Temp: 133.7 F
Hour Meter: 361.60
KW Hour Total: 44,640

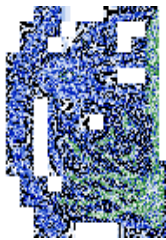
Chlorine:

Dosing: 1.59 mg/L
Demand: 0.50 mg/L
Residual: 1.09 mg/L

Vibration Reading:

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





Elk Grove Water District

Monthly Production

Well 4D Webb -- May 2020
(Well Offline)

Selected Month Production
0 Gallons

Average GPM: 0

Motor:

Volts: --
Volts (Rated): 460
RPM: --
RPM (Rated): 1775
Amps A: --
Amps A (Rated): 225
Amps B: --
Amps B (Rated): 225
Amps C: --
Amps C (Rated): 225

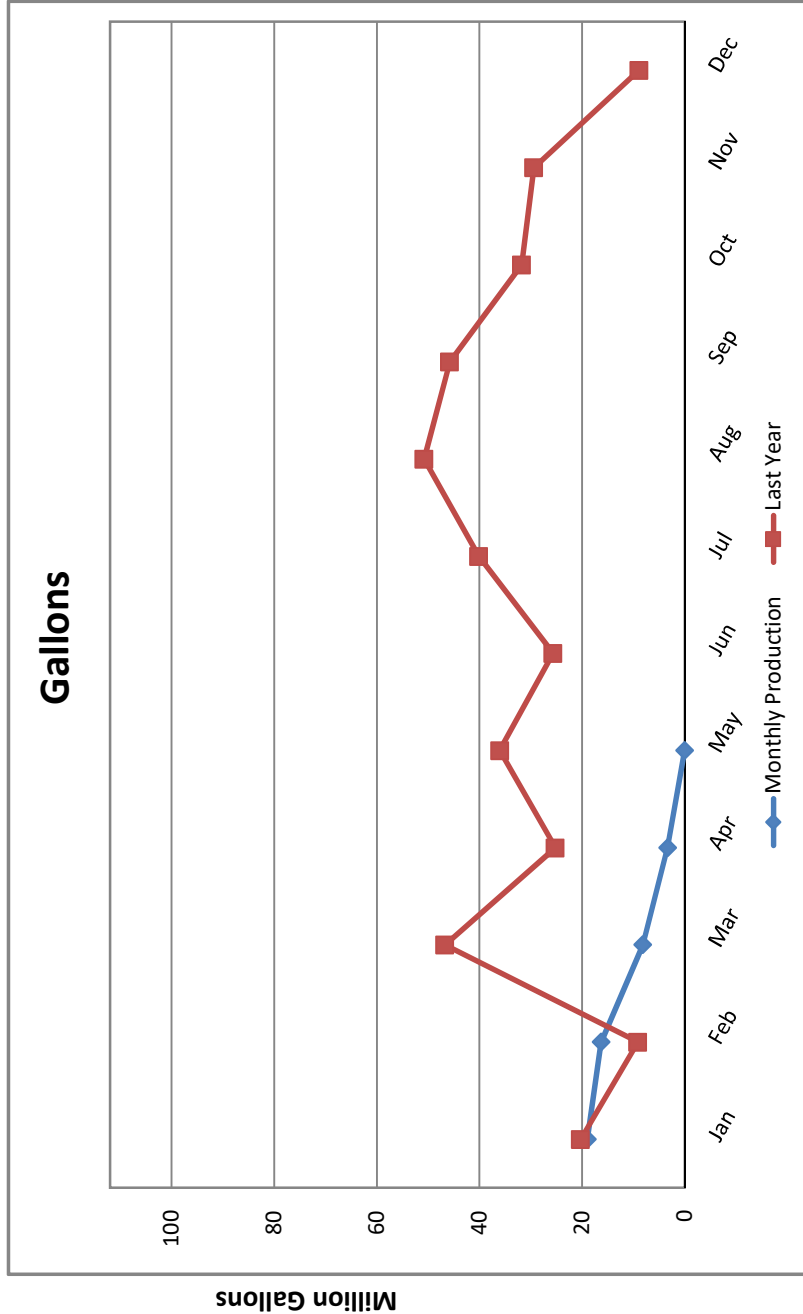
Motor Temp: -- F
Hour Meter: 0.00
KW Hour Total: 0

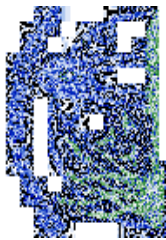
Chlorine:

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

Vibration Reading:

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





Elk Grove Water District

Monthly Production

Well 11D Dino -- May 2020
(Well Offline)

Selected Month Production
0 Gallons

Average GPM: 0

Motor:

Volts: --
Volts (Rated): 460
RPM: --
RPM (Rated): 1775
Amps A: --
Amps A (Rated): 225
Amps B: --
Amps B (Rated): 225
Amps C: --
Amps C (Rated): 225

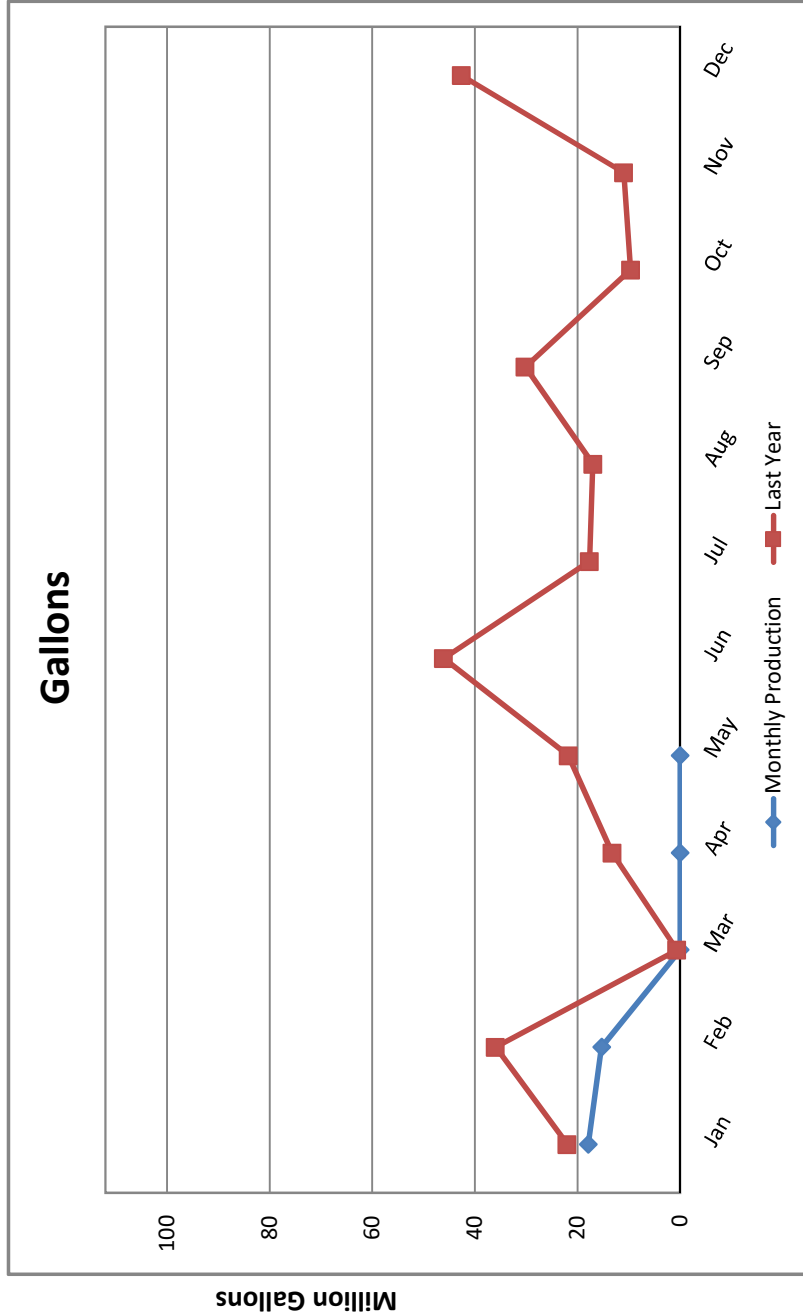
Motor Temp: -- F
Hour Meter: 0.00
KW Hour Total: 0

Chlorine:

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

Vibration Reading:

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





Elk Grove Water District

Monthly Production

Well 14D Railroad -- May 2020

Selected Month Production
52,600,698 Gallons

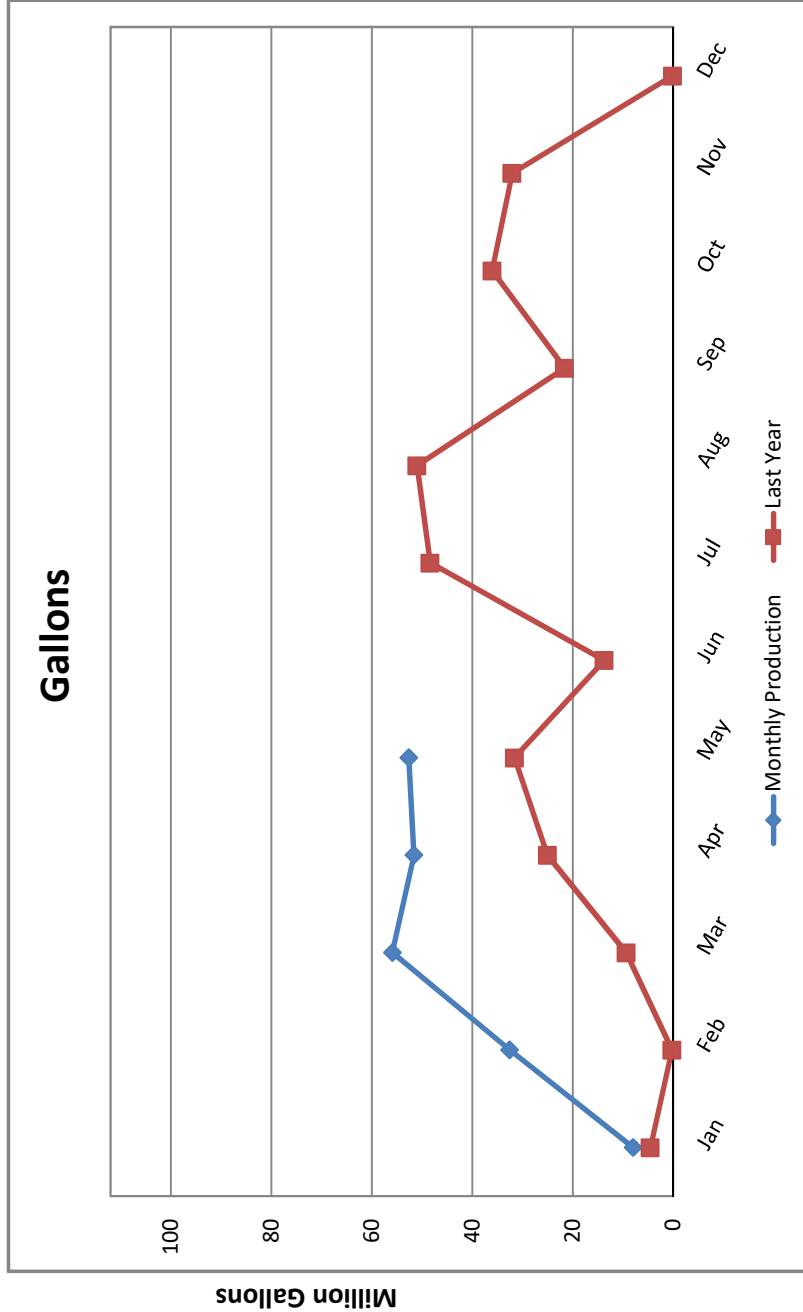
Average GPM:
1,306

Motor:
Volts: 468
Volts (Rated): 460
RPM: 1782
RPM (Rated): 1785
Amps A: 162
Amps A (Rated): 171
Amps B: 162
Amps B (Rated): 171
Amps C: 153
Amps C (Rated): 171

Motor Temp.: 139.5 F
Hour Meter: 670.90
KW Hour Total: 144,480
(KWH total is for the entire facility)

Chlorine:
Dosing: 2.00 mg/L
Demand: 0.98 mg/L
Residual: 1.02 mg/L

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





Elk Grove Water District

Monthly Production

Well 8 Williamson -- May 2020
(Submersible)

Selected Month Production
24,140,086 Gallons

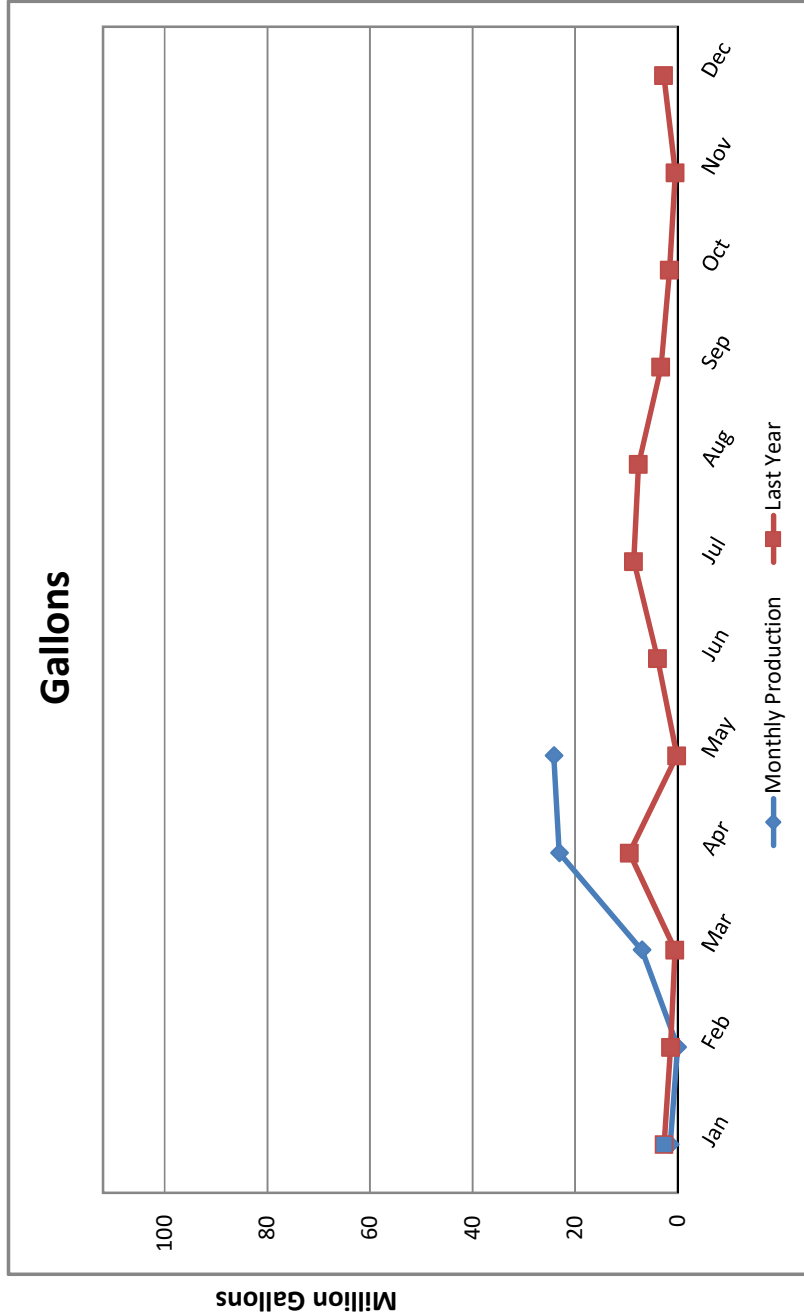
Average GPM: 540

Motor:
Volts: 457
Volts (Rated): 460

Amps A: 61
Amps A (Rated): 65
Amps B: 59
Amps B (Rated): 65
Amps C: 59
Amps C (Rated): 65

Hour Meter: 744.10
KW Hour Total: 29,490

Chlorine:
Dosing: 1.11 mg/L
Demand: 0.33 mg/L
Residual: 0.78 mg/L





Elk Grove Water District

Monthly Production

Well 9 Polhemus -- May 2020
(Submersible)

Selected Month Production
113,000 Gallons

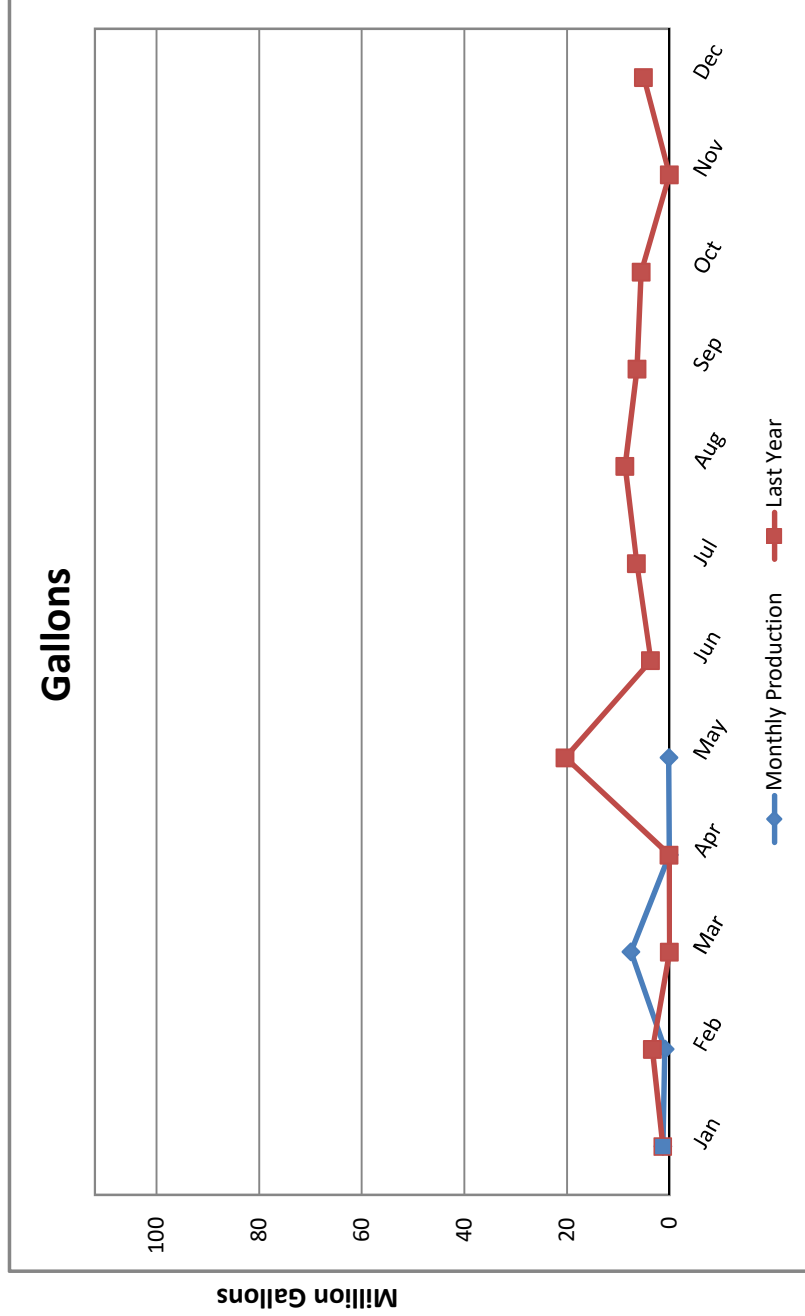
Average GPM: 438

Motor:
Volts: 487
Volts (Rated): 460

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

Hour Meter: 4.30
KW Hour Total: 347

Chlorine:
Dosing: 1.4 mg/L
Demand: 0.51 mg/L
Residual: 0.89 mg/L





Elk Grove Water District

Monthly Production

Well 13 Hampton -- May 2020

Selected Month Production
26,147,777 Gallons

Average GPM: 967

Motor:

Volts: 480
 Volts (Rated): 460
 RPM: 1787
 RPM (Rated): 1785
 Amps A: 103
 Amps A (Rated): 141
 Amps B: 105
 Amps B (Rated): 141
 Amps C: 106
 Amps C (Rated): 141

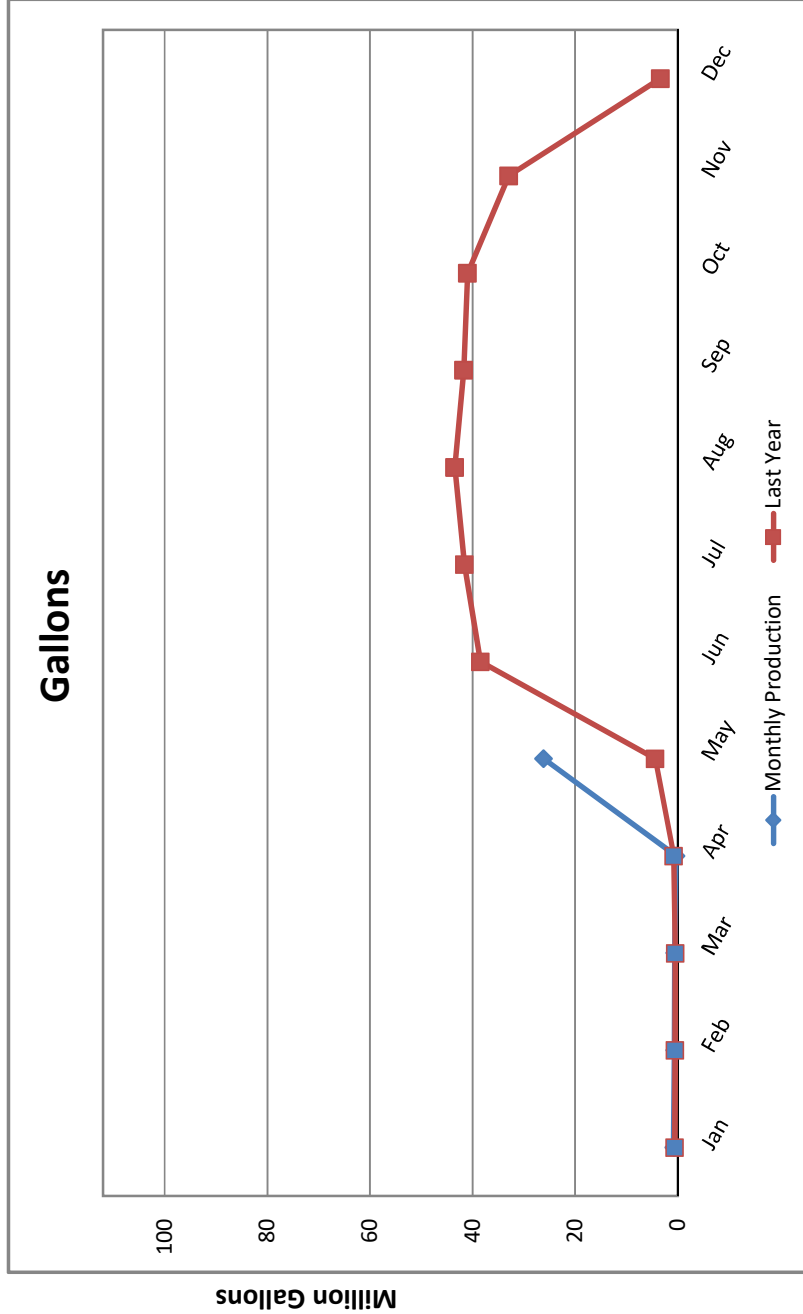
Motor Temp.: 143.9 F
 Hour Meter: 450.4
 KW Hour Total: 33,840

Chlorine:

Dosing: 1.56 mg/L
 Demand: 0.54 mg/L
 Residual: 1.02 mg/L

Vibration Reading:

Base Line: 0.02 in/sec
 Current: 0.03 in/sec





Elk Grove Water District

Combined Total Production

Service Area 1

May-2020

Current Month Production:

140,575,760 Gallons

Highest Day Demand of the Month:

5,758,839

Date of Occurrence

27-May-20

Highest Day Demand of the Calendar Year:

5,758,839

Date of Occurrence

27-May-20

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

Current Month:

0.32 in

Year To Date:

9.71 in

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

May 2019

3.17 in

Year To Date:

24.25 in

Last Year Total:

24.37 in

Temperature:

This Month High

103 F

This Month Low

44 F

This Month Average

69.25 F

MAY-19 High

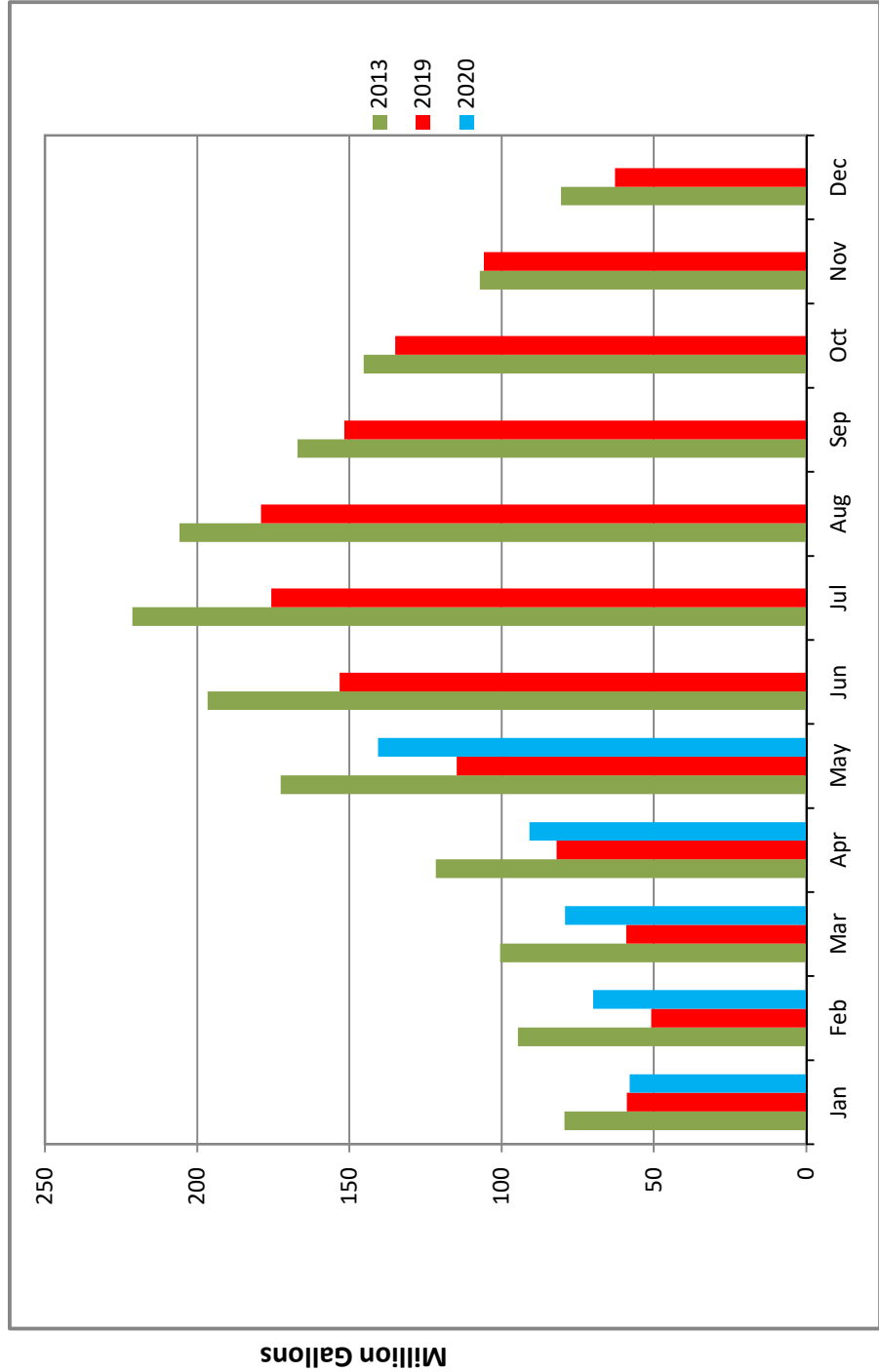
88 F

MAY-19 Low

43 F

MAY-19 Average

62.95 F

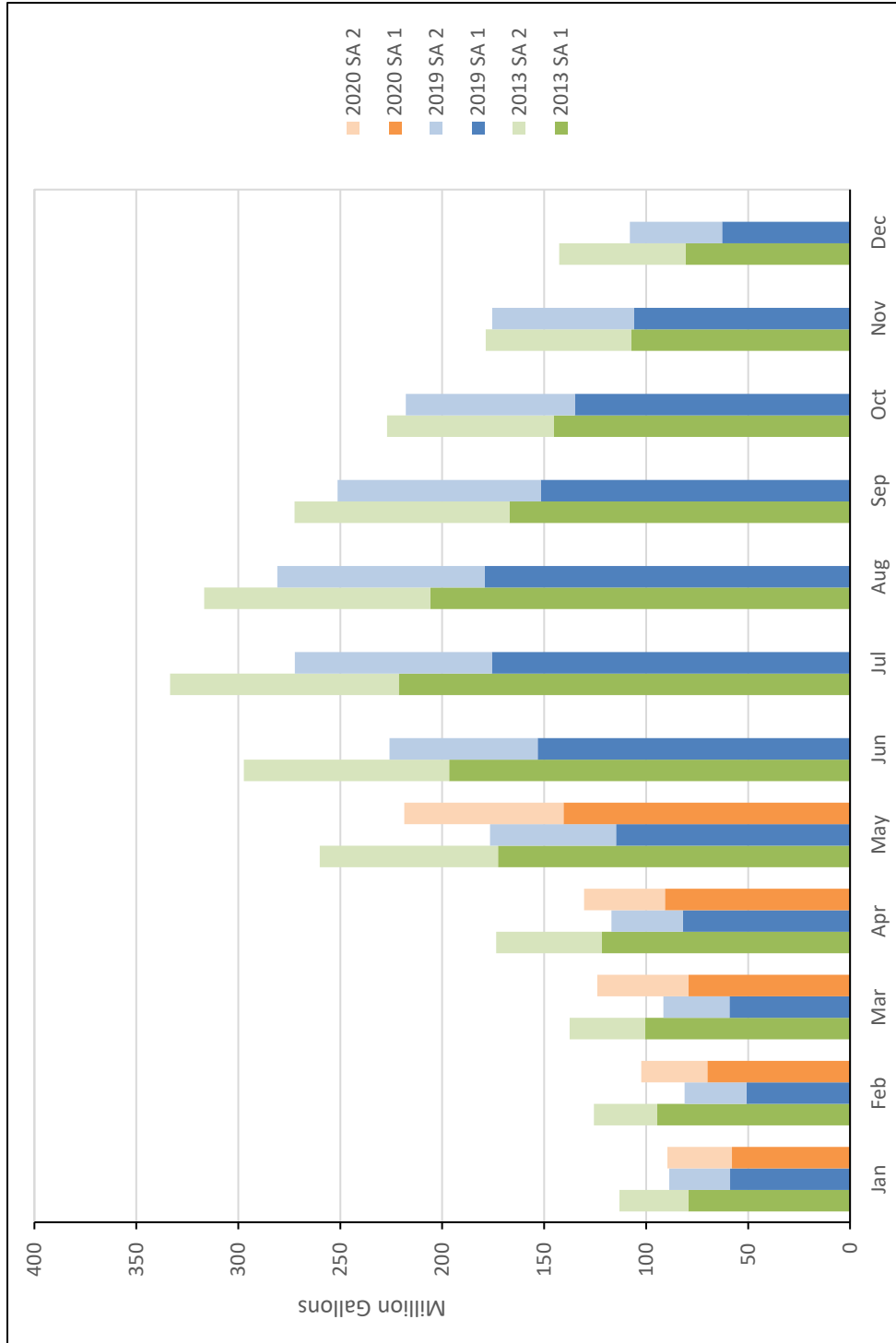




Elk Grove Water District

Total Demand/Production

May-2020



Current Month Demand/Production:
218,540,548 Gallons
Reduction From May 2013: 15.98%
GPCD: 152.6 Gallons per Day
R-GPCD: 126.9 Gallons per Day

Service Area 1
Active Connections: 7,943
Current Month Demand/Production:
140,575,760 Gallons
Reduction From May 2013: 18.57%
GPCD: 158.8 Gallons per Day
R-GPCD: 131.1 Gallons per Day

Service Area 2
Active Connections: 4,758
Current Month Demand/Production:
77,964,788 Gallons
Reduction From May 2013: 10.87%
GPCD: 142.6 Gallons per Day
R-GPCD: 119.8 Gallons per Day

Elk Grove Water District Water Usage

		Monthly Production (gallons)											
		January	February	March	April	May	June	July	August	September	October	November	December
2013													
GW (SA1)		68,254,916	81,368,191	100,542,522	121,613,523	172,623,839	196,557,137	221,335,388	205,830,850	166,997,536	145,352,530	107,186,459	80,494,167
Purchased (SA2)		33,769,956	30,929,052	36,942,972	51,911,200	87,470,372	100,709,224	112,128,192	110,885,764	105,417,136	81,665,892	71,505,060	62,165,532
Total		102,024,872	112,297,243	137,485,494	173,524,723	260,094,211	297,266,361	333,463,580	316,716,614	272,414,672	227,018,422	178,691,519	142,659,699
2017													
GW (SA1)		59,973,881	50,320,832	61,080,559	68,658,752	137,599,305	155,472,951	180,086,739	173,684,119	152,475,400	131,390,808	76,619,642	67,874,741
Purchased (SA2)		26,951,188	28,184,640	28,756,860	34,167,892	48,653,660	87,003,620	96,535,384	104,766,376	98,979,848	84,154,488	61,788,540	34,228,480
Total		86,925,069	78,505,472	89,837,419	102,826,644	186,252,965	242,476,571	276,622,123	278,450,495	251,455,248	215,545,296	138,408,182	102,103,221
2018													
GW (SA1)		61,547,751	61,558,850	62,848,303	76,267,144	125,703,221	158,313,394	181,467,446	173,737,676	150,609,278	133,163,991	97,294,654	63,631,042
Purchased (SA2)		31,925,388	31,512,492	33,779,680	32,989,792	52,692,860	85,679,660	101,031,612	104,457,452	97,400,072	77,996,204	66,116,468	42,849,180
Total		93,473,139	93,071,342	96,627,983	109,256,936	178,396,081	243,993,054	282,499,058	278,195,128	248,009,350	211,160,195	163,411,122	106,480,222
2019													
GW (SA1)		58,847,001	50,827,497	59,064,385	81,981,728	114,733,502	153,176,826	175,692,823	179,038,979	151,703,906	134,920,719	105,816,168	62,755,985
Purchased (SA2)		29,895,316	30,359,076	32,485,640	34,994,432	61,802,004	72,657,728	96,524,164	101,818,508	99,590,964	82,897,100	69,704,624	45,161,996
Total		88,742,317	81,186,573	91,550,025	116,976,160	176,535,506	225,834,554	272,216,987	280,857,487	251,294,870	217,817,819	175,520,792	107,917,981
2020													
GW (SA1)		57,904,843	69,920,851	79,195,437	90,851,253	140,575,760							
Purchased (SA2)		31,743,624	32,416,076	44,764,808	39,523,572	77,964,788	0	0	0	0	0	0	0
Total		89,648,467	102,336,927	123,960,245	130,374,825	218,540,548	0	0	0	0	0	0	0
% Reduction from 2013		12.13%	8.87%	9.84%	24.87%	15.98%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

*Notes

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

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

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

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

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

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

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

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

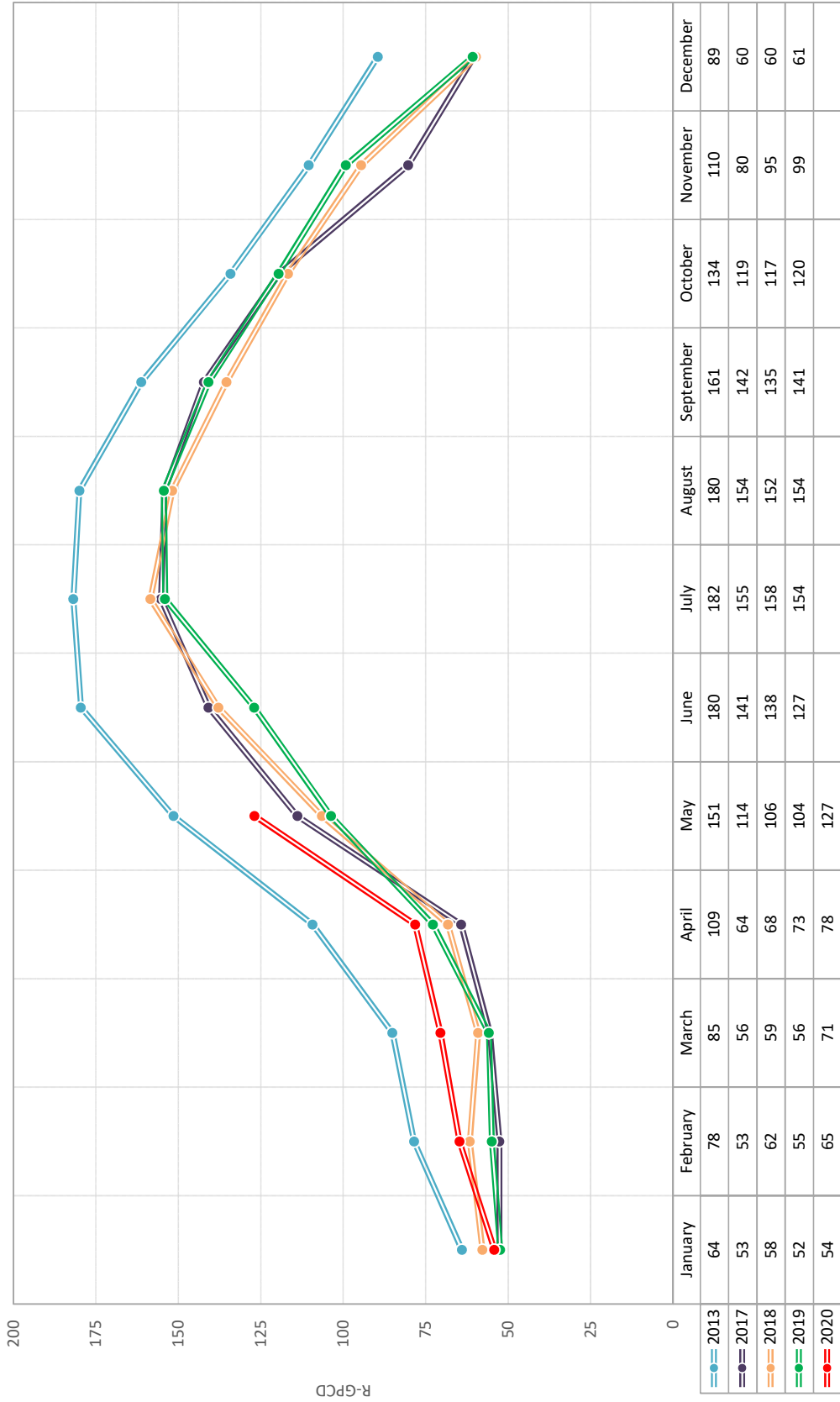
Calc'd Jan. 2013 Prod. = (Feb. 2013 Prod. Data Calc'd / Feb. 2013 Prod. Data Actual) x Jan. 2013 Prod. Data Actual = 68,254,916

Service Area 2		Consumption	
2020	# Accts	CCF	Gallons
Jan	4,544	42,438	31,743,624
Feb	4,656	43,337	32,416,076
Mar	4,658	59,846	44,764,808
Apr	4,761	52,839	39,523,572
May	4,761	104,231	77,964,788
Jun		0	0
Jul		0	0
Aug		0	0
Sep		0	0
Oct		0	0
Nov		0	0
Dec		0	0



EGWD COMBINED R-GPCD

● 2013
 ● 2017
 ● 2018
 ● 2019
 ● 2020



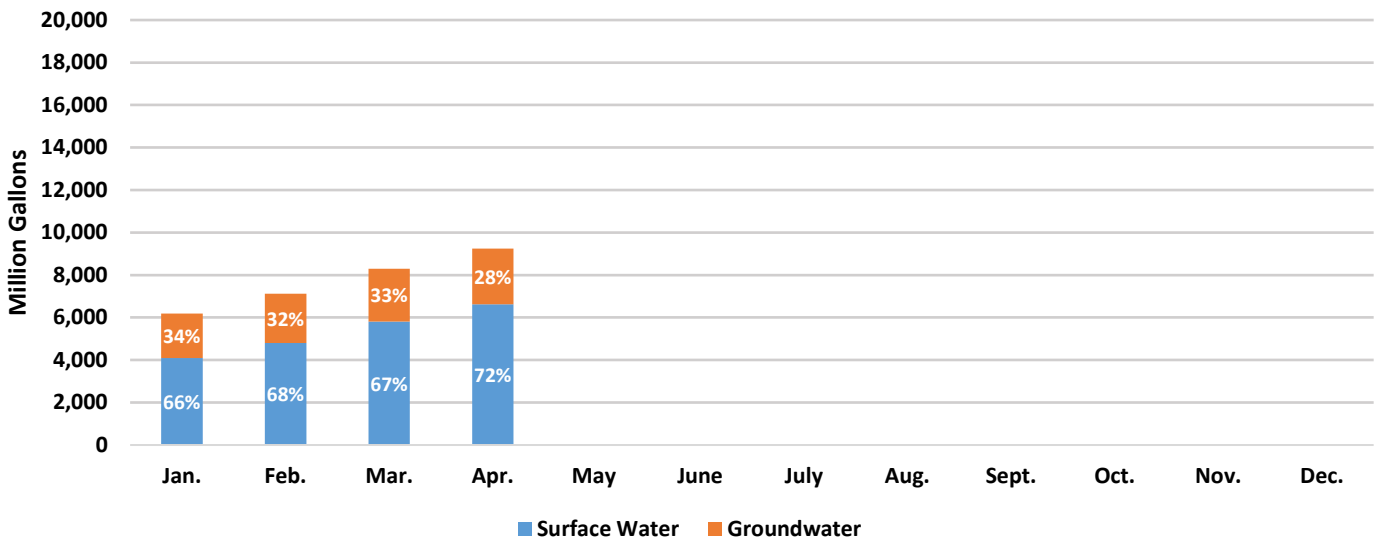
R-GPCD = Residential Gallons per Capita per Day

April 2020 Data Summary

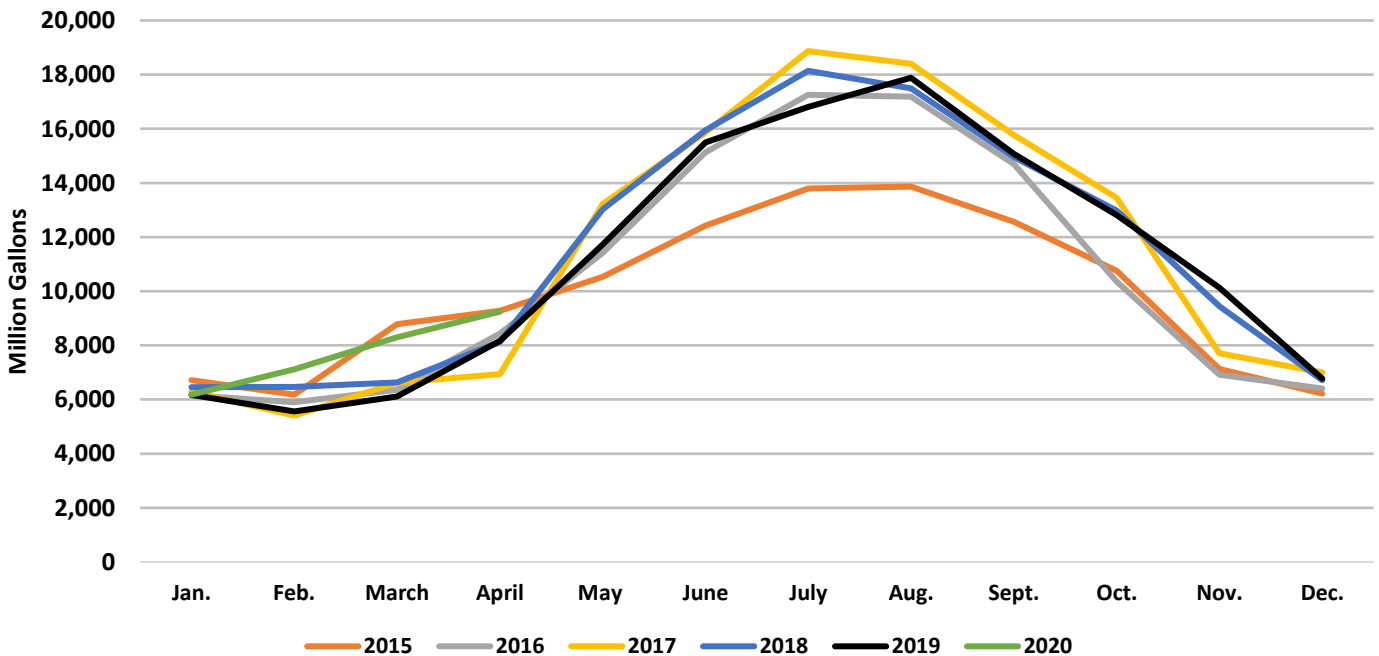
2020 Monthly Water Production by Source (Million Gallons)

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
SW	4,109	4,721	5,857	6,626									21,313
GW	2,180	2,414	2,480	2,618									9,692
Total	6,289	7,136	8,336	9,245									31,005

2020 Monthly Water Production by Source



Regional Monthly Water Production (Million Gallons)

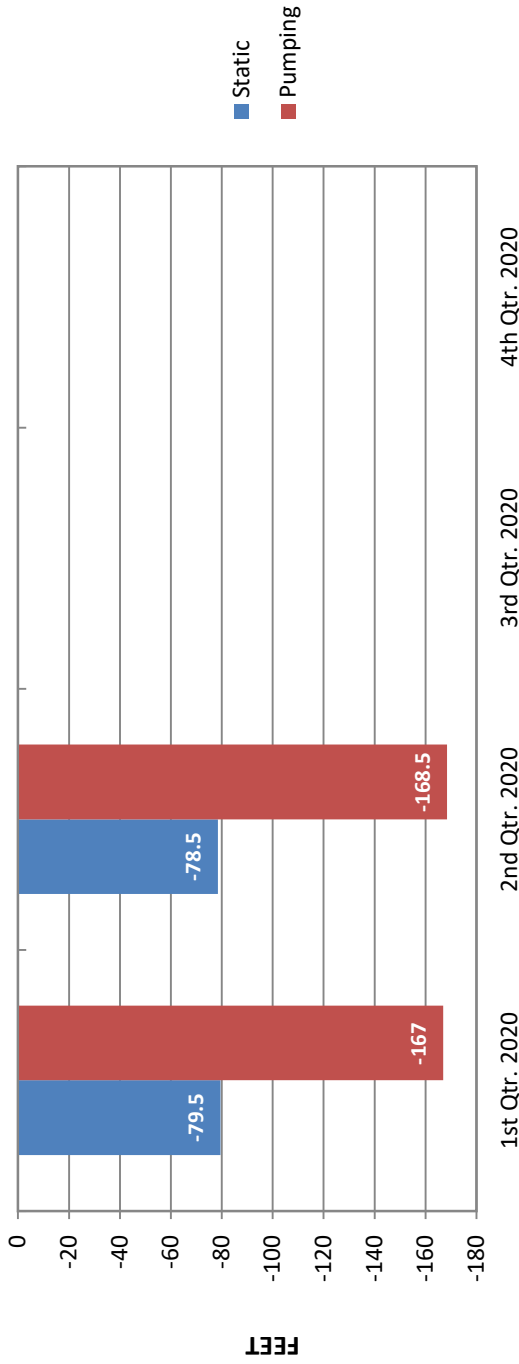




Elk Grove Water District

Static and Pumping Levels

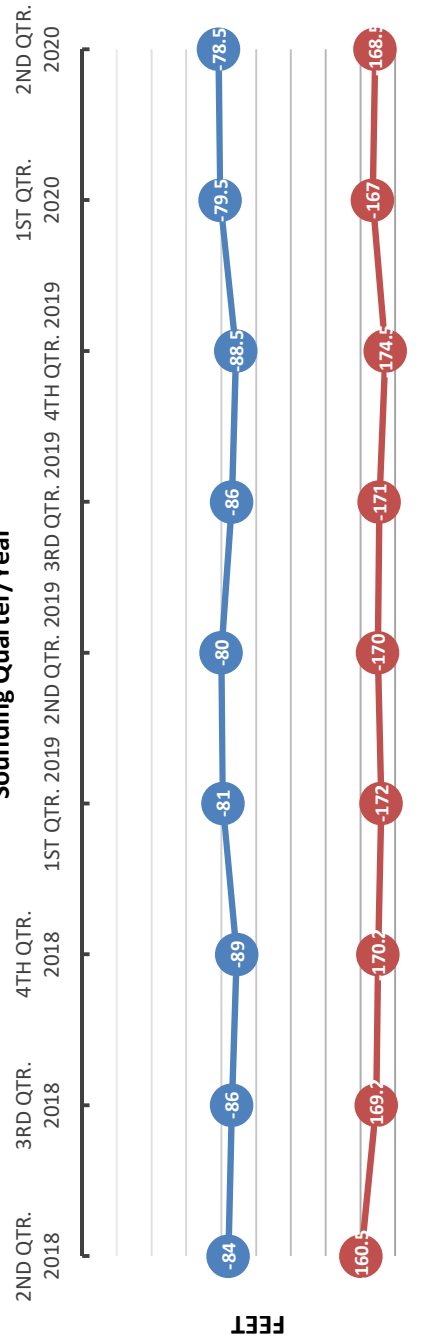
Well 1D School St



Latest Well Sounding

Static: 78.5 Ft
 Pumping: 168.5 Ft
 Drawdown: 90 Ft
 GPM: 1,876
 Specific Capacity: 20.839

Sounding Quarter/Year



15 Min: < 5 ppm

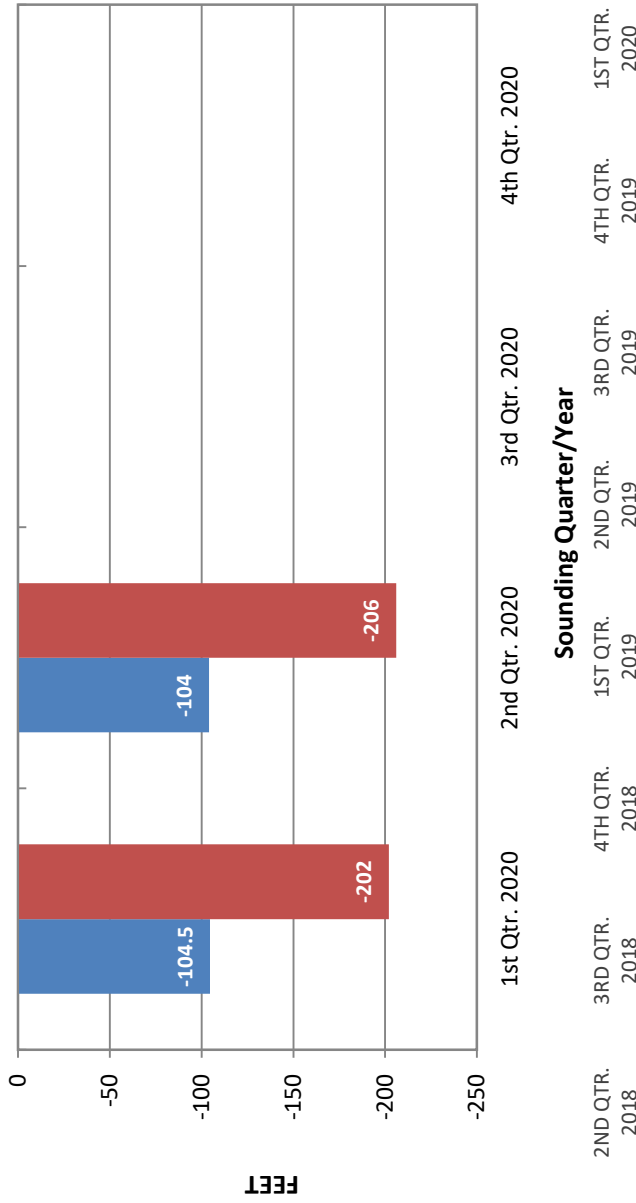
Latest Sand Tester Results:



Elk Grove Water District

Static and Pumping Levels

Well 4D Webb St

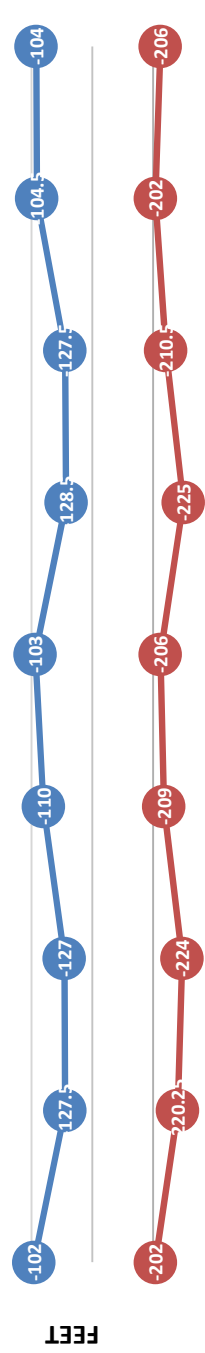


Latest Well Sounding

Static: 104 Ft
 Pumping: 206 Ft
 Drawdown: 102 Ft
 GPM: 1,704
 Specific Capacity: 16.706

Latest Sand Tester Results:

15 Min: < 5 ppm

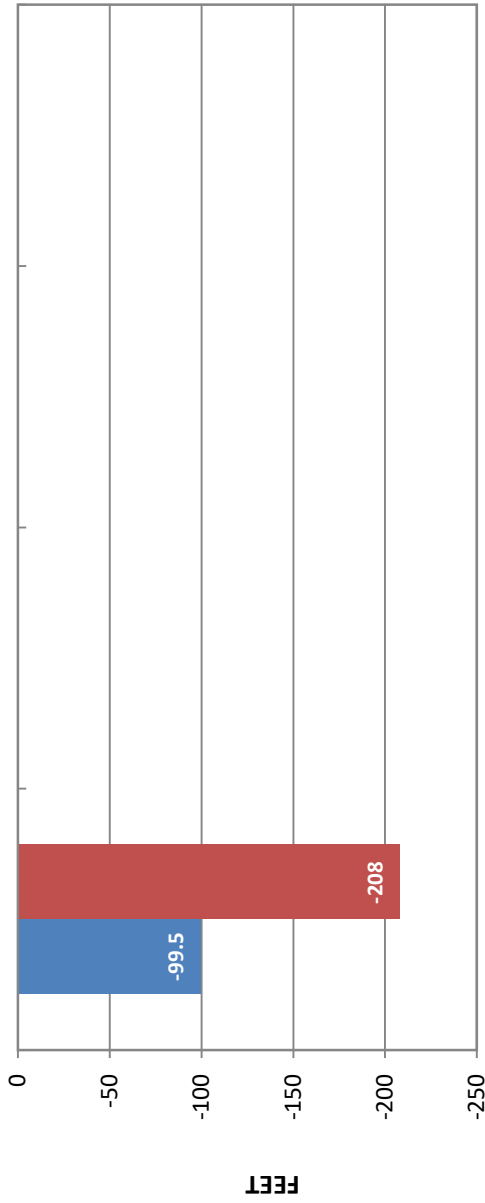




Elk Grove Water District

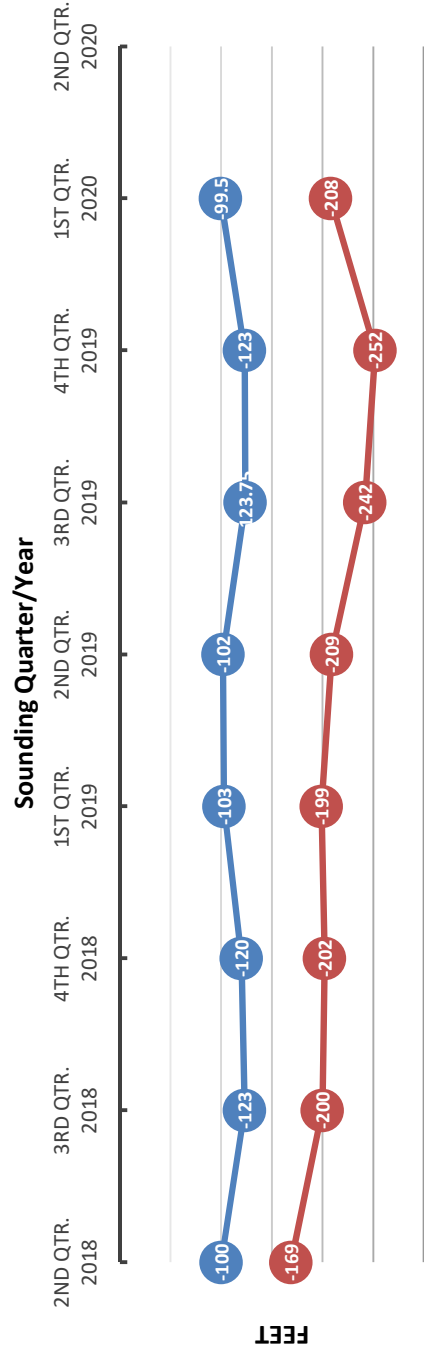
Static and Pumping Levels

Well 11D Dino



Latest Well Sounding

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



15 Min: < 5 ppm

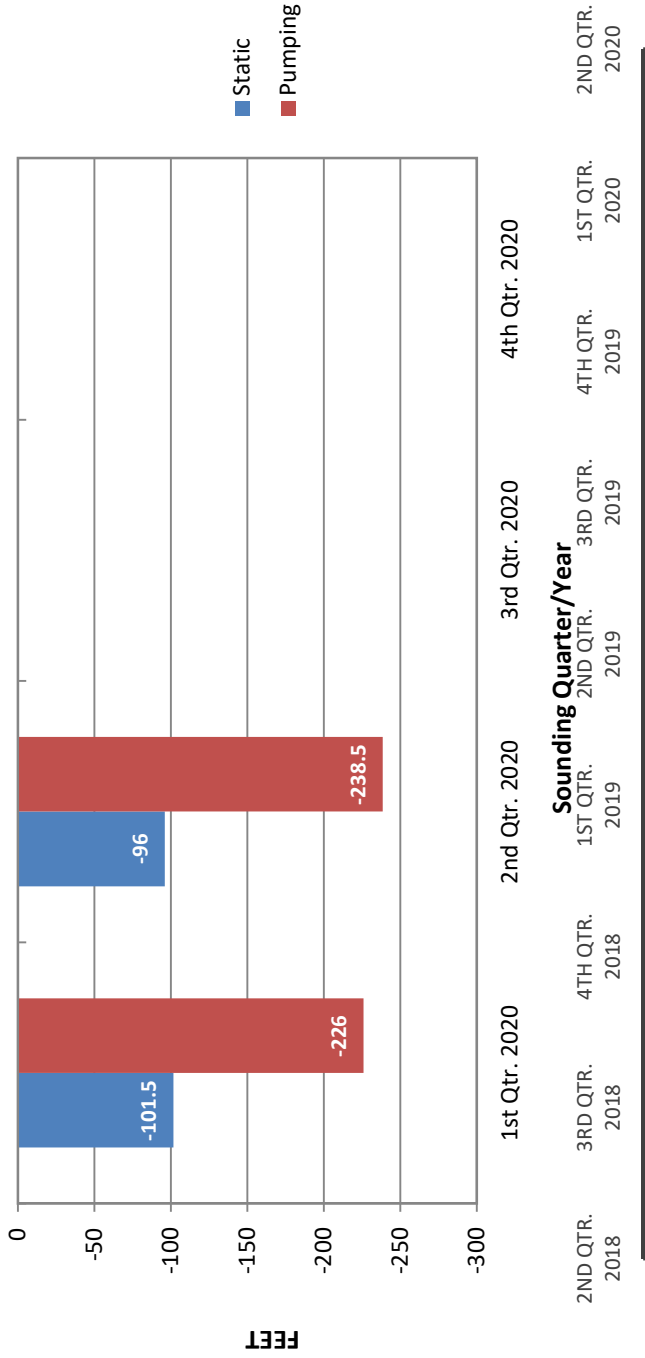
Latest Sand Tester Results:



Elk Grove Water District

Static and Pumping Levels

Well 14D Railroad



Latest Well Sounding

Static: 96 Ft
Pumping: 238.5 Ft
Drawdown: 142.5 Ft
GPM: 1,492
Specific Capacity: 10.470

Latest Sand Tester Results:

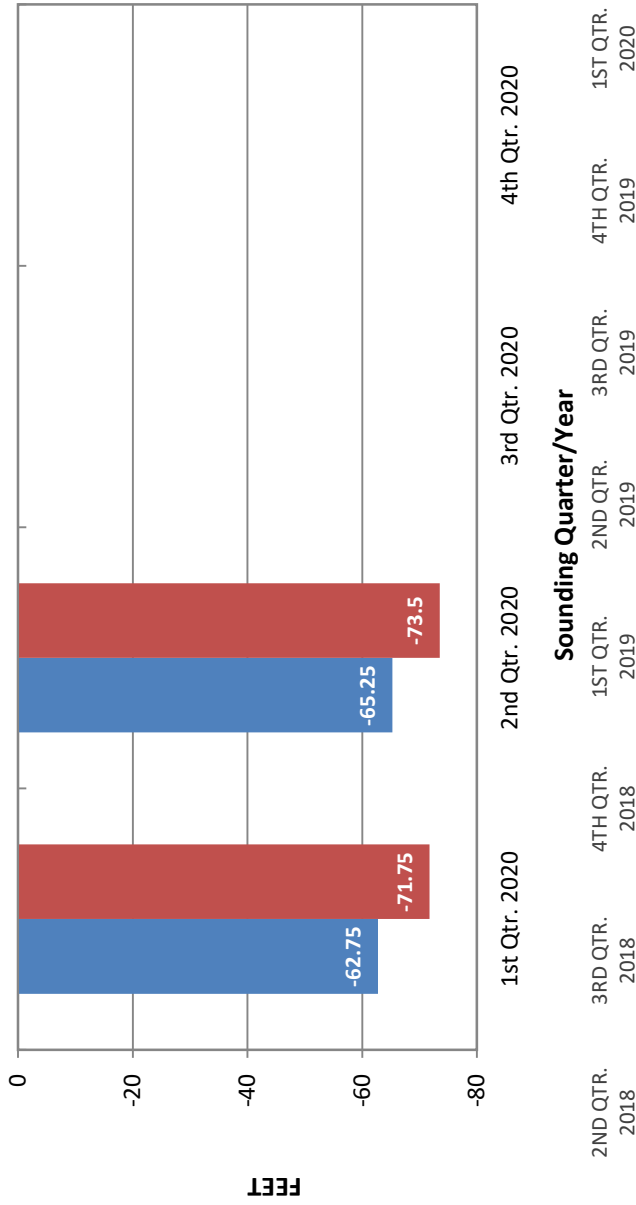
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

Well 8 Williamson



15 Min: < 5 ppm

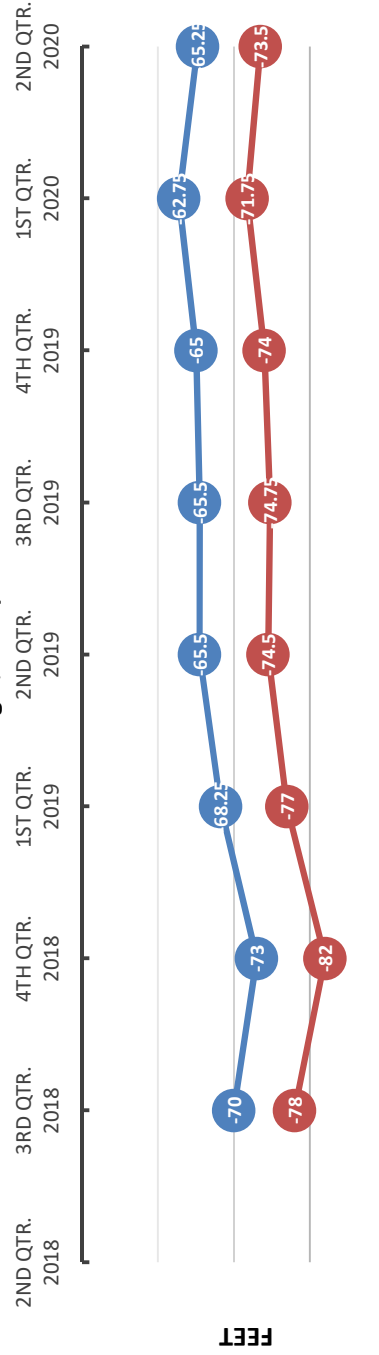
Latest Well Sounding

Static: 65.25 Ft
 Pumping: 73.5 Ft
 Drawdown: 8.25 Ft
 GPM: 543
 Specific Capacity: 65.864

Latest Sand Tester Results:

< 5 ppm

Sounding Quarter/Year

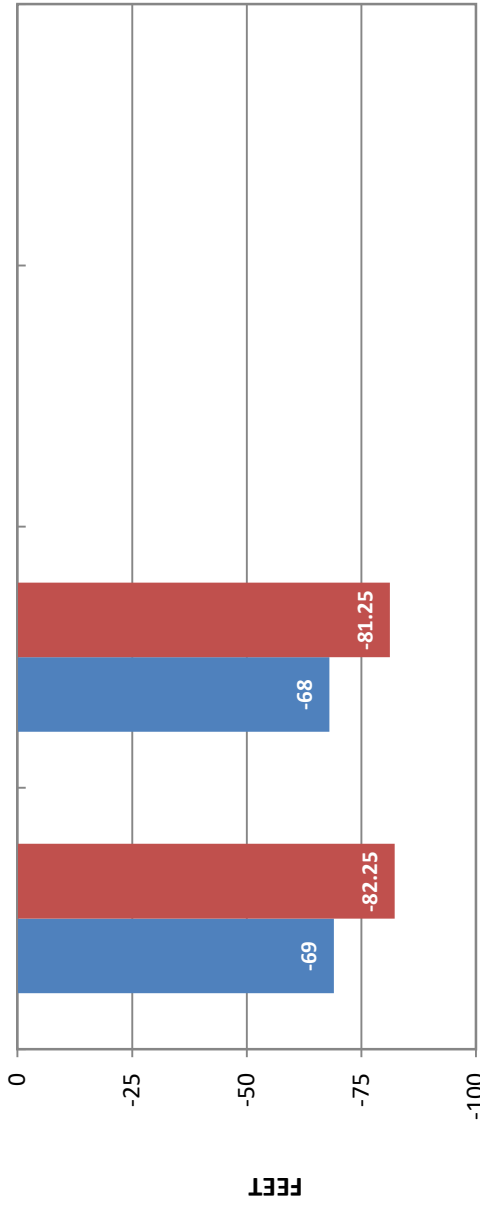




Elk Grove Water District

Static and Pumping Levels

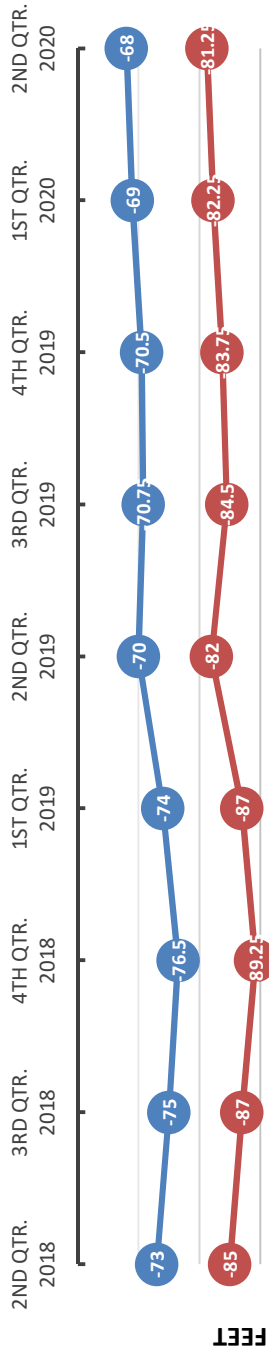
Well 9 Polhemus



Latest Well Sounding

Static: 68 Ft
 Pumping: 81.25 Ft
 Drawdown: 13.25 Ft
 GPM: 410
 Specific Capacity: 30.943

Sounding Quarter/Year



Latest Sand Tester Results:

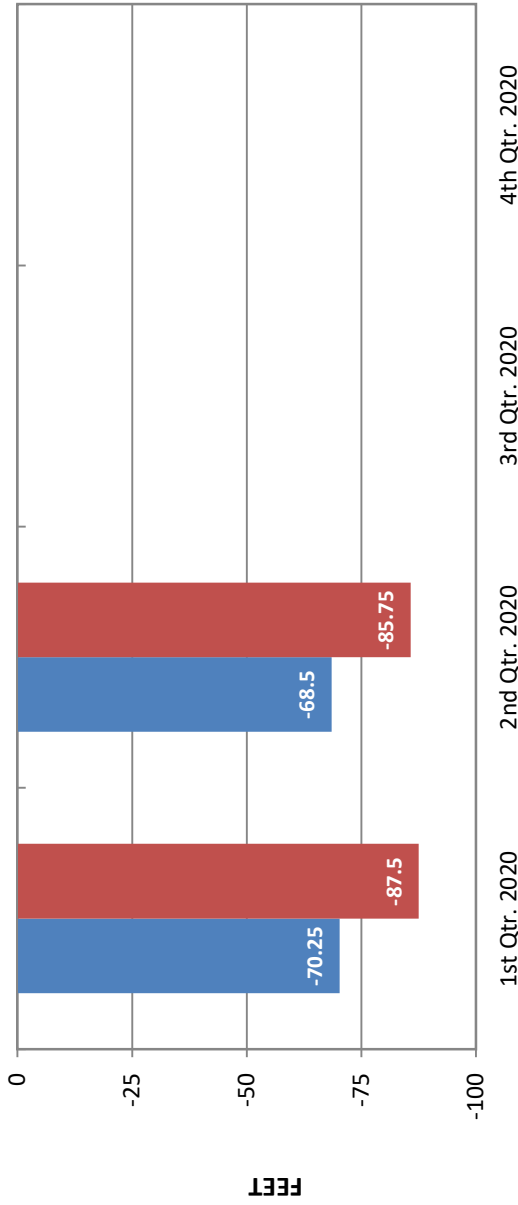
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

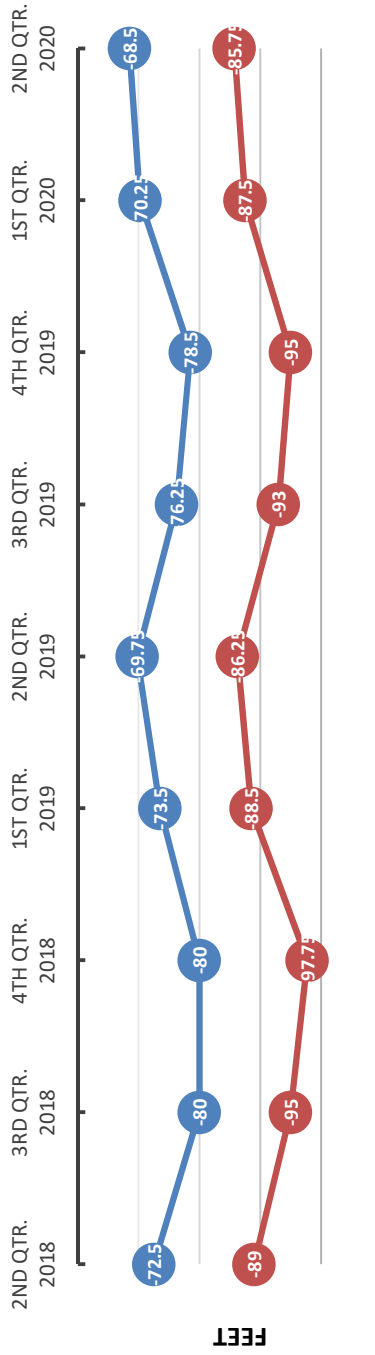
Well 13 Hampton



Latest Well Sounding

Static: 68.5 Ft
 Pumping: 85.75 Ft
 Drawdown: 17.25 Ft
 GPM: 990
 Specific Capacity: 57.419

Sounding Quarter/Year



Latest Sand Tester Results:

15 Min: < 5 ppm

Monthly Sample Report - May 2020
Water System: Elk Grove Water System

Sampling Point: 01 - 8693 W. Camden			
Sample Date	Sample Class	Sample Name	Collection Occurrence
5/5/2020	Distribution System	Bacteriological	Week
5/12/2020	Distribution System	Bacteriological	Week
5/19/2020	Distribution System	Bacteriological	Week
5/26/2020	Distribution System	Bacteriological	Week

Sampling Point: School Well 01D - Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence
5/12/2020	Source Water	Full Title 22	Triannual
5/12/2020	Source Water	Bacteriological	Quarterly
5/12/2020	Source Water	Fe, Mn, As Dissolved	Quarterly

Sampling Point: 02 - 9425 Emerald Vista			
Sample Date	Sample Class	Sample Name	Collection Occurrence
5/5/2020	Distribution System	Bacteriological	Week
5/12/2020	Distribution System	Bacteriological	Week
5/19/2020	Distribution System	Bacteriological	Week
5/26/2020	Distribution System	Bacteriological	Week

Sampling Point: 03 - 8809 Valley Oak			
Sample Date	Sample Class	Sample Name	Collection Occurrence
5/5/2020	Distribution System	Bacteriological	Week
5/12/2020	Distribution System	Bacteriological	Week
5/19/2020	Distribution System	Bacteriological	Week
5/26/2020	Distribution System	Bacteriological	Week

Sampling Point: Webb Well 04D - Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence

Sampling Point: 04 - 10122 Glacier Point

Sample Date	Sample Class	Sample Name	Collection Occurrence
5/5/2020	Distribution System	Bacteriological	Week
5/12/2020	Distribution System	Bacteriological	Week
5/19/2020	Distribution System	Bacteriological	Week
5/26/2020	Distribution System	Bacteriological	Week

Sampling Point: 05 - 9230 Amsden Ct.

Sample Date	Sample Class	Sample Name	Collection Occurrence
5/5/2020	Distribution System	Bacteriological	Week
5/12/2020	Distribution System	Bacteriological	Week
5/19/2020	Distribution System	Bacteriological	Week
5/26/2020	Distribution System	Bacteriological	Week

Sampling Point: 06 - 9227 Rancho Dr.

Sample Date	Sample Class	Sample Name	Collection Occurrence
5/5/2020	Distribution System	Bacteriological	Week
5/12/2020	Distribution System	Bacteriological	Week
5/19/2020	Distribution System	Bacteriological	Week
5/26/2020	Distribution System	Bacteriological	Week

Sampling Point: 07 - Al Gates Park Mainline Dr.

Sample Date	Sample Class	Sample Name	Collection Occurrence
5/5/2020	Distribution System	Bacteriological	Week
5/12/2020	Distribution System	Bacteriological	Week
5/19/2020	Distribution System	Bacteriological	Week
5/26/2020	Distribution System	Bacteriological	Week

Sampling Point: - Williamson Well 8 Raw Water

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

Sampling Point: 09 - 9436 Hollow Springs Wy.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
5/5/2020	Distribution System	Bacteriological	Week
5/12/2020	Distribution System	Bacteriological	Week
5/19/2020	Distribution System	Bacteriological	Week
5/26/2020	Distribution System	Bacteriological	Week

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

Sampling Point: 09 - 8417 Blackman Wy.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
5/5/2020	Distribution System	Bacteriological	Week
5/12/2020	Distribution System	Bacteriological	Week
5/19/2020	Distribution System	Bacteriological	Week
5/26/2020	Distribution System	Bacteriological	Week
5/5/2020	Distribution System	Fluoride	Monthly

Sampling Point: 10 - 9373 Oreo Ranch Cir.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
5/5/2020	Distribution System	Bacteriological	Week
5/12/2020	Distribution System	Bacteriological	Week
5/19/2020	Distribution System	Bacteriological	Week
5/26/2020	Distribution System	Bacteriological	Week

Sampling Point: Dino Well 11D - Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence

Sampling Point: Hampton Well 13 - Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence
5/6/2020	Source Water	Fe, Mn, As, Total	Weekly
5/11/2020	Source Water	Fe, Mn, As, Total	Weekly
5/18/2020	Source Water	Fe, Mn, As, Total	Weekly
5/27/2020	Source Water	Fe, Mn, As, Total	Quarterly

Sampling Point: Hampton WTP Effluent			
Sample Date	Sample Class	Sample Name	Collection Occurrence
5/6/2020	Treated Effluent	Fe, Mn, As, Total	Weekly
5/11/2020	Treated Effluent	Fe, Mn, As, Total	Weekly
5/18/2020	Treated Effluent	Fe, Mn, As, Total	Weekly
5/27/2020	Treated Effluent	Fe, Mn, As, Total	Weekly

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

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

Sampling Point: Railroad WTP Effluent			
Sample Date	Sample Class	Sample Name	Collection Occurrence
5/6/2020	Treated Plant Effluent	WTP Eff - Fe, Mn, As, Al Total	Month
5/6/2020	Treated Plant Effluent	WTP Eff - Fe, Mn, As, Al Dissolved	Month

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

Sampling Point: Special Distribution/Construction Samples

Sample Date	Sample Class	Sample Name	Collection Description
5/12/2020	Source Water	Orthophosphate, Total Phosphorus, Fe, Mn	Dino Rehab Flushing
5/19/2020	Source Water	Orthophosphate, Total Phosphorus, Fe, Mn	Dino Rehab Flushing
5/26/2020	Source Water	Orthophosphate, Total Phosphorus, Fe, Mn	Dino Rehab Flushing
		<u>Monthly Total</u>	<u>Yearly Total</u>
		53	298
		4	38
		0	0

Colors
 Black = Scheduled
 Green = Unscheduled
 Red = Incomplete Sample



June 4, 2020

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

WASTEWATER SOURCE CONTROL MONTHLY COMPLIANCE REPORT

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

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

A handwritten signature in blue ink, appearing to read "Steve Shaw". The signature is stylized with a large, sweeping initial "S" and a long, horizontal stroke extending to the right.

STEVE SHAW
WATER TREATMENT SUPERVISOR

COMPLIANCE REPORT FORM

Attn: Michelle Pate	E-mail: patem@sacsewer.com	Wastewater Source Control Section
Phone (916) 875-9091		Fax (916) 875-6374
From:		
Company: Elk Grove Water District		Permit #: WTP010

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

Month:	MAY	Year:	2020
---------------	-----	--------------	------

<u> </u> X	Water use/flow meter report		Total Gallons
		Hampton WTP	737,859
		Railroad WTP	0
		Analyzer Water	35,715

 X Monitoring results/analytical report

Discharge Rate

Check the statement below that applies to this report:

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

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

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

 Other (describe):

Domestic Calculation

Domestic Usage	Number of Employees	Business Days per Month	Allowance (gallons per day)	Gallons
Production	3	17	15	765
Office	5	17	10	850
Drivers/Field	12	17	3	612
			Total	2,227

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
(Name)

Water Treatment Supervisor
(Title)

DATE:

6-4-2020

Elk Grove Water District
 Backwash Wastewater pH Results
 and
 Record of Performance Verification For
 OAKTON Multi-Parameter PCSTestr 35

Instructions for Calibration:

1. For best results, calibrate with certified accurate pH calibration standards (buffers). You may calibrate up to five points with the USA (1.68, 4.01, 7.00, 10.01, 12.45) or the NIST (1.68, 4.01, 6.86, 9.18, 12.45) buffer group
 2. Press the "ON/OFF" button to turn meter on, then press "MODE/ENT" to select pH mode as needed.
 3. Rinse the sensor with clean water. Immerse the sensor into your pH buffer and press "CAL". The primary display will show the un-calibrated pH value, while the secondary display should search for and lock on the closest automatic calibration value.
 4. Allow the primary reading to stabilize, then press "MODE/ENT" to confirm the calibration value. The primary value will blink briefly before the secondary value automatically scrolls thru the remaining pH buffers available for calibration.
- Repeat steps 2 & 3 with additional buffers or press "CAL" to return to measurement mode.

Semi-Annual Sample 1 of 2	Date	pH 4 Buffer		pH 7 Buffer		pH 10 Buffer	
		Result	Adjustment	Result	Adjustment	Result	Adjustment
	<u>5-15-20</u>	<u>4.09</u>	--> <u>4.00</u>	<u>6.98</u>	--> <u>7.00</u>	<u>9.88</u>	--> <u>10.01</u>
Railroad WTP Backwash Waste		Time <u>7:29A</u>	Result <u>7.49</u>	Hampton Village WTP Backwash Waste		Time <u>8:42A</u>	Result <u>7.35</u>

Semi-Annual Sample 2 of 2	Date	pH 4 Buffer		pH 7 Buffer		pH 10 Buffer	
		Result	Adjustment	Result	Adjustment	Result	Adjustment
			-->		-->		-->
Railroad WTP Backwash Waste		Time	Result	Hampton Village WTP Backwash Waste		Time	Result

Accuracy: +/- 0.01 pH



INSTRUMENT CALIBRATION REPORT

Aqua Sierra Controls, Inc.
 1650 Industrial Drive
 Auburn, CA 95603
 Phone (800) 649-4287
 Fax (530) 823-3475
 service@aquasierra.com

Attn: STEVE SHAW
 ELK GROVE WATER DISTRICT
 9257 ELK GROVE BLVD
 ELK GROVE, CA. 95624

Instrument ID 07
Description MAGNETIC FLOW METER

Serial Number 04W024929
Model Number MFE4ER140111

Calibrated 5/11/2020
Scheduled 5/11/2021
Calibration ID 32793
Certificate # 07
Equipment ID WASTE METER

Department ELK GROVE WATER
Manufacturer ABB KENT TAYLOR
Calibration Type SCHEDULED
Location RAILROAD WTP
Building WASTE TANK

Calibration Specifications

Stated Accuracy Pct of Reading

<u>In Val</u>	<u>In Type</u>	<u>Out Val</u>	<u>Out Type</u>	<u>Fnd As</u>	<u>Error %</u>	<u>Lft As</u>	<u>Error %</u>
0.00	FEET PER SEC.	0.00	GPM Rate	0.00	0.00%	0.00	0.00%
1.50	FEET PER SEC.	63.11	GPM Rate	63.30	0.30%	63.30	0.30%
3.00	FEET PER SEC.	126.21	GPM Rate	126.90	0.55%	126.90	0.55%
6.00	FEET PER SEC.	252.43	GPM Rate	253.80	0.54%	253.80	0.54%

Stated Accuracy Pct of Reading

<u>In Val</u>	<u>In Type</u>	<u>Out Val</u>	<u>Out Type</u>	<u>Fnd As</u>	<u>Error %</u>	<u>Lft As</u>	<u>Error %</u>
0.00	FEET PER SEC.	0.00	GPM Totalizer	0.00	0.00%	0.00	0.00%
1.50	FEET PER SEC.	63.11	GPM Totalizer	63.18	0.11%	63.18	0.11%
3.00	FEET PER SEC.	126.21	GPM Totalizer	126.92	0.56%	126.92	0.56%
6.00	FEET PER SEC.	252.43	GPM Totalizer	253.82	0.55%	253.82	0.55%

Stated Accuracy Pct of Reading

<u>In Val</u>	<u>In Type</u>	<u>Out Val</u>	<u>Out Type</u>	<u>Fnd As</u>	<u>Error %</u>	<u>Lft As</u>	<u>Error %</u>
0.00	FEET PER SEC.	4.00	mA	3.99	-0.25%	3.99	-0.25%
1.50	FEET PER SEC.	5.68	mA	5.68	0.00%	5.68	0.00%
3.00	FEET PER SEC.	7.37	mA	7.38	0.14%	7.38	0.14%
6.00	FEET PER SEC.	10.73	mA	10.75	0.19%	10.75	0.19%

Test Instruments Used During the Calibration

<u>Test Instrument ID</u>	<u>Description</u>	<u>Manufacturer</u>	<u>Model Number</u>	<u>Serial Number</u>
203	Magmeter Simulator	Abb	MFE-SIM	P1540511212
244	LOOP CALIBRATOR	DRUCK	UPS III	S 5825

Notes about this calibration

Waste Meter, Main Floor
 0-600 GPM = 4-20 mA
 Sensor Size: 100 mm
 Sensor Factor Number 1 = 1.10888, Number 2 = -19, Number 3 = 5, Number 4 = 1.0000
 Totalizer Start: 11621716 Gallons
 Totalizer Stop: 11625014 Gallons
 Meter is located at: 9715 Railroad Street, Elk Grove
 Railroad W.T.P.

Calibration Result Calibration Successful
Who Calibrated David Lovsey

Aqua Sierra Controls, Inc.
 1650 Industrial Drive
 Auburn, CA 95603
 (530) 823-3241 Fax (530-823-3475)

Meter Certification Report

Customer: Elk Grove Water District
 Address: 9257 Elk Grove Boulevard
Elk Grove, CA 95624
 Location: 10113 Hampton Oak, Hampton Oak W.T.P.

Date: 5/11/2020

 Attn: Steve Shaw

Description of Metering Equipment:

4" ABB Watermeter
Model Number: FET3251AOP183C1H1
Serial Number: 3K620000175209

Test run #1

		Approx Run time	5:37	Minutes		
Thermo Polysonics	Appx. Flow	Totalized Flow	Customer Meter	Appx. Flow	Totalized Flow	Error %
DCT 7088	38 GPM	217 Gal	ABB Watermeter	39 GPM	220 Gallons	-1.26%

Test run #2

		Approx Run time	5:20	Minutes		
Thermo Polysonics	Appx. Flow	Totalized Flow	Customer Meter	Appx. Flow	Totalized Flow	Error %
DCT 7088	36 GPM	197 Gal	ABB Watermeter	37 GPM	200 Gallons	-1.48%

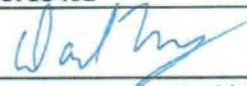
Test run #3

		Approx Run time	5:31	Minutes		
Thermo Polysonics	Appx. Flow	Totalized Flow	Customer Meter	Appx. Flow	Totalized Flow	Error %
DCT 7088	34 GPM	191 Gal	ABB Watermeter	35 GPM	195 Gallons	-1.82%

Final Check after Adjustment

		Approx Run time		Minutes		
Thermo Polysonics	Appx. Flow	Totalized Flow	Customer Meter	Appx. Flow	Totalized Flow	Error %
DCT 7088			ABB Watermeter			

Comments: 4" Carbon Steel, Pipe O.D. = 4.500", Wall Thickness = 0.120
Pipe is very short, Transmitter located inside building (Backwash Wasteflow) Pipe is located outside by tank.
Totalizer Start: 18754026, Totalizer Stop: 18755402

Calibration Performed by: 
 David Lovsey



June 3, 2020

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

MONTHLY SUMMARY OF DISTRIBUTION SYSTEM COLIFORM MONITORING

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

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

	Number Required	Number Collected	Number Total Coliform Positives	Number E.coli Positives
1. Routine Samples (see note 1)	40	40	0	0
2. Repeat Samples following samples that are Total Coliform Positive and <i>E. coli</i> Negative (see notes 10 and 11)		0	0	0
3. Repeat Samples following Routine Samples that are Total Coliform Positive and <i>E. coli</i> Positive (see notes 10 and 11)		0	0	0
4. Treatment Technique (TT)/MCL Violation Computation for Total Coliform/ <i>E. coli</i> Positive Samples				
a. Totals (sum of columns)	40	40	0	0
b. If 40 or more samples collected in month, determine percent of samples that are total coliform positive [(total number positive/total number collected) x 100] =	0	%		
c. Did the system trigger... a Level 2 Assessment TT? (see notes 2, 3, 4, 5 and 6 for trigger info) <i>If a Level 2 Assessment is triggered, see note 8 below.</i>			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
a Level 1 Assessment TT? (see note 7 for trigger info) <i>If a Level 1 Assessment is triggered, see note 9 below.</i>			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5. Triggered Source Samples per Groundwater Rule (see notes 12 and 13)		0	0	0
6. Invalidated Samples (Note what samples, if any, were invalidated; who authorized the invalidation; and when replacement samples were collected. Attach additional sheets, if necessary.)				
7. Summary Completed By: Steve Shaw				

Signature 	Title <p style="text-align: center; font-size: 1.2em;">Water Treatment Supervisor</p>	Date <p style="text-align: center; font-size: 1.2em;">6/3/2020</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.**



June 3, 2020

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

MONTHLY SUMMARY OF THE HAMPTON GROUNDWATER TREATMENT PLANT

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

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

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

STEVE SHAW
WATER TREATMENT SUPERVISOR

Elk Grove Water District

Hampton GWTP Monthly Report

Month: May

3410008-013

PWS Number

Hampton Water Treatment Plant

GWTP Name

Date	Hour Meter	Run Hours	Production Meter	Well Production	Backwash Meter	Backwash Waste	Date	Fe, R	Fe, T	Mn, R	Mn, T	As, R	As, T	Weekly Average
last day	13859		832542423		16118682	18746164	5/6/2020	0.01	0.035	0.03	0.008	<2	<2	Inf. pH
1	13859	0	832542423	0	16118682	18746164	5/11/2020	0.033	0.033	0.019	0.006	2	<2	Week 1: 6.9 to 7.7
2	13859	0	832542423	0	16118682	18746164	5/18/2020	0.003	0.03	0.018	0.007	3	<2	CI2
3	13859	0	832542423	0	16118682	18746164	5/27/2020	0.012	0.017	0.01	0.017	7	2	Week 2: 6.9 to 7.3
4	13859	0	832542423	0	16118682	18746164								CI2
5	13859	0	832542423	0	16118682	18746164								CI2
6	13860	0	832542423	0	16118682	18746164								Week 3: 7.0 to 7.2
7	13860	0.9	832590189	47766	16118682	18746164								CI2
8	13860	0	832590189	0	16118682	18746164								Week 4: 7.0 to 7.2
9	13860	0	832590189	0	16118682	18746164								CI2
10	13860	0	832590189	0	16118682	18746164								Week 5: to
11	13860	0	832590189	0	16118682	18746164								CI2
12	13883	22.4	833899468	1309279	16150806	18783395								CI2
13	13904	21.9	835168782	1269314	16183004	18817573								CI2
14	13927	22.1	836454618	1285836	16211632	18849563								CI2
15	13950	23.9	837845769	1391151	16240188	18886376								CI2
16	13974	24	839253793	1408024	16268846	18924324								CI2
17	13998	23.9	840640484	1386691	16300946	18962837								CI2
18	14023	24.2	842032925	1392441	16333194	19001731								CI2
19	14046	23.7	843405897	1372972	16365359	19040439								CI2
20	14070	23.3	844741949	1336052	16401191	19079608								CI2
21	14086	16.4	845695184	953235	16422675	19109496								CI2
22	14094	7.7	846133455	438271	16447702	19132128								CI2
23	14119	25.4	847606884	1473429	16483392	19173752								CI2
24	14142	23	848946696	1339812	16508387	19208826								CI2
25	14167	24.6	850374767	1428071	16540521	19248371								CI2
26	14189	22.5	851691923	1317156	16569047	19286409								CI2
27	14214	25.3	853163517	1471594	16601223	19325844								CI2
28	14238	23.9	854553481	1389964	16636821	19366049								CI2
29	14262	23.8	855933382	1379901	16669058	19405068								CI2
30	14286	23.7	857309769	1376387	16697614	19444182								CI2
31	14310	23.8	858690200	1380431	16729736	19484023								CI2
Total		450.4		26,147,777	611,054	737,859								

Weekly In-House Monitoring (mg/L) R (Raw) T (Treated) As (ug/L)

Total Gallons Sodium Hypochlorite: 283.8 Gal

Pounds per day 11.44 Lbs/Day

Dosage (Milligrams Per Liter @ 12.5% Cl) 1.8 mg/L

Total Gallons Ferric Chloride: 170.3 Gal

Dosage (Milligrams Per Liter @ 38% FeCl) .65mg/L

Total Gallons Sodium Hydroxide: 208.1 Gal

Dosage (Gallons Per Hour @ 30% NaOH) 0.48 Gal/Hr

Total Gallons Sulfuric Acid : 160.8 Gal

Dose (Gallons Per Hour @ 93% H2SO4) 0.33 Gal/Hr

Total Backwashed 611,054 Gal

Total Water Pumped 26,147,777 Gal

Reporting Limits/Units

Maximum Contaminant Levels (MCLs)

Iron (Fe) = 0.300 mg/L (Secondary)

Manganese (Mn) = 0.050 mg/L (Secondary)

Arsenic (As) = 10 µg/L (Primary)

Iron = 0.100 mg/L

Manganese = 0.010 mg/L

Arsenic = 1.0 µg/L

Total Run Hours 450.4 Hours

Total Backwash Waste 737,859Gal

Prepared By: Steve Shaw

Date: 6/3/2020



June 3, 2020

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

MONTHLY FLUORIDATION MONITORING REPORT

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

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

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

STEVE SHAW
WATER TREATMENT SUPERVISOR

ELK GROVE WATER DISTRICT AREA 2

DISTRIBUTION SYSTEM MONTHLY FLUORIDATION MONITORING REPORT May-20

Week Location of Sample Monitoring Results (mg/L)

Week	Location of Sample	Date	Time	Results
1	Hollow Springs	5/5/2020	9:44 AM	0.6
1	Al Gates Park	5/5/2020	10:02 AM	0.43
1	Oreo Ranch	5/5/2020	10:30 AM	0.62
1	Blackman	5/5/2020	11:34 AM	0.59
2	Hollow Springs	5/12/2020	10:48 AM	0.48
2	Al Gates Park	5/12/2020	11:05 AM	0.68
2	Oreo Ranch	5/12/2020	11:15 AM	0.63
2	Blackman	5/12/2020	12:09 PM	0.66
3	Hollow Springs	5/19/2020	10:43 AM	0.6
3	Al Gates Park	5/19/2020	11:02 AM	0.57
3	Oreo Ranch	5/19/2020	11:18 AM	0.72
3	Blackman	5/19/2020	12:17 PM	0.6
4	Hollow Springs	5/26/2020	10:05 AM	0.55
4	Al Gates Park	5/26/2020	11:02 AM	0.71
4	Oreo Ranch	5/26/2020	11:22 AM	0.71
4	Blackman	5/26/2020	12:30 PM	0.53
5	Hollow Springs			
5	Al Gates Park			
5	Oreo Ranch			
5	Blackman			

Monthly fluoride split sample results:

Date: 6/3/2020

Water System Results: 0.59 mg/L

Approved Lab: 0.65 mg/L

Contact Name: Steve Shaw

Telephone : (916) 585-9386

System PWS Number: 3410008

Elk Grove Water District

Preventative Maintenance Program

Groundwater Wells

		Monthly												Semi-annual			Annual		
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	1ST 6-MO.	2ND 6-MO.	Refer.	2020		
Well 14D Railroad	Initials	AH	BW	BW	AH	AH										Sect: 7.1			
	Date	1/14/20	2/10/20	3/9/20	4/6/20	5/27/20										Sect: 7.2			
	W.O.#	18424	18564	18671	18715	18789										Sect: 7.3			
Well 4D Webb	Initials	AH	AH	AH/BW	AH	AH										Sect: 8.1			
	Date	1/8/20	2/6/20	3/11/20	4/7/20											Sect: 8.2			
	W.O.#	18425	18565	18672	18716	18790										Sect: 8.3			
Well 11D Dino	Initials	AH	AH	AH	AH	AH										Sect: 9.1			
	Date	1/9/20	2/4/20													Sect: 9.2			
	W.O.#	18426	18566	18673	18717	18791										Sect: 9.3			
Well 1D School	Initials	AH	AH	AH	AH	AH										Sect: 13.1			
	Date	1/3/20	2/4/20	3/11/20	4/13/20	5/27/20										Sect: 13.2			
	W.O.#	18427	18567	18674	18718	18792										Sect: 13.3			
Well 8 Williamson	Initials	BW	AH	AH	BW	AH										Sect: 11.1			
	Date	1/8/20	2/7/20	3/9/20	4/6/20	5/27/20										Sect: 11.4			
	W.O.#	18428	18568	18675	18719	18793										Sect: TBD			
Well 9 Polhemus	Initials	AH	AH	AH/BW	BW	AH										Sect: TBD			
	Date	1/7/20	2/9/20	3/11/20	4/6/20	5/28/20										Sect: TBD			
	W.O.#	18429	18569	18676	18720	18794										Sect: TBD			
Well 13 Hampton	Initials	AH/BW	AH	AH/BW	AH	AH										Sect: TBD			
	Date	1/13/20	2/4/20	3/12/20	4/6/20	5/21/20										Sect: TBD			
	W.O.#	18430	18570	18677	18721	18795										Sect: TBD			

█ = Well Offline

Year: 2020

Elk Grove Water District

Preventative Maintenance Program

Rairoad Water Treatment and Storage Facility

Item	Monthly												Quarterly			Semi-annual			Annual						
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	1st	2nd	3rd	4th	Refer.	1st	6 th MO.	6 th MO.	Refer.	2020	
Clor-Tec System	Section: 4.2	AH 1/15/20 18434	AH/BW 2/24/20 18571	AH 3/12/20 18678	AH 4/21/20 18725	AH 5/28/20 18800								Section: 4.3	AH 3/25/20 18622									Section: 4.4	4.4
Filter System	Section: 5.1	BW 1/2/20 18435	AH 2/6/20 18572	AH/BW 3/12/20 186979	AH 4/9/20 18726	AH 5/27/20 18801								Section: 5.1										Section: 5.3	5.3
Backwash System	Section: 2.1	BW 1/6/20 18436	BW 2/3/20 18573	BW 3/5/20 18680	BW 4/2/20 18727	AH 5/28/20 18802								Section: 2.1										Section: 2.3	
Booster Pumps	Section: 3.1	BW 1/6/20 18437	BW 2/3/20 18574	AH/BW 3/12/20 18681	BW 4/6/20 18728	AH 5/27/20 18803								Section: 3.1										Section: 3.2	3.2
LAB														Section: 1.1	AH/BW 3/27/20 18682										
Clear Wells																									
MCC																									

Year: 2020

Elk Grove Water District

Preventative Maintenance Program

Hampton Village Water Treatment Plant

Item	Monthly												Quarterly			Semi-annual		Annual									
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	1st	2nd	3rd	4th	Refer.	1ST	6 TH	2ND	6 TH	MO.	Refer.	2020	
Chemical Systems	TBD	AH/BW 1/13/20 18431	AH 2/13/20 18561	AH/BW 3/12/20 18668	AH 4/6/20 18722	AH 5/21/20 18786								TBD	AH/BW 3/17/20 18683					TBD						TBD	AH/BW 3/17/20 18685
Filter System	TBD	AH/BW 1/13/20 18432	AH 2/13/20 18561	AH/BW 3/12/20 18669	AH 4/6/20 18723	AH 5/21/20 18787								TBD						TBD						TBD	
Backwash System	TBD	AH/BW 1/13/20 18433	AH 2/13/20 18563	AH/BW 3/12/20 18670	AH 4/6/20 18724	AH 5/21/20 18788								TBD						TBD						TBD	
LAB														TBD	AH 3/23/20 18684					TBD						TBD	
MCC														TBD						TBD						TBD	

Elk Grove Water District

Preventative Maintenance Program

Standby Generators

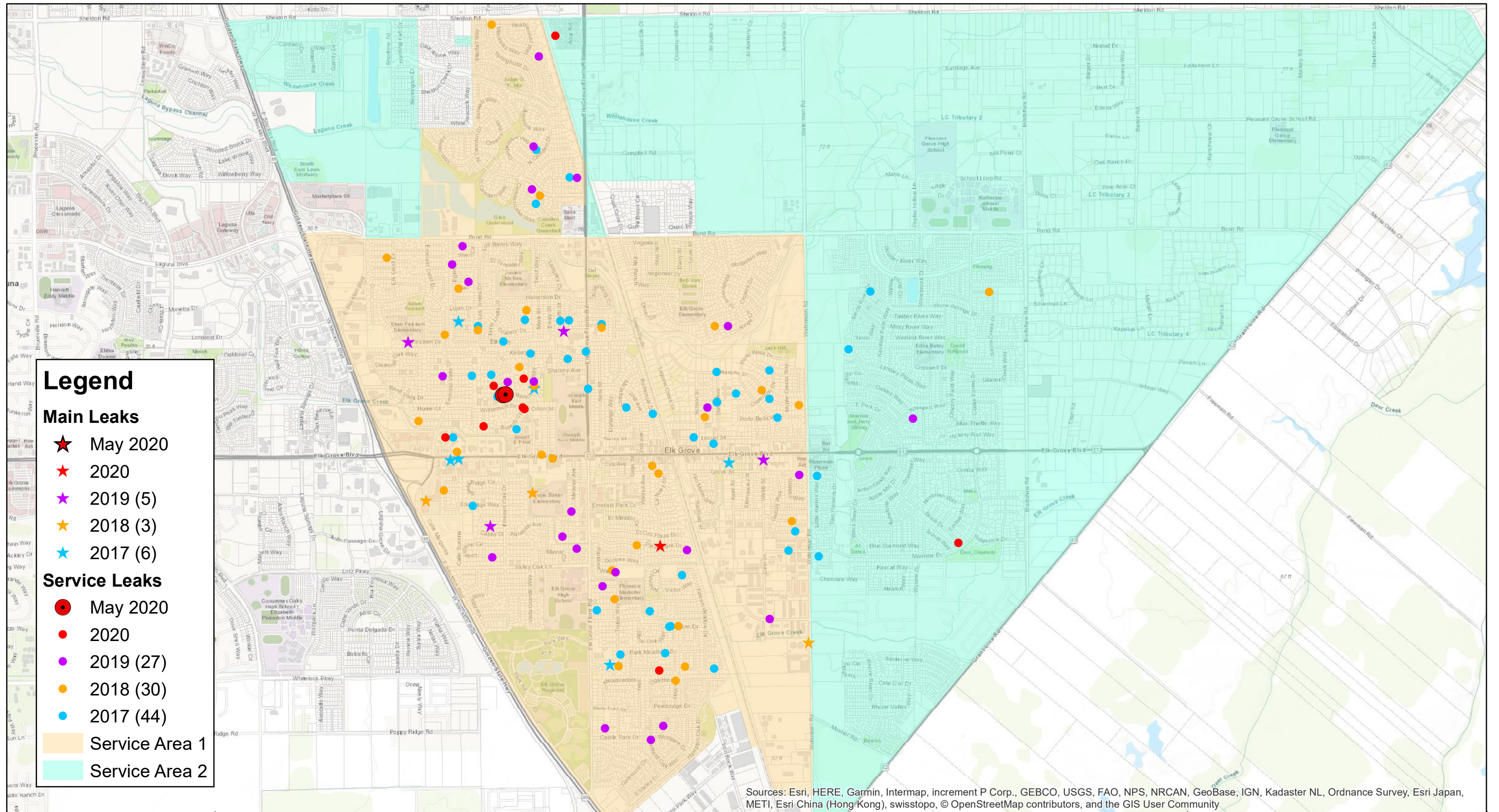
Item	Monthly												Annual			
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	2020	
Railroad	Initials	AH	AH	AH	AH	AH								Section: TBD	AH	2/3/20
	Date	1/14/20	2/3/20	3/12/20	4/6/20	5/27/20									18456	
	W.O. #	18438	18557	18664	18711	18796										
Webb	Initials	AH	BW	AH/BW	AH	AH								Section: TBD	BW	1/22/20
	Date	1/8/20	2/11/20	3/11/20	4/7/20	5/27/20									18456	
	W.O. #	18439	18558	18665	18712	18797										
Dino	Initials	AH	BW	AH/BW	AH	AH								Section: TBD	AH/BW	3/4/20
	Date	1/9/20	2/11/20	3/11/20	4/7/20	5/27/20									18457	
	W.O. #	18440	18559	18666	18713	18798										
Admin.	Initials	AH	AH/BW	AH/BW	AH	AH								Section: TBD	AH/BW	3/4/20
	Date	1/30/20	2/24/20	3/12/20	4/23/20	5/28/20									18458	
	W.O. #	18441	18560	18667	18714	18799										
		= Load Test														

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

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Totals
First Test Notices Issued	47	40	83	15	63								248
Passed First Test Notice	39	25	57	2	31								154
Initial Balance	8	15	26	13	32								94
Notices Retracted	4	0	0	0	0								17
New Balance	4	15	26	13	32								90
Second Test Notices Issued	4	15	26	13	32								90
Passed Second Test Notice	0	7	7	2	13								29
Third Test Notice Issued	4	0	19	11	19								53
Passed Third Test Notice	4	0	3	10	0								17
Devices Locked Off	0	0	0	0	0								0
Monthly Outstanding Delinquents	0	0	0	1	19								20
													Total Outstanding Delinquents
													20

Elk Grove Water District
 Safety Meetings/Training
 May 2020

Date	Topic	Attendees	Hosted By
5/20/2020	Mental Health related to COVID-19	Alan Aragon, Aurelia Camilo, Stefan Chanh, Travis Franklin, David Frederick, Aaron Hewitt, James Hinegardner, Sean Hinton, Amber Kavert, Brandon Kent, Patrick Lee, Mark Madison, Denise Maxwell, Justin Mello, Jose Mendoza, Sal Mendoza, Michael Montiel, Donella Murillo, Daphne Murra-Davis, Stefani Phillips, Chris Phillips, Cindy Robertson, Steve Shaw, John Vance, Brandon Wagner, Tonia Williams, Marcell Wilson, Vue Xiong	Ron Lee



Legend

Main Leaks

- ★ May 2020
- ★ 2020
- ★ 2019 (5)
- ★ 2018 (3)
- ★ 2017 (6)

Service Leaks

- May 2020
- 2020
- 2019 (27)
- 2018 (30)
- 2017 (44)

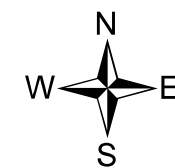
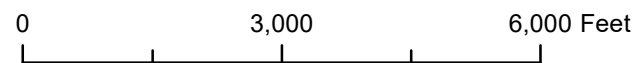
- Service Area 1
- Service Area 2

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

May 2020	
Main Line Leaks: 0	YTD: 1
Service Line Leaks: 2	YTD: 11
Total Leaks: 2	YTD: 12



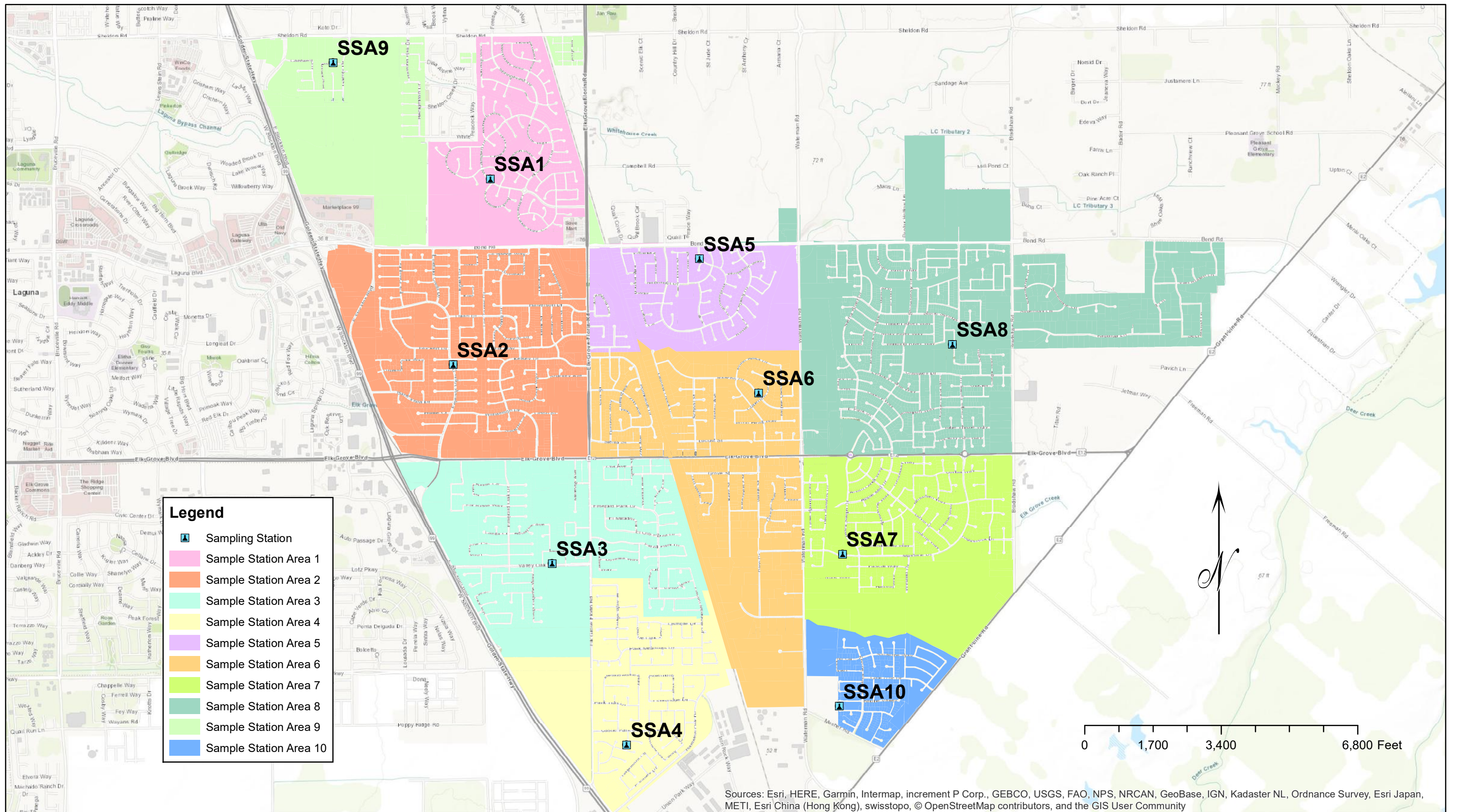
Elk Grove Water District Main and Service Line Leaks Map



Elk Grove Water District
Main & Service Line Leaks

Created by: Travis Franklin

Date: June 4, 2020



Sample Stations: 10



Elk Grove Water District

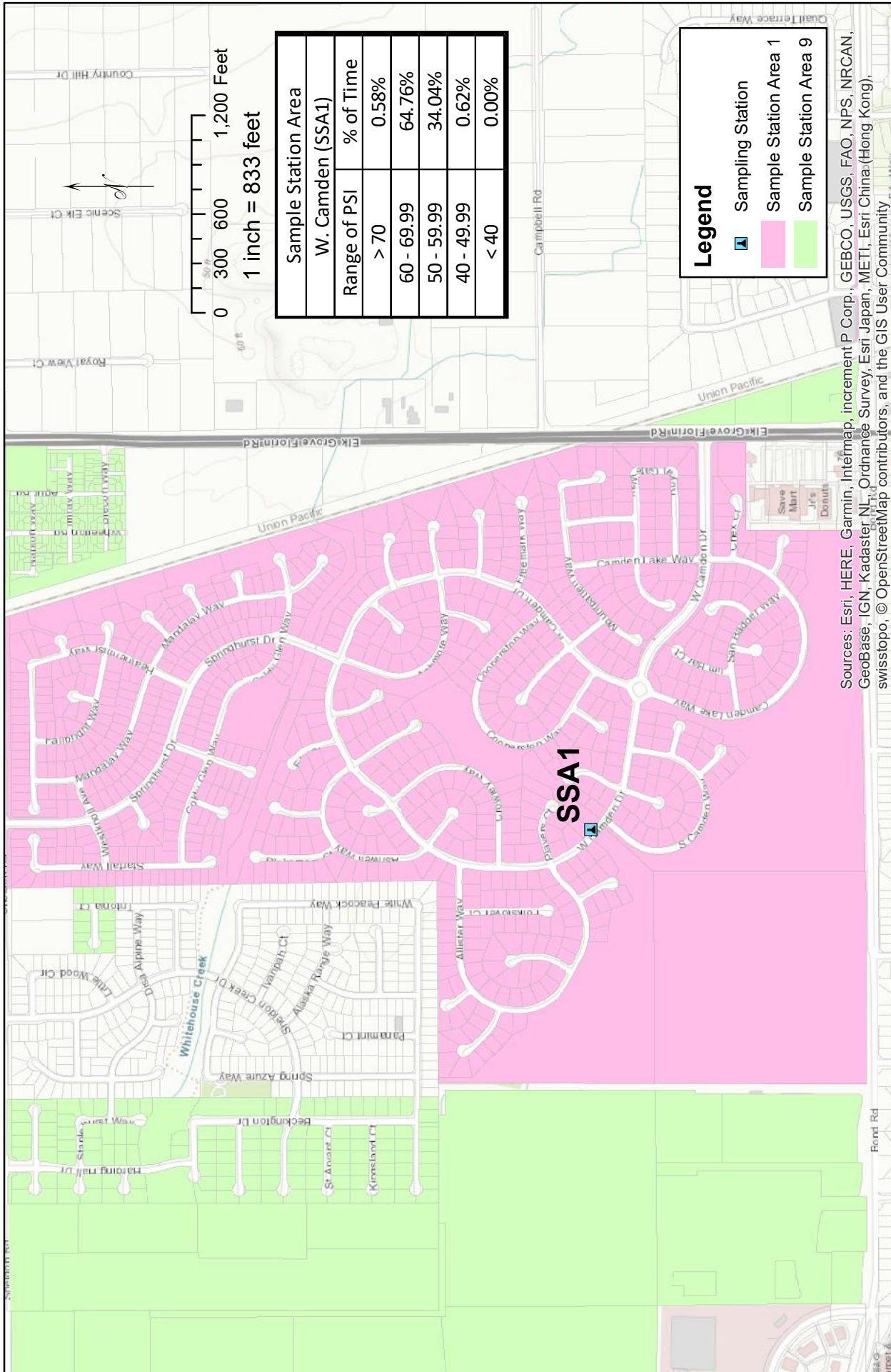
Sample Station Areas

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

Source: EGWD GIS database

Modified by: Travis Franklin

June 5, 2020



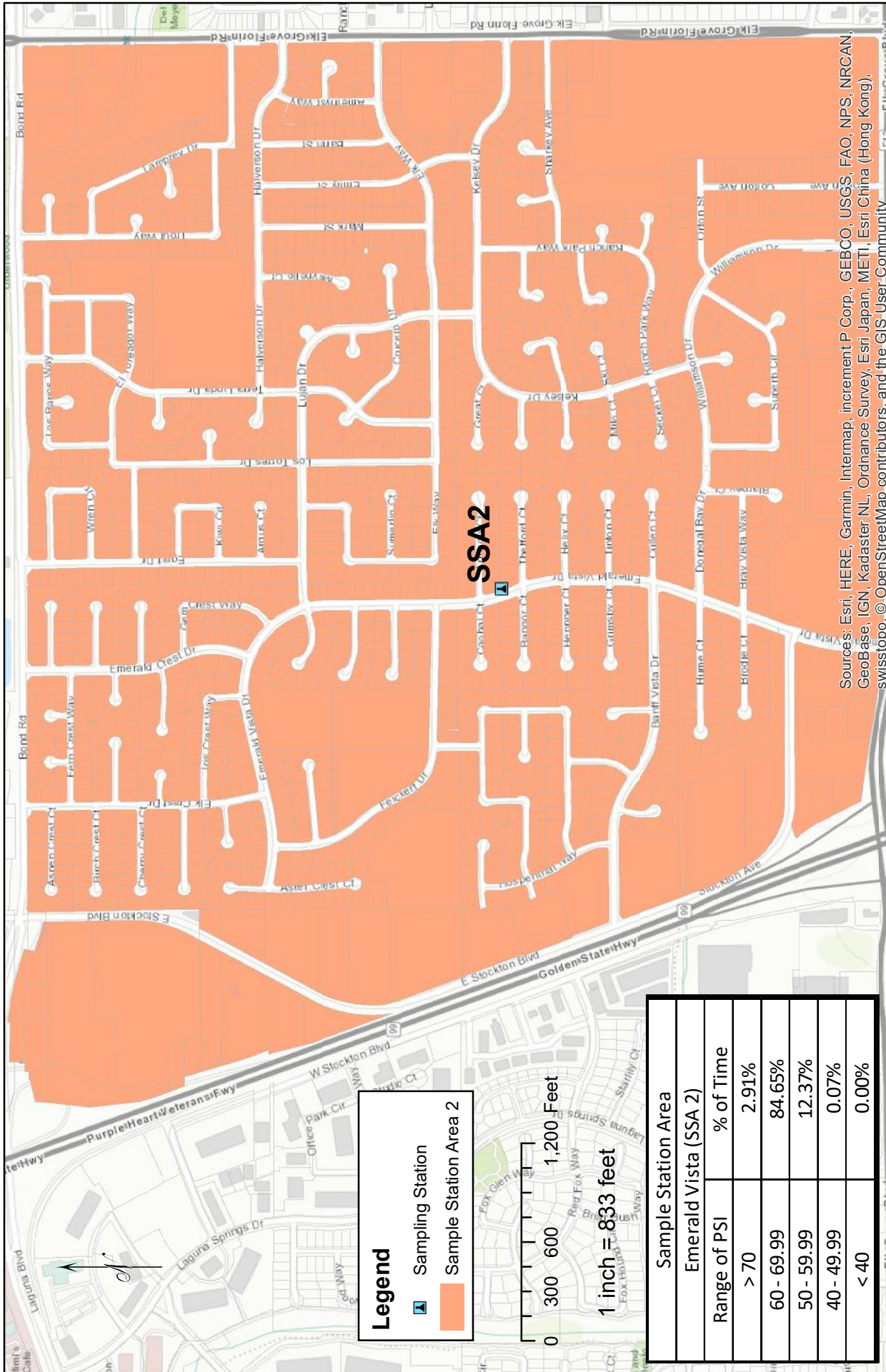
Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community

Elk Grove Water District
 System Pressure Monitoring

Sample Station #1
 Note: Sample Station takes a reading every 5 minutes.
 May 2020

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





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



Elk Grove Water District System Pressure Monitoring

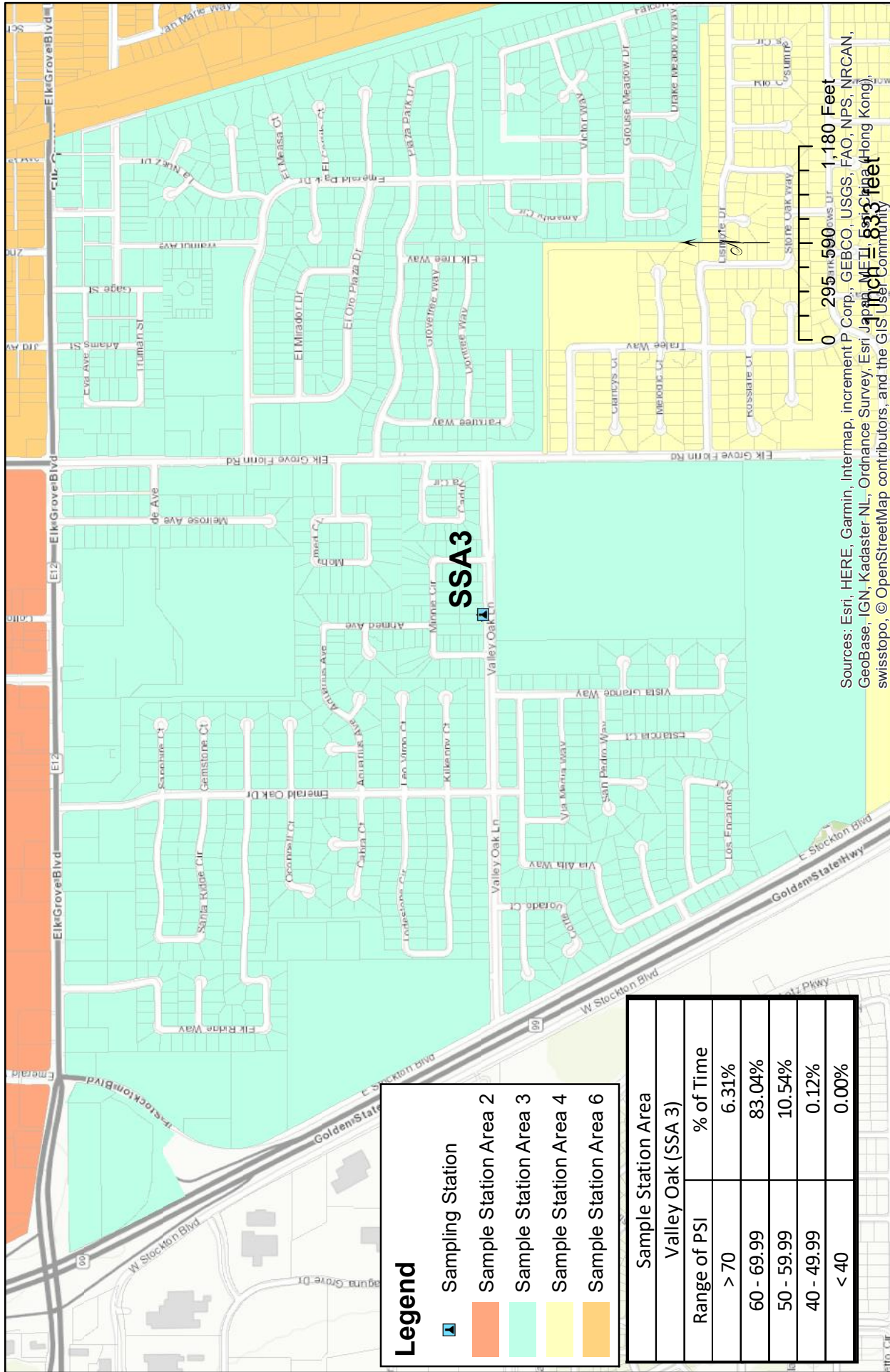
Projected Coordinate System:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
June 5, 2020

Sample Station #2

Note: Sample Station takes a reading every 5 minutes.

May 2020

Sample Station Area	% of Time
Emerald Vista (SSA 2)	2.91%
Range of PSI > 70	84.65%
60 - 69.99	12.37%
50 - 59.99	0.07%
40 - 49.99	0.00%
< 40	0.00%



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

Legend

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

Sample Station Area	Range of PSI	% of Time
Valley Oak (SSA 3)	> 70	6.31%
	60 - 69.99	83.04%
	50 - 59.99	10.54%
	40 - 49.99	0.12%
	< 40	0.00%



Elk Grove Water District

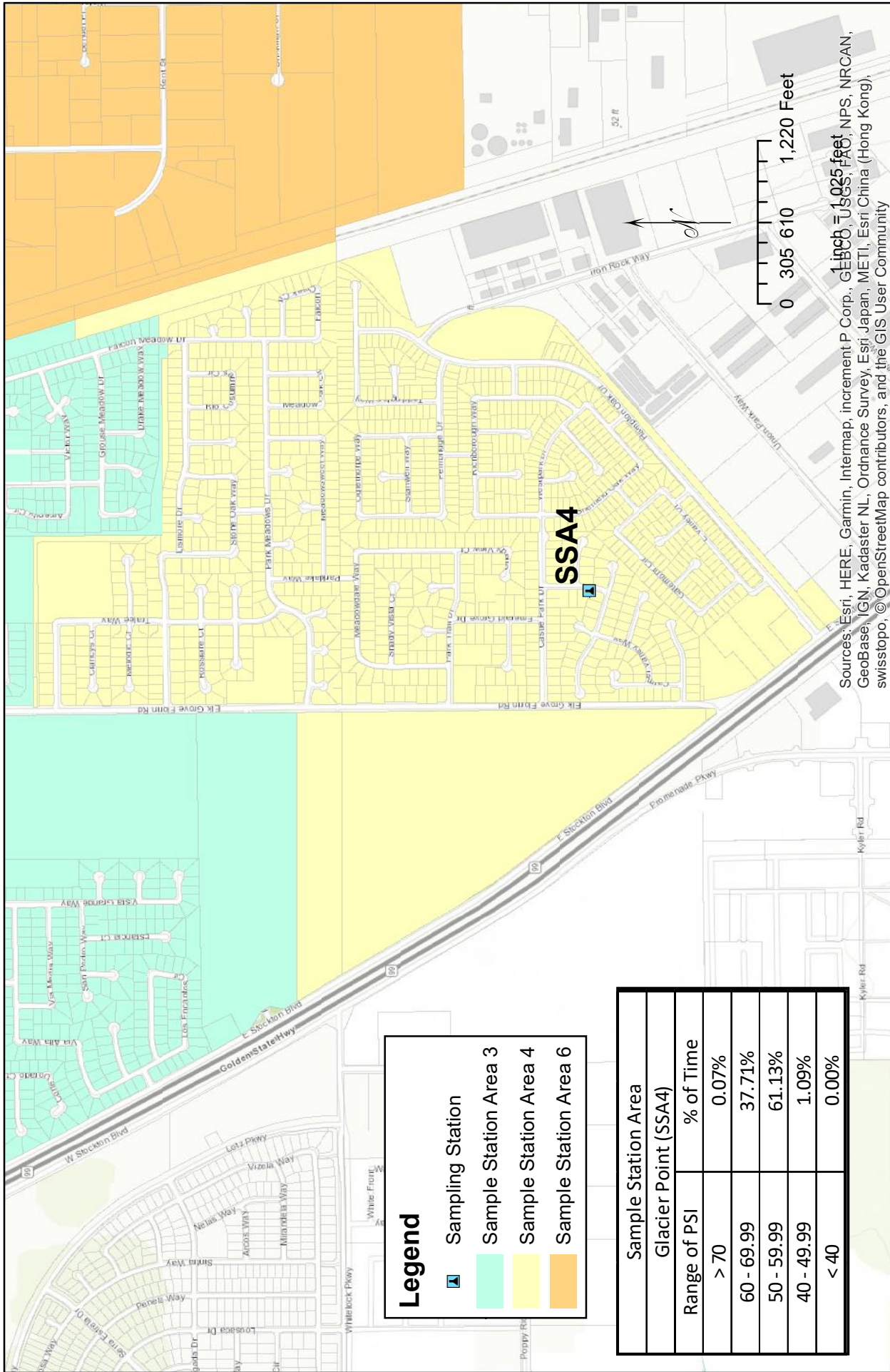
System Pressure Monitoring

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 June 5, 2020

Sample Station #3

Note: Sample Station takes a reading every 5 minutes.

May 2020



Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 June 5, 2020

Elk Grove Water District

System Pressure Monitoring



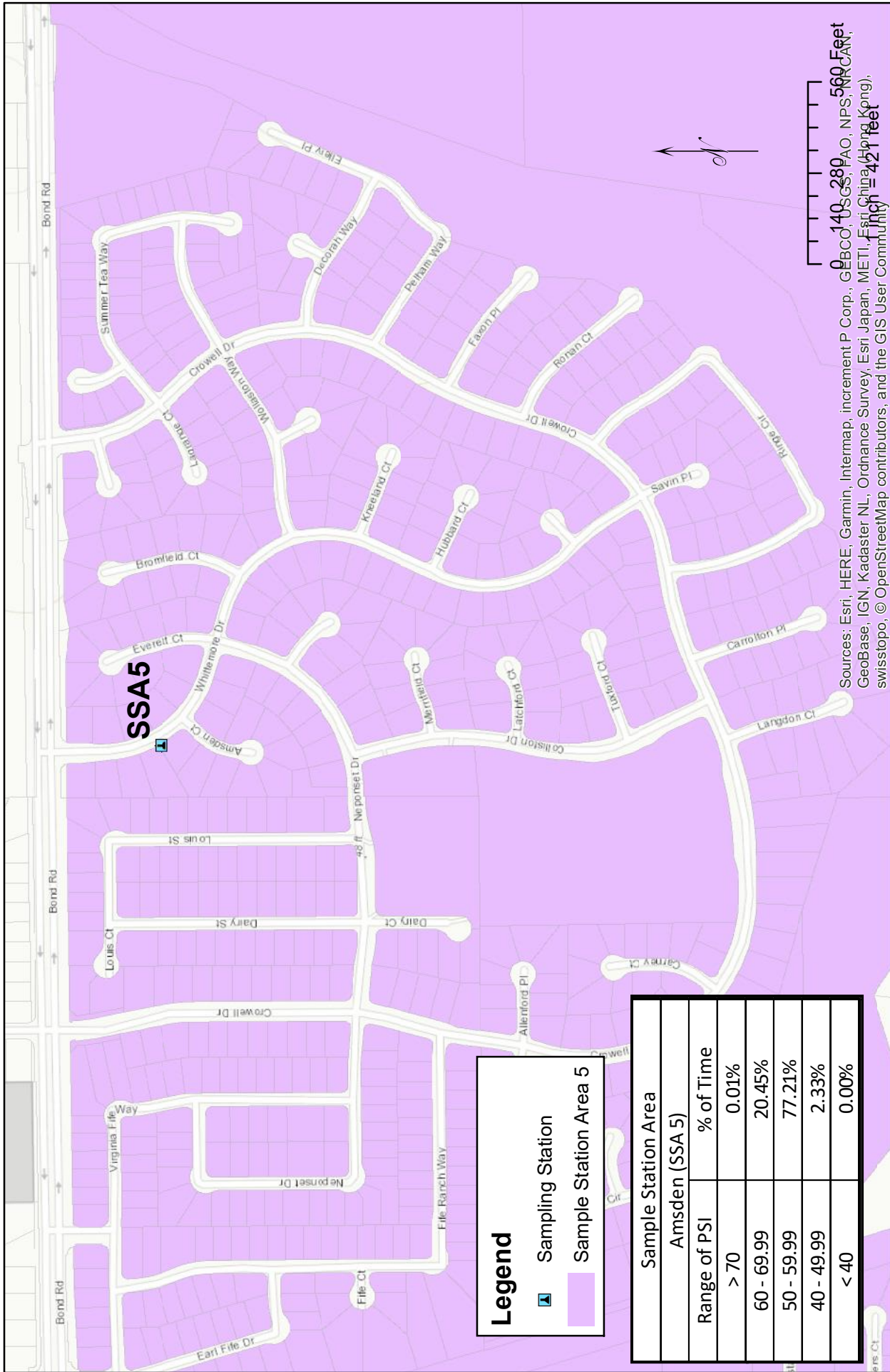
- Legend**
- Sampling Station
 - Sample Station Area 3
 - Sample Station Area 4
 - Sample Station Area 6

Sample Station Area	Glacier Point (SSA4)
Range of PSI	% of Time
> 70	0.07%
60 - 69.99	37.71%
50 - 59.99	61.13%
40 - 49.99	1.09%
< 40	0.00%

Sample Station #4

Note: Sample Station takes a reading every 5 minutes.

May 2020



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

140, 280, 560 Feet

Legend

- Sampling Station
- Sample Station Area 5

Sample Station Area	Amsden (SSA 5)	Range of PSI	% of Time
		> 70	0.01%
		60 - 69.99	20.45%
		50 - 59.99	77.21%
		40 - 49.99	2.33%
		< 40	0.00%



Elk Grove Water District

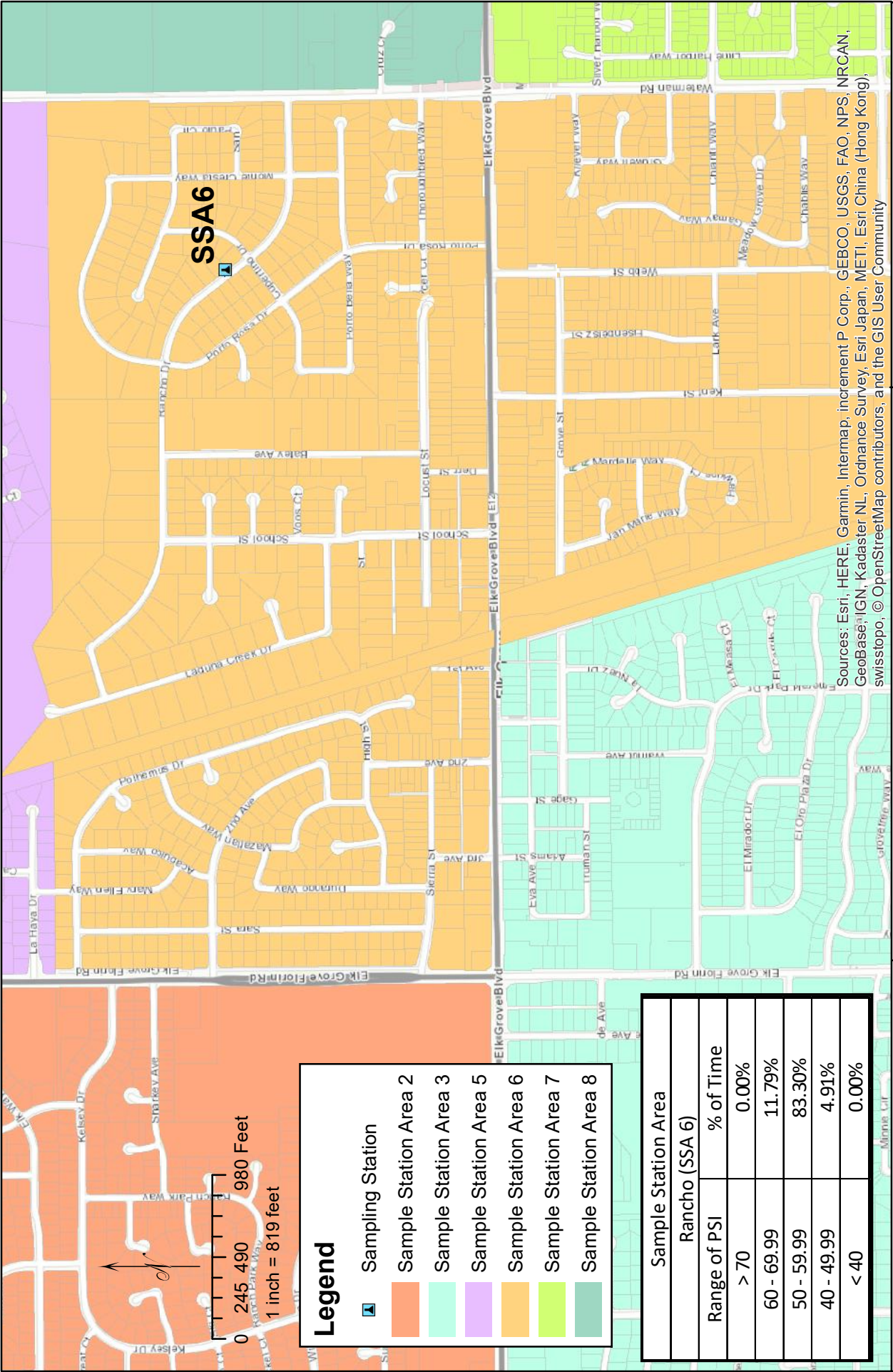
System Pressure Monitoring

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 June 5, 2020

Sample Station #5

Notes: Sample Station takes a reading every 5 minutes.

May 2020



Legend

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

Sample Station Area	Range of PSI	% of Time
Rancho (SSA 6)		
	> 70	0.00%
	60 - 69.99	11.79%
	50 - 59.99	83.30%
	40 - 49.99	4.91%
	< 40	0.00%

Sample Station #6

Note: Sample Station takes a reading every 5 minutes.

May 2020



Eik Grove Water District
System Pressure Monitoring

Projected Coordinate System:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
June 5, 2020

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



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

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 June 5, 2020

Elk Grove Water District

System Pressure Monitoring



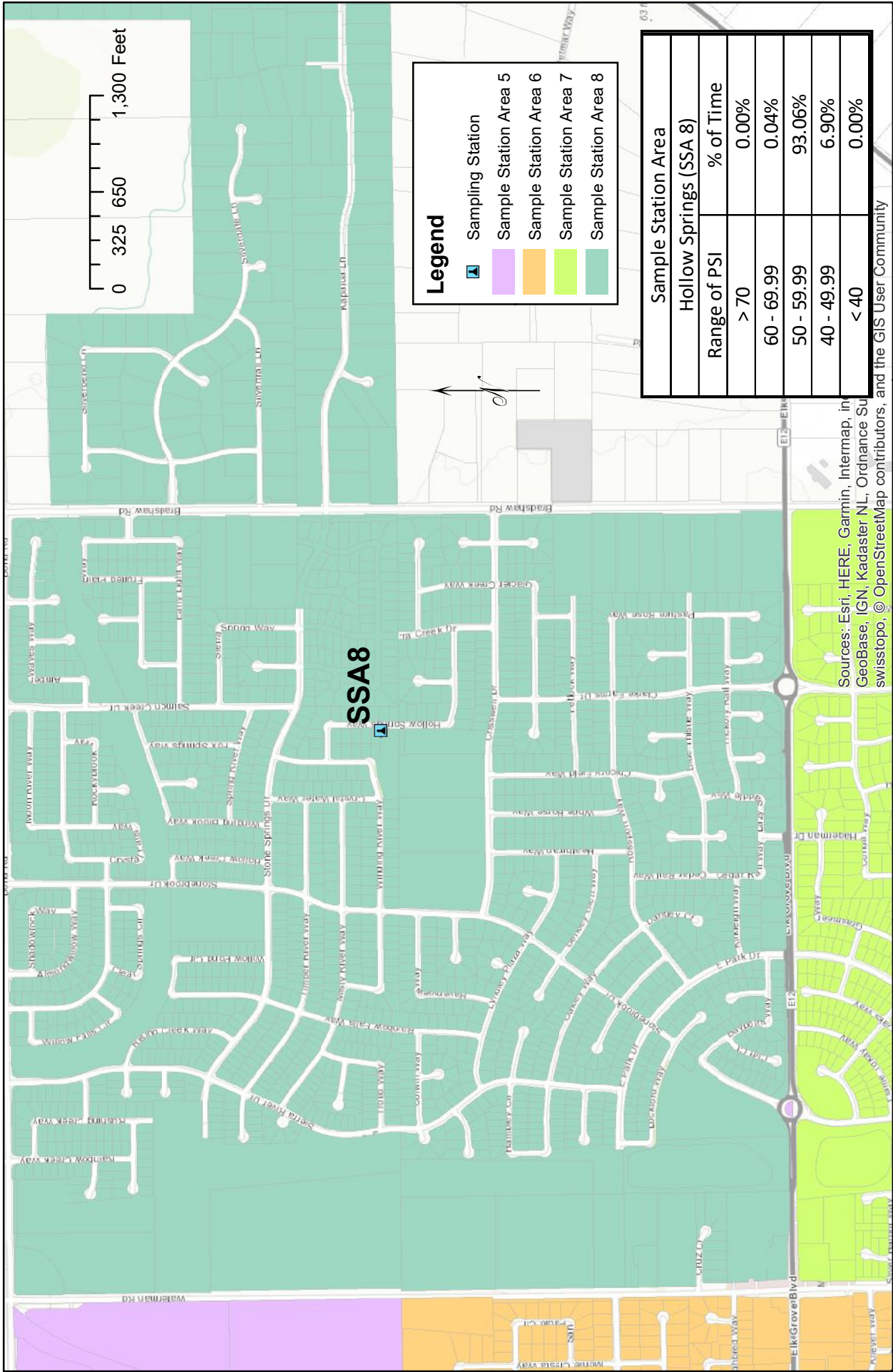
Legend	
	Sampling Station
	Sample Station Area 6
	Sample Station Area 7
	Sample Station Area 8
	Sample Station Area 10

Sample Station Area	Mainline (SSA 7)	Range of PSI	% of Time
		> 70	0.00%
		60 - 69.99	71.31%
		50 - 59.99	28.66%
		40 - 49.99	0.02%
		< 40	0.00%

Sample Station #7

Note: Sample Station takes a reading every 5 minutes.

May 2020



Legend

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

Sample Station Area	
Hollow Springs (SSA 8)	
Range of PSI	% of Time
> 70	0.00%
60 - 69.99	0.04%
50 - 59.99	93.06%
40 - 49.99	6.90%
< 40	0.00%

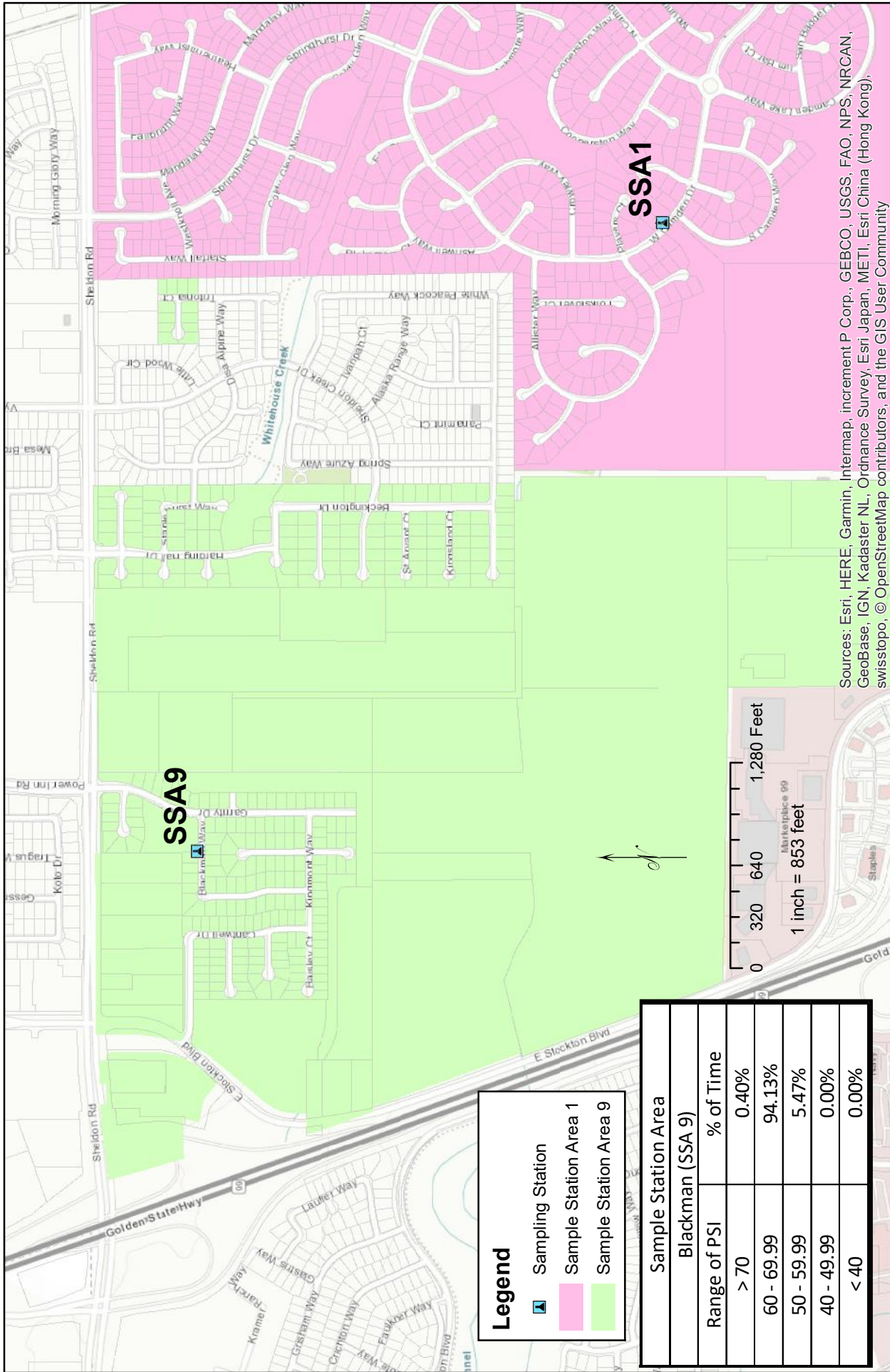
Sources: Esri, HERE, Garmin, Intermap, in GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri, DeLorme, NAVTEQ, Swisstopo, © OpenStreetMap contributors, and the GIS User Community

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 June 5, 2020

Elk Grove Water District
 System Pressure Monitoring



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



Legend

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

Sample Station Area	Blackman (SSA 9)	Range of PSI	% of Time
> 70	0.40%	60 - 69.99	94.13%
50 - 59.99	5.47%	40 - 49.99	0.00%
< 40	0.00%		

Sample Station #9

Note: Sample Station takes a reading every 5 minutes.

May 2020







Elk Grove Water District
System Pressure Monitoring

Projected coordinate system:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
June 5, 2020

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



Legend

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

Sample Station Area	Oreo Ranch (SSA 10)
Range of PSI	% of Time
> 70	15.97%
60 - 69.99	83.23%
50 - 59.99	0.80%
40 - 49.99	0.00%
< 40	0.00%

Sample Station #10

Note: Sample Station takes a reading every 5 minutes.

May 2020



Elk Grove Water District
System Pressure Monitoring

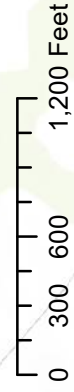
Projected Coordinate System:
NAD 83 State Plane CA II FIPS 0402

Source: EGWD GIS database

Created by: Travis Franklin

June 5, 2020

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



1 inch = 833 feet



June 16, 2020

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

RECOMMENDATION

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

SUMMARY

The Outside Agency Meetings Report is a standing item on the regular board meeting agenda.

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

DISCUSSION

Background

Each month, staff reports on the outside agency meetings that occurred since the previous Board meeting. This report has been designed to list the notable meetings attended, by either staff or Board members, and the report will be given orally by staff or Board members in attendance.

Present Situation

The notable outside agency meetings attended since May 19, 2020 were as follows:

- 5/20 Regional Water Authority (RWA) Advocacy Meeting (Ramos)
- 5/21 California Special Districts Association Webinar, "Opening Up: How Public Employers Should Prepare to Reopen" (Franklin)
- 5/22 Sacramento Central Groundwater Authority (SCGA) - South American GSP Working Group Meeting (Madison)
- 5/28 Railroad Street Improvements Preconstruction Meeting (Kamilos)

OUTSIDE AGENCY MEETINGS REPORT

Page 2

- 6/1 South America Flood-MAR Technical Advisory Committee Meeting
(Madison, Kamilos)
- 6/3 Department of Water Resources (DWR) Lunch-MAR Meeting (Kamilos)
- 6/3 Department of Water Resources Residential Landscape Irrigation Measurement
Work Group Meeting (Franklin)
- 6/4 Special RWA Board Meeting, "COVID-19: Reopening Business and Health and
Safety" (Madison, Kamilos, Franklin)
- 6/10 SCGA Ad Hoc Committee Meeting (Madison)

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

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

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

FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully submitted,



MARK J. MADISON
GENERAL MANAGER

June 16, 2020

TO: Chair and Directors of the Florin Resource Conservation District
FROM: Travis Franklin, Program Manager
SUBJECT: **LEGISLATIVE UPDATE**

RECOMMENDATION

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

SUMMARY

There are several bills that have been introduced in the 2020 legislative session that could potentially impact the Florin Resource Conservation District/Elk Grove Water District (District) if passed. These bills are highlighted below.

DISCUSSION

Background

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

Present Situation

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

AB 196 (Gonzalez) Workers' compensation: COVID-19: essential occupations and industries

For employees who are employed in an occupation or industry deemed essential in the Governor's Executive Order of March 19, 2020 (Executive Order N-33-20), this bill would define "injury" to include coronavirus disease 2019 (COVID-19) that develops or manifests itself during a period of employment of those persons in the essential occupation or industry. The bill would apply to injuries occurring on or after March 1, 2020, would create a conclusive presumption that the injury arose out of and in the course of the employment, and would extend that presumption following termination of service for a period of 90 days, commencing with the last date actually worked. California Special Districts Association (CSDA) has taken an Oppose position on this bill.

LEGISLATIVE UPDATE

Page 2

AB 992 (Mullin) Open meetings: local agencies: social media

The Ralph M. Brown Act generally requires that the meetings of legislative bodies of local agencies be conducted openly. That act defines “meeting” for purposes of the act and prohibits a majority of the members of a legislative body, outside a meeting authorized by the act, from using a series of communications of any kind to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

This bill would provide that the prohibition described above does not apply to the participation, as defined, in an internet-based social media platform, as defined, by a majority of the members of a legislative body, provided that a majority of the members do not discuss among themselves, as defined, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency. CSDA has taken a Support position on this bill.

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

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

AB 2560 (Quirk) Water quality: notification and response levels: procedures

This bill would require the State Water Board, when establishing or revising notification or response levels to provide notice and make documents available, including the complete studies that were used to establish the level, at least 45 calendar days before finalizing the notification or response level. ACWA and Regional Water Authority (RWA) have taken a Support position on this bill.

AB 2621 (Mullin) Strategic Growth Council: regional climate networks: climate adaptation action plans

This bill would authorize certain local government entities to establish and participate in a regional climate network, as defined, to prepare a regional climate adaptation action plan for certain regions, as described. The bill would authorize membership in each regional climate

LEGISLATIVE UPDATE

Page 3

network to be determined at the local level. The bill would not limit the number of regional climate networks that may be established within each region. CSDA and ACWA have taken a Watch position on this bill.

AB 2999 (Low) Employees: bereavement leave

This bill would require employers to provide 10 days of bereavement leave to employees. Currently this bill only applies to private employers however staff will continue to monitor this bill for any changes. CSDA has taken a Watch position on this bill.

AB 3256 (Garcia, Eduardo) Economic Recovery, Wildfire Prevention, Safe Drinking Water, Drought Preparation, and Flood Protection Bond Act of 2020

This bill is the Assembly's version of a climate resiliency bond and would enact the Economic Recovery, Wildfire Prevention, Safe Drinking Water, Drought Preparation, and Flood Protection Bond Act of 2020, which would place a \$6.98 billion general obligation bond before voters on the November 2020 ballot. CSDA has taken a Support if Amended position on this bill.

SB 45 (Allen, Portantino, and Stern) Wildfire Prevention, Safe Drinking Water, Drought Preparation, and Flood Protection Bond Act of 2020

This bill would enact the Wildfire Prevention, Safe Drinking Water, Drought Preparation, and Flood Protection Bond Act of 2020, which, if approved by the voters, would authorize the issuance of bonds in the amount of \$5,510,000,000 pursuant to the State General Obligation Bond Law to finance projects for a wildfire prevention, safe drinking water, drought preparation, and flood protection program. CSDA and ACWA have taken a Support if Amended position on this bill.

SB 952 (Nielsen) Sales and use taxes: exemption: backup electrical generators: deenergization events

This bill, on and after January 1, 2021, and before January 1, 2026, would provide an exemption from sales and use taxes with respect to the sale of, or the storage, use, or consumption of, a backup electrical resource, generator as defined, if that backup electrical generator is purchased for use exclusively in powering a critical facility, as defined, by a city, county, city and county, special district, or other political subdivision during deenergization events, as defined, and the purchaser provides to the seller a written statement with regard to these facts. CSDA has taken a Support if Amended position on this bill.

SB 998 (Moorlach) Local government: investments

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

SB 1044 (Allen) Firefighting equipment and foam: PFAS chemicals

This bill would require any person or manufacturer that sells firefighter personal protective equipment to any person or public entity, to provide a written notice to the purchaser at the time of sale if the equipment contains PFAS chemicals. In addition, commencing January 1, 2022, this bill would prohibit a manufacturer of class B firefighting foam from manufacturing, or knowingly selling, offering for sale, distributing for sale, or distributing for use in this state class B firefighting foam to which PFAS chemicals have been intentionally added. CSDA has taken a Support position and ACWA has taken a Favor position on this bill.

SB 1099 (Dodd) Emergency backup generators: critical facilities: order for abatement: stipulations

This bill would require air districts to develop a stipulation allowing operators of critical facilities to exceed run times during a Public Safety Power Shutoff or other loss of power, and test and maintain their generators in line with NFPA standard 110, but in exchange the operators would need to develop a schedule for upgrading their generators that is technically and economically feasible. CSDA has taken a Support if Amended position on this bill.

SB 1159 (Hill) Workers' compensation: COVID-19: critical workers

As with AB 196 above, this bill would define "injury" for a critical worker, as specified, to include illness or death that results from exposure to coronavirus disease 2019 (COVID-19) under specified circumstances. The bill would create a disputable presumption, as specified, that an injury that develops or manifests itself while a critical worker is employed arose out of and in the course of the employment. CSDA has taken a Watch position on this bill.

SB 1383 (Jackson) Employees: time off

Current law allows an employee to take off up to 40 hours each year to find, enroll or reenroll their child in a school, to participate in school activities or to address emergency situations at school. This bill would authorize an employee to take time off in excess of 40 hours in the case of a school closure due to an emergency declaration by a federal, state or local

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government agency, up to the duration of the emergency. CSDA has taken an Oppose unless Amended position on this bill.

SB 1386 (Moorlach) Local government: assessments, fees and charges: water

This bill would restate that “water” for purposes of the Proposition 218 Omnibus Implementation Act also includes the public fixtures, appliances and appurtenances (including fire hydrants) connected to and maintained by the water provider. Therefore, the water service charge may include the costs to construct, maintain, repair or replace public hydrants and the associated water attached to a water system. CSDA and ACWA have taken a Support position on this bill.

Staff will continue to monitor these bills along with any other bills which may affect District operations.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

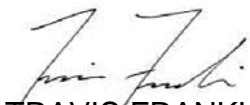
STRATEGIC PLAN CONFORMITY

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

FINANCIAL SUMMARY

There is no direct financial impact associated with this report.

Respectfully submitted,



TRAVIS FRANKLIN
PROGRAM MANAGER

June 16, 2020

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Mark J. Madison, General Manager

SUBJECT: **FUTURE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING PROTOCOL**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors discuss how future Board meetings will be conducted and provide direction to staff.

SUMMARY

Due to impacts of COVID-19 and Governor Newsom's Executive Order N-33-20, Stay at Home Order, Florin Resource Conservation District (FRCD) Board of Directors (Board) meetings have been conducted by teleconference since April 2020. As restrictions on business operations are being lifted in Sacramento County, staff requests direction on how future board meetings will be conducted.

DISCUSSION

Background

Elk Grove Water District (District) launched its Coronavirus (COVID-19) Risk Minimization and Outbreak Plan (Plan) on March 10, 2020 with the objectives to identify precautionary measures to assist in protecting employees and each other and maintain critical operations if the pandemic worsened. As the situation worsened, the Risk Level trigger points were activated, ultimately arriving at Risk Level 3.5 on March 24, 2020. At this level, in-person Board meetings discontinued. The Board cancelled the FRCD Regular Board Meeting in March and teleconference meetings began in April.

Present Situation

On June 3, 2020, the District implemented its COVID-19 Home to Office Playbook (Playbook). This Playbook is a supplement to the Plan and will be the District's guide to how and when to return to work. The District developed this Playbook to be cautious and deliberate to allow the impact of the lifted orders to unfold and not have the District staff return to work prematurely.

**FUTURE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS
MEETING PROTOCOL**

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Currently, the District is at Step 1 of the Playbook, which was triggered when the Stay at Home Order was issued. At this step, all employees are required to stay at home, except when reporting to work is required to maintain essential services. Step 2 shall be declared by the General Manager a minimum of 14 days after Sacramento County enters Stage 3 of California's Resilience Roadmap. Under this step, all employees shall report to work, except those by orders from the Governor. Step 3 shall be declared by the General Manager after Sacramento County enters Stage 4 of California's Resilience Roadmap and the Stay at Home Order is lifted. At this step all District staff shall report to work. Sacramento County is currently in Stage 2 of the California Resilience Roadmap and it is unknown how long it will be before they enter Stages 3 and 4.

One (1) element associated with this Playbook is how future Board meetings will be conducted going forward. At Step 1, Board meetings are conducted by teleconference rather than by in-person meetings. Upon entering Step 2, staff recommends that Board meetings continue to be conducted by teleconference. When Step 3 is activated, staff recommends that in-person Board meetings resume. Staff is looking for Board direction on this recommendation.

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 direct financial impact associated with this report.

Respectfully submitted,



MARK J. MADISON
GENERAL MANAGER