

REGULAR MEETING OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS

Agenda

Wednesday, June 19, 2019

6:30 PM

9257 Elk Grove Blvd.
Elk Grove, CA 95624

Compliance with Government Code Section 54957.5

Public records, including writings related to an agenda item for an open session of a regular meeting of the Florin Resources Conservation District that are distributed less than 72 hours before the meeting, are available for public inspection during normal business hours at the Administration building of Elk Grove Water District, located at 9257 Elk Grove Blvd. Elk Grove, California. In addition, such writings may be posted, whenever possible, on the Elk Grove Water District website at www.egwd.org.

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

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

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Public Comment – Please complete a Request to Speak Form if you wish to address the Board.

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

1. Proclamations and Announcements

Associate Director Comment

Public Comment

2. **Consent Calendar** (Stefani Phillips, Secretary and Patrick Lee, Treasurer)
 - a. Minutes of Regular Board Meeting of May 15, 2019
 - b. Warrants Paid – May, 2019
 - c. Active Accounts – May, 2019
 - d. Bond Covenant Status for FY 2018-19 – May, 2019
 - e. Revenues and Expenses – Actual vs Budget FY 2018- 19 – May, 2019
 - f. Cash Accounts – May, 2019
 - g. Consultants Expenses – May, 2019
 - h. Major Capital Improvement Projects – May, 2019

Associate Director Comment

Public Comment

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

- 3. Committee Meetings** (Stefani Phillips, Board Secretary)
a. Minutes of Finance Committee Meeting on May 1, 2019

Associate Director Comment

Public Comment

Recommended Action: **Accept the minutes of the Finance Committee Meeting held on Wednesday, May 1, 2019.**

- 4. Elk Grove Water District Operations Report – May, 2019**
(Mark J. Madison, General Manager)

Associate Director Comment

Public Comment

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

Associate Director Comment

Public Comment

Recommended Action: **Adopt Resolution No. 06.19.19.01 approving the Elk Grove Water District Fiscal Year 2019-20 Operating Budget.**

- 6. Fiscal Year 2019-20 Investment Policy Guidelines**
(Patrick Lee, Finance Manager/Treasurer)

Associate Director Comment

Public Comment

Recommended Action: **Adopt Resolution 06.19.19.02, approving the Fiscal Year 2019-20 Investment Policy Guidelines of the Florin Resource Conservation District.**

- 7. Utility Billing and Accounting Software Review**
(Patrick Lee, Finance Manager/Treasurer)

Associate Director Comment

Public Comment

- 8. Elk Grove Water District Employee Policy Manual**
(Stefani Phillips, Human Resources Administrator)

Associate Director Comment

Public Comment

Recommended Action: Adopt Resolution 06.19.19.03 approving the Elk Grove Water District Employee Policy Manual.

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

Associate Director Comment

Public Comment

10. Legislative Report (Sarah Jones, Program Manager)

Associate Director Comment

Public Comment

11. Directors Comments

Adjourn to Regular Meeting – July 17, 2019

June 19, 2019

TO: Chairperson 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 – h.

SUMMARY

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

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

DISCUSSION

Background

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

Present Situation

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

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

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

June 19, 2019

CONSENT CALENDAR

Page 2

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**

Wednesday, May 15, 2019

The regular meeting of the Florin Resource Conservation District Board of Directors was called to order at 6:30 p.m. by Tom Nelson, Chairperson, at 9257 Elk Grove Blvd., Elk Grove, CA.

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

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

Public Comment

1. Proclamations and Announcements

Program Manager Sarah Jones announced Elk Grove Water District (EGWD) will be holding an Irrigation Workshop on June 1, 2019 at the Community Garden. This event will allow EGWD to inform customers on water conservation practices.

2. Consent Calendar

- a. Minutes of Regular Board Meeting of April 17, 2019
- b. Minutes of Special Board Meeting of April 24, 2019
- c. Warrants Paid – April, 2019
- d. Active Accounts – April, 2019
- e. Bond Covenant Status for FY 2018- 19 – April, 2019
- f. Revenues and Expenses – Actual vs Budget FY 2018- 19 – April, 2019
- g. Cash Accounts – April, 2019
- h. Consultants Expenses – April, 2019
- i. Major Capital Improvement Projects – April, 2019

MSC (Medina/Gray) to approve Florin Resource Conservation District Consent Calendar items a-i with revisions. 3/0: Ayes: Gray, Medina, and Nelson.

3. Committee Meetings

Human Resources Administrator Stefani Phillips presented the Infrastructure Committee Meeting minutes to the Florin Resource Conservation District (FRCD) Board of Directors (Board).

One (1) Infrastructure Committee Meeting was held on Wednesday, April 10, 2019, to review the Draft Fiscal Year (FY) 2020-2024 Capital Improvement Program (CIP).

MSC (Nelson/Medina) to accept the minutes of the Infrastructure Committee Meeting held on Wednesday, April 10, 2019. 3/0: Ayes: Gray, Medina, and Nelson.

4. Elk Grove Water District Operations Report – April 2019

General Manager Mark Madison presented the EGWD Operations Report – April 2019 to the Board.

Chairperson Tom Nelson mentioned he learned about a tag for fire hydrants regarding law for tampering as a deterrent at the Association of California Water Agencies (ACWA) 2019 Spring Conference. Mr. Madison stated he has starting looking for tags that are fitting for the District hydrants.

5. Regional Water Authority Project Agreements

Assistant General Manager Bruce Kamilos presented the Regional Water Authority (RWA) Project Agreements to the Board.

RWA has prepared two (2) separate project agreements. One (1) for the Sacramento Regional Water Bank (Water Bank), Phase 1, and one (1) for an Aquifer Storage and Recovery (ASR) Feasibility Study.

RWA is advancing plans to develop the first phase of activities required to establish the Water Bank. Staff supports the establishment of a Water Bank and recommends that the Board support the project agreement for Phase 1 work. EGWD's contribution for this work is not-to-exceed (NTE) \$18,000.

RWA is facilitating an ASR Feasibility Study. This study will determine if direct recharge injection wells are an effective method of recharging the regional groundwater basin. EGWD has a keen interest in participating in recharge projects that would benefit EGWD customers and ASR projects may offer opportunities in this regard. Staff, therefore, recommends that the Board support the ASR Feasibility Study to determine if ASR is a viable method for recharging the region's groundwater aquifer. EGWD's contribution for this study is NTE \$3,700.

Mr. Nelson inquired about the ASR project and whether drinkable water or river water is being injected. Mr. Kamilos responded that he is not sure what the regulatory requirements are and that is something that will be reviewed. Mr. Madison mentioned that the purpose of the study is to answer questions just like Mr. Nelson's. Mr. Madison is strongly supportive of these studies.

Vice-Chairperson Bob Gray commented he has always heard injecting water into the aquifer is not good. Mr. Madison responded there are different methods to go about injection without destroying the aquifer.

MSC (Medina/Gray) to authorize the General Manager to 1) Execute a project agreement in an amount not-to-exceed \$18,000 with the Regional Water Authority for the Sacramento Regional Water Bank, Phase 1, and 2) Execute a project agreement in an amount not-to-exceed \$4,000 with the Regional Water Authority for an Aquifer Storage and Recovery Feasibility Study. 3/0: Ayes: Gray, Medina, and Nelson.

6. Regional Water Authority Board of Director Alternate Appointments

Mr. Madison presented the RWA Board of Director Alternate Appointments to the Board.

In summary, RWA will be holding a meeting to appoint a candidate to the Executive Director position. The candidate will be selected by the RWA Executive Committee. Neither Mr. Nelson nor Mr. Madison will be available to attend the meeting. In order to have District

representation appoint the RWA Executive Director, it is recommended that the Board appoint Mr. Kamilos as an alternate representative to vote on the District's behalf.

Mr. Madison stated that at the January 18, 2019 regular Board meeting, the Board appointed Mr. Madison as an alternate representative to the RWA Board of Directors. Based on the RWA guidelines, Mr. Madison should be appointed as a member agency representative on the RWA Board of Directors and not an alternate representative.

MSC (Nelson/Medina) to appoint 1) General Manager Mark Madison as a representative from the Florin Resource Conservation District Executive Staff to the Regional Water Authority Board of Directors; and 2) Assistant General Manager Bruce Kamilos as an alternate representative from the Florin Resource Conservation District Executive Staff to the Regional Water Authority Board of Directors. 3/0: Ayes: Gray, Medina, and Nelson.

7. Draft Elk Grove Water District Fiscal Year 2019-20 Operating Budget

Financial Manager Patrick Lee presented the Draft FY 2019-20 Operating Budget to the Board.

Mr. Lee reported changes have been made to the draft FY 2019-20 EGWD Operating Budget development worksheet since the May 1, 2019 Finance Committee meeting.

The draft worksheet has been updated to reflect actual revenues and expenditures through April 30, 2019, which are then used to project the FY 2018-19 expected revenues and expenditures.

The draft worksheet has also been updated with calculations to compare the proposed FY 2019-20 budgeted amounts to the FY 2018-19 expected amounts for informational purposes.

Lastly, the draft worksheet has been updated to reflect a Cost of Living Adjustment (COLA) of 2.90% to be effective July 1, 2019. Non-Exempt Salaries have been updated to reflect the reclassification of a Water Distribution Operation (WDO) III position to a Water Distribution Operation in Training (OIT) position. The Medical Benefits were also adjusted to inflate at only 2% and not the projected 8%.

Mr. Madison commented that Director Elliot Mulberg has requested Mr. Madison to attend the California Special District Association (CSDA) Conference with him. He stated \$1,800 was budgeted into Seminars & Conferences to cover the cost to attend the meeting.

Mr. Madison mentioned Mr. Mulberg commented, he was happy with the budget.

Mr. Madison stated that there is no longer a need for the second Finance Committee Meeting planned for May 22, 2019 or the place holder for the third Finance Committee Meeting on June 6, 2019.

A final version of the FY 2019-20 Operating Budget will be brought back to the June Board meeting for consideration.

8. Elk Grove Water District Fiscal Year 2020-24 Capital Improvement Program

Mr. Kamilos presented the FY 2020-24 CIP to the Board.

In summary, Mr. Kamilos mentioned there are projects in the current FY CIP that were started but not completed. He spoke about a couple of carryover projects in the footnotes and stated that \$290,000 carried over from the previously approved FY 18/19 CIP budget. He also

mentioned there is a carryover of \$415,000 from the previously approved FY 18/19 CIP budget and \$1,423,000, which is for new projects in FY 19/20.

MSC (Medina/Gray) to approve Resolution 05.15.19.01 adopting the Elk Grove Water District Fiscal Year 2020-24 Capital Improvement Program and approving an appropriation of \$1,838,000 from designated reserve funds to the Fiscal Year 2019-20 Capital Improvement Program budget. 3/0: Ayes: Gray, Medina, and Nelson.

9. Proposed Ordinances: Prohibition Of Water Theft And Tampering With District Facilities, Provisions For Claims And Lawsuits, And Provisions Of Water Service

Mr. Madison presented the agenda item to the Board.

In summary, all comments and requested changes have been incorporated into the three (3) revised ordinances and are now presented to the Board for consideration.

MSC (Medina/Gray) to adopt 1) Ordinance 05.15.19.01 prohibiting the theft of water and tampering with District facilities, and 2) Ordinance 05.15.19.02 prescribing provisions for claims and lawsuits, and 3) Ordinance 05.15.19.03 prescribing provisions of water service; replacing Ordinance 06.22.11.01 and making certain findings and determinations in connection therewith. 3/0: Ayes: Gray, Medina, and Nelson.

10. Outside Agency Meetings Report

Mr. Madison presented the Outside Agency Meetings Report to the Board.

Mr. Kamilos reported on the Sacramento Central Groundwater Authority (SCGA) Budget Subcommittee Meeting he attended on April 24, 2019. In summary, costs are going up and in the end it was determined the budget is not going to change this year but next year there will be a significant change.

Mr. Lee reported on the Senate Bill (SB) 998 Working Group Meeting that was held on May 2, 2019. In summary, there were a lot of sharing of Ordinances and policies necessary to document income and medical qualifications for water shut off.

Mr. Nelson, Mr. Madison and Mr. Kamilos reported on the ACWA 2019 Spring Conference held on May 6 through May 7, 2019. Mr. Madison stated the conference was primarily about Sustainable Ground Water Management Act (SGMA) and safe drinking water. Mr. Kamilos mentioned overall it was a good conference with lively key-note speakers.

Ms. Jones reported on the Regional Water Efficiency Program Advisory Committee (RWEFAC) Meeting held on May 14, 2019. The budget was approved and there was a presentation by Sacramento Municipal Utility District (SMUD) to offer partnerships for energy efficient rebates.

Mr. Madison presented the 4x4 Meeting with Cosumnes Community Services District (CSD) to the Board and Mr. Nelson spoke about possibilities. The CSD has property and would like to collaborate on a project that may benefit both agencies.

11. Legislative Report

Ms. Jones presented the Legislative report to the Board. She presented a summary of bills that directly impact the District.

Ms. Jones announced that Governor Newsom recently signed an executive order to put together a water resiliency portfolio similar to the California water plan produced under Jerry Brown.

The Legislative Analyst's Office prepared a report for the Assembly Water, Parks, and Wildlife Committee titled *Funding Water-Related Activities*. The report analyzes existing funding, recent bond funding, legislative options to increase funding, and important considerations around those funding options.

Several bills were discussed which may impact EGWD including SB 669, Assembly Bill (AB) 217, SB 414, AB 1204, and AB 576. In addition several important legislative deadlines were discussed.

Ms. Jones announced that Governor Newsom's water tax language was voted down. The Senate proposed new language and suggested \$150,000,000 annually from the general fund to fund safe and affordable drinking water. Mr. Nelson questioned for what period of time the money would be? Ms. Jones responded one (1) year.

Mr. Madison and Ms. Jones will be meeting with Jim Cooper's District Director, Mikey Hothi on May 16, 2019 regarding possible new legislation.

12. Directors Comments

No comments were made.

Adjourn to Regular Board Meeting on June 19, 2019 at 6:30 p.m.

Respectfully submitted,

Stefani Phillips

Stefani Phillips, Board Secretary
AC/SP

Check History Report

5/1/2019 to 5/31/2019
Elk Grove Water District

Check Number	Check Date	Vendor Number	Name	Check	Explanation
049069	5/1/2019	AFLAC	AFLAC	1,732.22	
049070	5/1/2019	AQUA TA	AQUA TAP	2,195.00	Tools
049071	5/1/2019	BSK4	BSK ASSOCIATES	1,402.50	Sampling - Treatment
049072	5/1/2019	CAP RUB	CAPITAL RUBBER & GASKET	234.68	
049073	5/1/2019	CCHTC	CHICAGO TITLE COMPANY	15.34	Account Closed - Customer Refund
049074	5/1/2019	CHIC12	CHICAGO TITLE COMPANY	44.83	Account Closed - Customer Refund
049075	5/1/2019	CINTAS	CINTAS	291.48	
049076	5/1/2019	COUNTY4	SACRAMENTO COUNTY UTILITIES	63.90	
049077	5/1/2019	CRFBAC	BARBARA COATS	64.99	
049078	5/1/2019	CRFBSS	BRIAN & SHANNON SILVA	14.55	Account Closed - Customer Refund
049079	5/1/2019	CRFEDEPA	DENISE PATTEN	166.39	Account Closed - Customer Refund
049080	5/1/2019	CRFFID1	FIDELITY NATIONAL TITLE	123.21	Account Closed - Customer Refund
049081	5/1/2019	CRFFTC	FIRST AMERICAN TITLE COMPANY	27.95	Account Closed - Customer Refund
049082	5/1/2019	CRFFTC	FIRST AMERICAN TITLE COMPANY	104.35	Account Closed - Customer Refund
049083	5/1/2019	CRFFTC	FIRST AMERICAN TITLE COMPANY	121.76	Account Closed - Customer Refund
049084	5/1/2019	CRFLEH	LEINA HOYT	2.89	Account Closed - Customer Refund
049085	5/1/2019	CRFLTW	JAMES OR TIMOTHY WEATHERS	68.83	Account Closed - Customer Refund
049086	5/1/2019	CRFUMM	UMER MALIK	62.07	Account Closed - Customer Refund
049087	5/1/2019	CS SP	CARD SERVICES	136.41	Advertisement
049088	5/1/2019	CULVER	CULVER COMPANY LLC	567.26	Community Relations - H2O Stickers
049089	5/1/2019	EG THRE	EG THREADS	140.08	Community Relations
049090	5/1/2019	FRI 11	FIRST AMERICAN TITLE	33.15	Account Closed - Customer Refund
049091	5/1/2019	HANFORD	HANFORD SAND & GRAVEL, INC	285.54	
049092	5/1/2019	INT STA	INTERSTATE OIL COMPANY	1,989.61	Fuel
049093	5/1/2019	PAC SUR	PACIFIC SURVEYS	1,315.00	Well #3 Video
049094	5/1/2019	PACE	PACE SUPPLY CORP	1,256.79	Materials & Supplies - Utility Crew
049095	5/1/2019	PETTY	PETTY CASH	150.49	
049096	5/1/2019	PLATT2	PLATT	20.90	
049097	5/1/2019	RDO 1	RDO TRUST # 80-5800	2,718.43	Repairs & Maintenance - Bore Rig
049098	5/1/2019	SAC 5	SACRAMENTO COUNTY	8.00	Lien Release
049099	5/1/2019	SIERRA	SIERRA OFFICE SUPPLIES	258.12	
049100	5/1/2019	SOUTHWE	SOUTHWEST ANSWERING SERVICE,	241.29	
049101	5/1/2019	SUMMIT2	SUMMIT CRANE	1,576.75	Equipment Rental - Hampton Water Treatment Plant
049102	5/1/2019	SWRCB2	SWRCB-DWOCP	60.00	
049103	5/1/2019	WEST YO	WEST YOST ASSOCIATES, INC	2,463.50	
049104	5/1/2019	WIN 911	WIN-911 SOFTWARE	880.00	Pilot UDF Program
049105	5/6/2019	AMAZON	AMAZON CAPITAL SERVICES	45.48	SCADA Alerting & Alarming Software
049106	5/6/2019	BG SOLU	SOLUTIONS BY BG INC.	8,881.25	Daily Tasks/Help Tickets
049107	5/6/2019	CINTAS	CINTAS	149.94	
049108	5/6/2019	CRFMIN	MINH NGUYEN	133.72	Account Closed - Customer Refund
049109	5/6/2019	DITCH 3	DITCH WITCH WEST	6,134.13	Tools - New Hammerhead

049110	5/6/2019	FASTENA	FASTENAL COMPANY	220.98	
049111	5/6/2019	HERBURG	HERBURGER PUBLICATIONS, INC	791.00	Advertisement - Workshop Series
049112	5/6/2019	JAN PRO	JAN-PRO CLEANING SYSTEMS OF	255.00	
049113	5/6/2019	REPUBLI	REPUBLIC SERVICES #922	1,486.60	Recycle & Trash Services - MOC/ADMIN
049114	5/6/2019	ROOCO	ROOCO RENTS	698.76	Materials & Supplies - Utility Crew
049115	5/6/2019	ROTH	ROTH STAFFING COMPANIES, L.P.	1,023.36	Temporary Customer Service Help
049116	5/6/2019	SIERRA	SIERRA OFFICE SUPPLIES	97.22	
049117	5/6/2019	SMUD	SMUD	526.63	
049118	5/6/2019	TOSHIBA	TOSHIBA FINANCIAL SERVICES	593.01	Copier - ADMIN
049119	5/15/2019	ACWAJPI	CB&T/ACWA-JPIA	64,853.11	Medical Benefits for June 2019
049120	5/15/2019	ALL TIT	ALLIED TITLE & ESCROW SERVICES	68.32	
049121	5/15/2019	AMAZON	AMAZON CAPITAL SERVICES	459.69	
049122	5/15/2019	AWWA2	California Nevada Section-AWWA	80.00	
049123	5/15/2019	B WAGNE	BRANDON WAGNER	74.87	Void
049123	5/15/2019	B WAGNE	BRANDON WAGNER	74.87-	Void
049124	5/15/2019	BACKFLO	BACKFLOW DISTRIBUTORS, INC	190.13	
049125	5/15/2019	BRINKS	BRINK'S INCORPORATED	357.68	
049126	5/15/2019	BSK4	BSK ASSOCIATES	1,323.00	Sampling - Treatment
049127	5/15/2019	CDW	CDW GOVERNMENT	1,929.63	Database Software for Truepoint & Sage ABRA
049128	5/15/2019	CFFNT	FIDELITY NATIONAL TITLE	107.15	Account Closed - Customer Refund
049129	5/15/2019	CONSOLI	CONSOLIDATED COMMUNICATIONS	1,282.64	Ethernet Service/Phones-MOC
049130	5/15/2019	COUNTY	COUNTY OF SACRAMENTO	352,818.37	Sacramento County Water Billings - March & April 2019
049131	5/15/2019	CR ENGI	ENGINEERED CONSULTANTS	1,127.94	Construction Meter Deposit Refund
049132	5/15/2019	CR KLEI	KLEINFELDER	1,025.86	Construction Meter Deposit Refund
049133	5/15/2019	CRBRP	BRADLEY J PFEIFFER	66.91	Account Closed - Customer Refund
049134	5/15/2019	CRF KES	KENNY SU	1.65	Account Closed - Customer Refund
049135	5/15/2019	CRFDAB	DAVID BACHMAN	40.55	Account Closed - Customer Refund
049136	5/15/2019	CRFFID1	FIDELITY NATIONAL TITLE	58.86	Account Closed - Customer Refund
049137	5/15/2019	CRFFID5	FIDELITY NATIONAL TITLE	66.11	Account Closed - Customer Refund
049138	5/15/2019	CRFFID6	FIDELITY NATIONAL TITLE	80.80	Account Closed - Customer Refund
049139	5/15/2019	CRFFTC	FIRST AMERICAN TITLE COMPANY	15.80	Account Closed - Customer Refund
049140	5/15/2019	CRFFTC	FIRST AMERICAN TITLE COMPANY	8.54	Account Closed - Customer Refund
049141	5/15/2019	CRFFTC	FIRST AMERICAN TITLE COMPANY	95.93	Account Closed - Customer Refund
049142	5/15/2019	CRFID15	FIDELITY NATIONAL TITLE	8.03	Account Closed - Customer Refund
049143	5/15/2019	CRFLAC	LAZARO CHONG	0.46	Account Closed - Customer Refund
049144	5/15/2019	CRFPFC	PLACER TITLE COMPANY	0.80	Account Closed - Customer Refund
049145	5/15/2019	CRFSTS6	STEWART TITLE OF SACRAMENTO	18.27	Account Closed - Customer Refund
049146	5/15/2019	CRORT	OLD REPUBLIC TITLE	15.37	Account Closed - Customer Refund
049147	5/15/2019	CRSAP	SAMANTHA PERSSON	6.48	Account Closed - Customer Refund
049148	5/15/2019	CS AA	CARD SERVICES	335.38	Materials & Supplies - Utility Crew
049149	5/15/2019	CS BK	CARD SERVICES	49.36	Meal
049150	5/15/2019	CS DM	CARD SERVICES	286.21	Software Programs, Supplies
049151	5/15/2019	CS SH	CARD SERVICES	2,936.64	Materials & Supplies - Distribution
049152	5/15/2019	CS SS	CARD SERVICES	1,493.43	Repairs and Maintenance for Coolant heater RRWTF
049153	5/15/2019	CSDS	CSDS SACRAMENTO	259.66	
049154	5/15/2019	DATAPRO	DATAPROSE LLC	5,763.18	Billing for April 2019
049155	5/15/2019	DMV	DMV	4.00	
049156	5/15/2019	FASTENA	FASTENAL COMPANY	77.61	
049157	5/15/2019	FRI 11	FIRST AMERICAN TITLE	229.73	Account Closed - Customer Refund

049158	5/15/2019	GOLDEN STATE FLOW	GOLDEN STATE FLOW	622.36	Meter Reading Equipment - Command Link/ Reader
049159	5/15/2019	HYDROSCIENCE ENGINEERS, INC	HYDROSCIENCE ENGINEERS, INC	4,246.50	VFD's - Booster Pumps at RRRWTF
049160	5/15/2019	INTERSTATE OIL COMPANY	INTERSTATE OIL COMPANY	1,737.69	Fuel
049161	5/15/2019	JAN-PRO CLEANING SYSTEMS OF	JAN-PRO CLEANING SYSTEMS OF	1,015.00	(3) Invoice's - Janitorial Services - MOC/ADMIN
049162	5/15/2019	JAY'S TRUCKING SERVICE	JAY'S TRUCKING SERVICE	126.07	
049163	5/15/2019	LUND CONSTRUCTION, INC	LUND CONSTRUCTION, INC	143,182.62	Backyard Water Mains Replacement
049164	5/15/2019	SALVADOR MENDOZA	SALVADOR MENDOZA	74.87	Void
049164	5/15/2019	SALVADOR MENDOZA	SALVADOR MENDOZA	74.87-	Void
049165	5/15/2019	MONTIEL	MONTIEL	48.97	Void
049165	5/15/2019	MONTIEL	MONTIEL	48.97-	Void
049166	5/15/2019	O'REILLY AUTO PARTS	O'REILLY AUTO PARTS	243.10	
049167	5/15/2019	PACE SUPPLY CORP	PACE SUPPLY CORP	2,579.68	Materials & Supplies - Distribution
049168	5/15/2019	PLA10	PLACER TITLE	62.33	
049169	5/15/2019	PURCH	PURCHASE POWER	537.15	Postage Machine - ADMIN
049170	5/15/2019	REPUBLI	REPUBLIC SERVICES #922	77.48	
049171	5/15/2019	RIVCITY	RIVER CITY WASTE RECYCLERS	514.03	Materials - Bullheads
049172	5/15/2019	ROOCO	ROOCO RENTS	716.12	Materials & Supplies - Bullheads
049173	5/15/2019	ROTH	ROTH STAFFING COMPANIES, L.P.	2,127.51	Temporary Customer Service Help
049174	5/15/2019	SIERRA	SIERRA OFFICE SUPPLIES	495.25	
049175	5/15/2019	SMUD	SMUD	873.58	
049176	5/15/2019	SMUD	SMUD	1,109.10	
049177	5/15/2019	SMUD	SMUD	2,183.02	
049178	5/15/2019	SMUD	SMUD	9,364.47	
049179	5/15/2019	SMUD	SMUD	1,358.28	
049180	5/15/2019	SMUD	SMUD	519.18	
049181	5/15/2019	SMUD	SMUD	4,307.77	
049182	5/15/2019	SMUD	SMUD	358.01	
049183	5/15/2019	SUMMIT	AIR WORKS INC	437.57	
049184	5/15/2019	ULTRA	ULTRA TRUCKWORKS, INC	106.67	
049185	5/15/2019	VERIZON	VERIZON WIRELESS	423.36	
049186	5/15/2019	WAC	WAC SOLUTIONS PARTNERS	97.50	
049187	5/15/2019	WHITE	HDS WHITE CAP CONST SUPPLY	876.32	(2) Invoice's - Materials & Supplies - OPS
049188	5/16/2019	AMAZON	AMAZON CAPITAL SERVICES	24.08	
049189	5/16/2019	BADAWI	BADAWI & ASSOCIATES	12,600.00	FY 2019 Audit
049190	5/16/2019	CS SJ	CARD SERVICES	2,992.93	Parking, Conference, Community Relations
049191	5/16/2019	CS SP	CARD SERVICES	478.87	Advertisement, Employee Appreciation
049192	5/16/2019	HERBURG	HERBURGER PUBLICATIONS, INC	693.00	Advertisement - Moisture Meters
049193	5/16/2019	KAISER2	THE PERMANENTE MEDICAL	115.00	
049194	5/16/2019	ZOOM	ZOOM IMAGING SOLUTIONS, INC	1,253.32	Copier - ADMIN
049195	5/22/2019	BG SOLU	SOLUTIONS BY BG INC.	8,881.25	Daily Tasks/Help Tickets
049196	5/22/2019	BSK4	BSK ASSOCIATES	235.00	Sampling - Treatment
049197	5/22/2019	CAP RUB	CAPITAL RUBBER & GASKET	128.86	
049198	5/22/2019	CRFCMRI	CHRISTOPHER KAYSINGER	56.10	Account Closed - Customer Refund
049199	5/22/2019	CRFJMVZ	JMVZ ENTERPRISES, LLC	61.40	Account Closed - Customer Refund
049200	5/22/2019	CRFNIA	NIRUPA ARATA	72.67	Account Closed - Customer Refund
049201	5/22/2019	CRFTARI	TARIQ ABBASI	20.08	Account Closed - Customer Refund
049202	5/22/2019	EG FORD	ELK GROVE FORD	468.44	
049203	5/22/2019	FASTENA	FASTENAL COMPANY	91.26	
049204	5/22/2019	FIRECOD	FIRECODE SAFETY EQUIPMENT	1,103.62	Fire Extinguisher - Maintenance

049205	5/22/2019	FRONT C	FRONTIER COMMUNICATIONS	244.73
049206	5/22/2019	GRAINGE	GRAINGER	237.58
049207	5/22/2019	JAYS	JAY'S TRUCKING SERVICE	154.08
049208	5/22/2019	KAMILOS	BRUCE KAMILOS	207.64
049209	5/22/2019	LCW	LIEBERT CASSIDY WHITMORE	3,215.00
049210	5/22/2019	NOSKY	NOSKY LEGAL GROUP	4,804.52
049211	5/22/2019	OREILLY	O'REILLY AUTO PARTS	15.60
049212	5/22/2019	PACE	PACE SUPPLY CORP	316.78
049213	5/22/2019	PAULA M	PAULA MAITA & COMPANY	235.19
049214	5/22/2019	PEST	PEST CONTROL CENTER INC	160.00
049215	5/22/2019	PG&E	PACIFIC GAS & ELECTRIC COMPANY	12.88
049216	5/22/2019	RBI	ROBERTSON-BRYAN, INC	5,377.50
049217	5/22/2019	RDO 1	RDO TRUST # 80-5800	2,525.44
049218	5/22/2019	ROOCO	ROOCO RENTS	124.20
049219	5/22/2019	ROTH	ROTH STAFFING COMPANIES, L.P.	1,259.00
049220	5/22/2019	SAC 5	SACRAMENTO COUNTY	8.00
049221	5/22/2019	SAFETY	SAFETY CENTER, INC	100.00
049222	5/22/2019	SAFETY	SAFETY CENTER, INC	107.10
049223	5/22/2019	SIERR C	SIERRA CHEMICAL COMPANY	861.30
049224	5/22/2019	SIERRA	SIERRA OFFICE SUPPLIES	471.56
049225	5/22/2019	UNITED	UNITED SITE SERVICES	337.31
049226	5/22/2019	WHITE	HDS WHITE CAP CONST SUPPLY	442.03
049227	5/22/2019	ZMT	ZMT, INC	2,216.32
049228	5/22/2019	ZUKES	ZUKE'S LANDSCAPE INC.	1,500.00
049229	5/23/2019	METRO2	METRO MAILING SERVICE	5,456.23
049230	5/29/2019	ALL STA	ALL STAR RENTS	309.78
049231	5/29/2019	AMAZON	AMAZON CAPITAL SERVICES	160.69
049232	5/29/2019	BATTER	BATTERIES PLUS	130.22
049233	5/29/2019	BAY ALA	BAY ALARM COMPANY	1,514.82
049234	5/29/2019	BSK4	BSK ASSOCIATES	330.00
049235	5/29/2019	CCPPM	CCPPM	64.65
049236	5/29/2019	COUNTY4	SACRAMENTO COUNTY UTILITIES	78.19
049237	5/29/2019	CRFFTC	FIRST AMERICAN TITLE COMPANY	14.72
049238	5/29/2019	CS MJM	CARD SERVICES	279.23
049239	5/29/2019	ELK LOC	ELK GROVE LOCK AND SAFE CO	1,206.92
049240	5/29/2019	FLEET	FLEETWASH	2,057.40
049241	5/29/2019	KAMILOS	BRUCE KAMILOS	9.11
049242	5/29/2019	KREAT	KREATIVE DESIGN/MARKETING	420.00
049243	5/29/2019	PACE	PACE SUPPLY CORP	1,040.11
049244	5/29/2019	PLA TIT	PLACER TITLE COMPANY	2.06
049245	5/29/2019	POLL	POLLWARD WATER	328.29
049246	5/29/2019	RIVCITY	RIVER CITY WASTE RECYCLERS	562.90
049247	5/29/2019	ROTH	ROTH STAFFING COMPANIES, L.P.	929.10
049248	5/29/2019	SAFETY	SAFETY CENTER, INC	155.00
049249	5/29/2019	SAFETY	SAFETY CENTER, INC	29.77
049250	5/29/2019	SOUTHWE	SOUTHWEST ANSWERING SERVICE,	198.52
049251	5/29/2019	STEW WE	STEWART WELL LOGGING SERVICE	775.00
				Total: 729,978.69

Mileage Reimbursement

Legal - April 2019

Legal - April 2019

Materials & Supplies - Water Mains

Consumer Confidence Report & Public Health Goals Report

Repairs & Maintenance - Bore Rig

Materials & Supplies - Bullheads

Temporary Customer Service Help

Lien Release

Supplies - Treatment

Materials & Supplies - OPS

Repairs & Maintenance - Equipment

Monthly Landscaping - MOC/Railroad/ADMIN

(2) Invoice's - Newsletter & Postage

Security - Wellsite's, ADMIN and MOC

Sampling - Treatment

Account Closed - Customer Refund

Meals

New Locks - MOC/ADMIN

(6) Invoice's - Monthly Vehicle Washing

Mileage Reimbursement

Graphic Design - CCR/Newsletter

Materials & Supplies - Bullheads

Account Closed - Customer Refund

Materials & Supplies - Bullheads

Temporary Customer Service Help

Well #3 Video

**Elk Grove Water District
Active Account Information
5/31/2019**

	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	
Commercial	532	363	366	363	364	363	363	362	362	363	362	
Irrigation		166	166	169	169	169	169	167	168	169	170	
Fire Service	178	177	178	179	179	179	179	178	179	179	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	-

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

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

Elk Grove Water District

Bond Covenant Status

For Fiscal Year 2018-19

As of May 31, 2019
Adjusted for Prepayments

Operating Revenues:	
Charges for Services	\$ 13,343,858
 Operating Expenses:	
Salaries & Benefits (2)	3,392,374
Seminars, Conventions and Travel	34,547
Office & Operational	817,288
Purchased Water	2,585,826
Outside Services	748,357
Equipment Rent, Taxes, and Utilities	298,153
Total Operating Expenses	7,876,545
 Net Operating Income	 \$ 5,467,313
 Annual Interest & Principal Payments	
\$3,823,909	\$ 3,505,250 (1)
 Debt Service Coverage Ratio, YTD Only:	 1.56
 Required	 1.15

Notes:

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

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

	General Ledger Reference	YTD Activity	Annual Budget	11/12=91.67% Variance	% Realized
Revenues	4100 - 4900	\$ 13,343,858	\$ 14,821,253	\$ (1,477,395)	90.03%
Salaries & Benefits	5100 - 5280	3,596,026	4,167,812	(571,786)	86.28%
less Capitalized Labor		(191,090)	(453,517)	262,427	42.14%
Less CalPERS Prepayment for Remainder of Year: (3)		(12,562)			
Adjusted Salaries and Benefits:		\$ 3,392,374	\$ 3,714,295	\$ (309,359)	91.33%
Seminars, Conventions and Travel	5300 - 5350	34,547	49,280	(14,734)	70.10%
Office & Operational	5410 - 5494	817,288	1,137,527	(320,239)	71.85%
Purchased Water est. (4)	5495 - 5495	2,585,826	3,178,328	(592,502)	81.36%
Outside Services	5505 - 5580	748,357	975,178	(226,821)	76.74%
Equipment Rent, Taxes, Utilities	5620 - 5760	298,153	438,900	(140,747)	67.93%
Total Operational Expenses		\$ 7,876,545	\$ 9,493,508	\$ (1,604,401)	82.97%
Net Operating Income		\$ 5,467,313	\$ 5,327,745	\$ 127,006	102.62%
Non-Operating Revenues					
Interest Received	9910 - 9910	166,585	100,000	66,585	166.59%
Unrealized Gains/Losses	9911 - 9911	179,989	-	179,989	100.00%
Other Income/Expense	9920 - 9973	18,491	-	18,491	100.00%
Total Non-Operating Revenues		\$ 365,065	\$ 100,000	\$ 265,065	365.07%
Non-Operating Expenses					
Election Costs	9950 - 9950	2,008	150,000	(147,992)	1.34%
All other Non-Operating Expenses					
Capital Expenses (2):					
Capital Improvements	1705 - 1760	340,888	390,000	(49,112)	87.41%
Capital Replacements	1705 - 1760	429,335	824,000	(394,665)	52.10%
Unforeseen Capital Projects	1705 - 1760	42,533	100,000	(57,467)	42.53%
Capital Expenses:		\$ 812,756	\$ 1,314,000	\$ (501,244)	61.85%
Bond Interest Accrued (1)	7300 - 7300	1,607,750	1,753,909	(146,159)	91.67%
Total Non Operating Expenses		\$ 2,422,514	\$ 3,217,909	\$ (795,395)	75.28%
Revenues in Excess of All Expenditures, including Capital		\$ 3,409,864	\$ 2,209,836	\$ 1,187,466	154.30%
Bond Retirement (1):		\$ 1,897,500	\$ 2,070,000	\$ (172,500)	91.67%
Net Position after Capital and Debt Retirement Expenditures		\$ 1,512,364	\$ 139,836	\$ 1,359,966	

Notes:

- Bond retirement payments are made two times a year in September and March
- YTD Activity includes \$191,090 in capitalized labor charged to capital projects.
- The District prepays CalPERS for the employers' share of retirement costs for the entire year. By doing this, the District saves approximately 3.6% in its total CalPERS payments for the year. The adjusted salaries and benefits above shows what salaries and benefits would be if only the amount due to CalPERS YTD was paid YTD, with no prepayment.
- There is a lag in water billings from the Sacramento County Water Agency. Included above is an estimate of costs to date based on water used.

**Florin Resource Conservation District
CASH - Detail Schedule of Investments
5/31/2019**

<u>G/L Account - Fund</u> <u>HELD BY BOND TRUSTEE:</u>	<u>Account number / name</u>	<u>Investment Name</u>	<u>Investment Type</u>	<u>Restrictions</u>	<u>Market Value</u>		
1110-000-20 Water	BNY 892744 FRCD 2014A DEBT SERVICE	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	0.00		
1112-000-20 Water	BNY 743850 FRCD 2016A DEBT SERVICE	Dreyfus Inst Treasury	MM Mutual Fund	Restricted	0.00		
1001-000-20 Water	Cash on Hand			Subtotal	\$ -		
				Unrestricted	\$ 300.00		
HELD BY F&M BANK:							
1011-000-10 FRCD	F&M 08-032009-01 CHECKING ACCOUNT			Unrestricted	23,328.49		
1011-000-20 Water	F&M 08-032017-01 OPERATING ACCOUNT			Unrestricted	776,742.07		
1084-000-20 Water	F&M 08-03201702-31 MONEY MARKET		1.41%	Unrestricted	2,260,914.34		
1031-000-20 Water	F&M 08-032890-01 CREDIT CARD ACCOUNT			Unrestricted	437,227.81		
1061-000-20 Water	F&M 08-032890-01 PAYROLL ACCOUNT			Unrestricted	132,923.90		
1071-000-20 Water	F&M 08-032890-01 DRAFTS ACCOUNT			Unrestricted	86,064.19		
				Subtotal	\$ 3,717,200.80		
INVESTMENTS							
1080-000-20 Water	Office of the Treasurer - Sacramento California	LAIF	Investment Pool	Unrestricted	\$ 3,538,184.73		
1081-000-20 Water	CAL Trust Medium Term		Investment	Unrestricted	\$ 1,321,098.28		
1082-000-20 Water							
	<u>PURCHASE DATE</u>	<u>ISSUED BY</u>	<u>CALL DATE</u>	<u>% of Portfolio</u>	<u>Current Yield</u>	<u>CO-ST BASIS</u>	<u>MARKET VALUE</u>
	9/30/2016	Union Bank of California	N/A	1.89%	0.35%	\$ 83,703.14	\$ 83,703.14
	6/28/2016	Federal Home Loan Mortgage Corp. (FHLMC)	9/28/16 - qrtly	12.470%	1.750%	\$ 1,000,000.00	\$ 999,700.00
	6/30/2016	Federal National Mortgage Association (FNMA)	12/30/16 - qrtly	12.320%	1.380%	\$ 1,000,000.00	\$ 994,730.00
	9/30/2016	Federal National Mortgage Association (FNMA)	3/30/17 - qrtly	12.250%	1.260%	\$ 1,000,000.00	\$ 992,070.00
	6/9/2016	Federal Farm Credit Banks (FFCB)	9/1/16 - cont.	12.210%	1.640%	\$ 1,000,000.00	\$ 994,320.00
	6/16/2016	Federal National Mortgage Association (FNMA)	12/16/16 - qrtly	12.210%	1.570%	\$ 1,000,000.00	\$ 993,300.00
	11/1/2017	Federal Farm Credit Bank Bonds(FFCB)	11/01/22 - cont.	12.17%	2.250%	\$ 1,000,000.00	\$ 1,000,000.00
	9/30/2016	Federal National Mortgage Association (FNMA)	3/30/17 - qrtly	6.00%	1.530%	\$ 500,000.00	\$ 494,675.00
	11/2/2016	Federal Home Loan Bank (FHLB)	4/28/17 - qrtly	12.25%	1.010%	\$ 1,000,000.00	\$ 997,020.00
						\$ 7,583,703.14	\$ 7,549,518.14
				Total		\$ 16,126,301.95	
				Total Restricted		\$ -	
				Total Unrestricted		\$ 16,126,301.95	

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

Consultant Expenses
May 31, 2019

Fiscal Retainer Contracts

Consultant	Description	Total Contract	Current Month	Paid to date	2018-2019 FY Budget	Percent of year (92%)
Nosky Legal Group	Task orders	TBD	\$ 4,805	\$ 45,049		
Murphy Austin Adams Schoenfeld LLP	Task orders	TBD	\$ -	\$ 9,310		
Liebert Cassidy Whitmore	Task orders	TBD	\$ 3,215	\$ 46,855		
Total			\$ 8,020	\$ 101,214	\$ 175,000	57.84%
Solutions by BG, Inc.	Task orders	725,050.00	\$ 17,763	\$ 175,486	\$ 206,500	84.98%

Major Contracts

Consultant	Description	Total Contract	Current Month	Paid to date	2018-2019 FY Budget	Percent of Contract Amount
HDR Engineering, Inc.	Water Rate Study	88,650	\$ -	\$ 10,067	\$ 11,280	89.25%
Lund Construction Co.	Backyard Water Mains	436,999.80	\$ 143,183	\$ 419,225	\$ 436,999	95.93%

**Elk Grove Water District
Major Capital Improvement Project
Budget vs Actuals
May 31, 2019**

Capital Project	Total Project Budget	Total Project Exp to Date	Percent Spent	Capitalized Labor	Fund Type	Project Type	2018-19 Budget		May		Total YTD (1)	YTD % Spent
							Budget	Project Exp	Budget	Project Exp		
Backyard Water Mains/Service Replacement	\$ 734,000	\$ 426,563	58.11%	\$ 916	R&R	Supply/Distribution	734,000	\$ 144,099	\$ 426,563	58.11%		
Kent Street Water Main	280,000	239,792	85.64%	-	R&R	Supply/Distribution	-	-	224	100.00% (2)		
Camden Water Main Relocations	28,462	28,462	100.00%	-	R&R	Supply/Distribution	-	-	2,548	100.00% (2)		
RRWTF Parking Lot Repaving	90,000	-	0.00%	-	R&R	Building and Site	90,000	-	-	0.00%		
Service Line Replacements	750,000	687,446	91.66%	186,833	CIP	Supply/Distribution	-	31,885	251,181	100.00% (2)		
Radio Antennas	80,000	20,492	25.62%	2,344	CIP	Treatment	-	1,577	10,963	100.00% (2)		
RRWTF Generator PLC/SCADA Upgrade	35,000	21,462	61.32%	-	CIP	Treatment	35,000	-	21,462	61.32%		
Well 3 Pump Replacement	180,000	3,917	2.18%	997	CIP	Treatment	180,000	1,315	3,917	2.18% (4)		
Hampton WTP Generator Removal	25,000	24,316	97.26%	-	CIP	Treatment	25,000	-	24,316	97.26%		
Truck Replacements	115,000	-	0.00%	-	CIP	Building and Site	115,000	-	-	0.00%		
I.T. Servers	35,000	28,955	82.73%	-	CIP	Building and Site	35,000	-	28,955	82.73%		
Fiber Optic Cable	135,000	136,260	100.93%	-	CIP	Building and Site	-	-	95	100.00% (2)		
Unforeseen Capital Projects	100,000	42,533	42.53%	-	-	Building and Site	100,000	10,381	42,533	42.53% (3)		
Sub-Total	\$ 2,587,462	\$ 1,660,197	64.16%	\$ 191,090			\$ 1,314,000	\$ 189,256	\$ 812,756	61.85%		

(1) Includes \$191,090 in capitalized labor through 05/31/19

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

(3) Cooper Oats - HVAC for IT Building \$ 8,582
 HydroScience - Variable Frequency Drives 12,620
 HydroScience - Variable Frequency Drives 10,950
 HydroScience - Variable Frequency Drives 4,247
 DitchWitch 6,134
\$ 42,533

(4) Includes a \$14,500 change order to Kirby's Pump & Mechanical, Inc. Original contract was \$9,100. Total contract is now \$23,600. The District must return Well 3 to operations as quickly as possible so that the District can perform additional water quality testing before the end of the fiscal year. This timely information is needed to make important decisions about allocating funds for next year's budget.

June 19, 2019

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

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors accept the minutes of the Finance Committee Meeting held on Wednesday, May 1, 2019.

SUMMARY

The Florin Resource Conservation District (FRCD) Board of Directors (Board) has requested a monthly summary of committee meetings. One Finance Committee Meeting was held on Wednesday, May 1, 2019, to review the Draft Elk Grove Water District (EGWD) Fiscal Year (FY) 2019-20 Operating Budget.

DISCUSSION

Background

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

Present Situation

One Finance Committee Meeting was held on Wednesday, May 1, 2019, to review the Draft EGWD FY 2019-20 Operating Budget.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

June 19, 2019

COMMITTEE MEETINGS

Page 2

STRATEGIC PLAN CONFORMITY

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

FINANCIAL SUMMARY

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

Respectfully Submitted,



STEFANI PHILLIPS,
BOARD SECRETARY

Attachment

**FINANCE COMMITTEE MEETING MINUTES OF THE
FLORIN RESOURCE CONSERVATION DISTRICT/
ELK GROVE WATER DISTRICT**

Wednesday, May 1, 2019

Attendance:

Directors Present:	Bob Gray, Lisa Medina, Sophia Scherman, Elliot Mulberg
Directors Absent:	Tom Nelson
Staff Present:	Mark J. Madison, General Manager; Patrick Lee, Finance Manager; Stefani Phillips, Board Secretary; Donella Murillo, Finance Supervisor; Sarah Jones, Program Manager; Bruce Kamilos, Assistant General Manager
Staff Absent:	None
Associate Directors Present:	Shahid Chaudhry
Associate Directors Absent:	None
General Counsel Present:	None

1. Draft Elk Grove Water District Fiscal Year 2019-20 Operating Budget

General Manager, Mark Madison introduced the Fiscal Year (FY) 2019-20 Operating Budget to the Florin Resource Conservation District (FRCD) Board of Directors (Board).

Finance Manager, Patrick Lee presented the FY 2019-20 Operating Budget.

There was discussion on salaries and benefits. Overall, there is a \$231,000 increase from what was budgeted last year. Mr. Lee explained the changes for an increase in salaries and benefits. He mentioned that one of the large increases was nonexempt salaries which is due to a new customer service representative II (CSR II) position. He pointed out that the increase for the proposed additional position would result in a decrease to contracted services. Another change is medical benefits which are projected to increase to about eight (8) percent for all employees who have not yet reached the medical cap. Retirement benefits are projected to increase to about \$47,690 based on the most current California Public Employees Retirement System (CalPERS) evaluation. Lastly, workers compensation insurance is projected to increase by five (5) percent.

There was discussion on adding columns to the budget development worksheet to compare actuals vs. projection, and budget-to-budget for the end of the FY. Mr. Madison stated that a revised worksheet will be provided with additional columns that show additional comparisons to the projected numbers. The revised worksheet will be emailed to the Board on Friday, May 10, 2019.

Mr. Madison announced the field crews are getting new uniforms through Cintas. The clothing allowance provision has been reduced from \$500 to \$350.

Another major expenditure category discussed was outside services. One of the larger items that is causing the increase to what was budgeted in FY 2018-19 is a \$40,000 increase to banking charges. The \$40,000 increase to banking charges is due to an increased number of customers who are now paying with credit cards. There was further discussion on reviewing credit card user

charges and parsing it out. Mr. Madison stated he is a bit nervous about changing the element since it is built into the rate study. There was a discussion on reviewing the credit card user charges that may be parsed out. A question arose on whether removing the credit card charges would cause the District to re-open Proposition 218. Vice-Chairperson Bob Gray suggested letting further discussion ride out until another night.

There was discussion on contracted services. One of the items affecting the increase is a \$25,000 budget for a needs assessment for Well 3. Mr. Madison mentioned that Well 3 is pumping a lot of sand. There was discussion on how to further evaluate what needs to be done about Well 3.

Director Elliot Mulberg inquired on the new building. Mr. Madison responded that he does not see the new building affecting the operating budget and it would be more of a capital improvement program matter.

Mr. Mulberg questioned the reserves and how they would be affected. Mr. Lee explained how the reserves would be affected and why we are in the red.

Mr. Gray suggested to establish another reserve bucket for a new building.

Respectfully submitted,

Stefani Phillips

Stefani Phillips, Board Secretary
AC/SP

Adjourn to next regular Meeting: Wednesday, May 15, 2019.

June 19, 2019

TO: Chairperson and Directors of the Florin Resource Conservation District

FROM: Mark J. Madison, General Manager

SUBJECT: **ELK GROVE WATER DISTRICT OPERATIONS REPORT – MAY 2019**

RECOMMENDATION

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

SUMMARY

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

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

DISCUSSION

Background

Every month, staff presents an update of the activities related to the operations of the EGWD. Included for the Florin Resource Conservation District (FRCD) Board of Directors (Board) review is the EGWD's May 2019 Operations Report.

Present Situation

The EGWD May 2019 Operations Report highlights are as follows:

- **Operations Activities Summary** – Four hundred seventeen (417) door hangers were placed for past due balances which resulted in forty-seven (47) shutoffs. We received two (2) water pressure complaints and one (1) water quality complaint. Upon further inspection, none of the complaints were validated.
- **Production** – The Combined Total Service Area 1 production graph on page 13 shows that production during the month of May decreased 8.73 percent compared to May 2018, and is 33.54 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 2019

Page 2

that customer use during the month of May, compared to May 2013, was down by 32.13 percent.

- **Static and Pumping Level Graphs** – The second quarter soundings are shown and indicate that the static water levels in deeper zones have risen gradually compared to the second quarter of 2017. The shallow zones have also shown improvement.
- **Treatment (Compliance Reporting)** – All samples taken during the month are in compliance with all regulatory permit requirements. No exceedances of any maximum contaminant levels were found and all water supplied to EGWD's customers met or exceeded safe drinking water standards.
- **Corrective Maintenance Program** – The tables included in this section of the report also include certain activities completed to date. Below is a list of out-of-ordinary maintenance work completed in May:
 - Staff repaired a leak under the lab fume hood at Hampton Water Treatment Plant (WTP).
 - Staff prepared the clear wells at the Railroad WTP to accept new level indicator markers.
 - Staff repaired a malfunction with a chemical pump at Hampton WTP.
- **Backflow Prevention Program 2019** – EGWD issued sixty-three (63) testing notices for the month. Pursuant to the notices, fifty-four (54) devices passed. Three (3) devices failed the initial test. All three (3) devices passed after repairs were made. Six (6) secondary testing notices were issued. Then six (6) devices remain untested and are classified as outstanding.
- **Safety Meetings/Training** – Three (3) safety training sessions were conducted for the month which is compliant with Occupational Safety and Health Administration (OSHA) standards.
- **Service Line Replacement Map** – Twenty-one (21) residential service lines were replaced in the month of May.
- **Service and Main Leaks Map** – There were two (2) service line leaks and no main line leaks during May.

ELK GROVE WATER DISTRICT OPERATIONS REPORT – MAY 2019

Page 3

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

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

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

FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully submitted,



MARK J. MADISON
GENERAL MANAGER

MJM/ah

Attachment

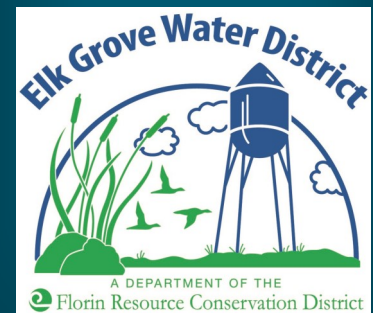
EGWD

OPERATIONS REPORT

May 2019



Elk
Grove
Water
District



Elk Grove Water District
Operations Report
Table of Contents

1. Operations Activities Summary.....	3
a. Door Hangers and Shut Off Tags	4
2. Production	
a. Active Well Sites & Intertie Connections Map.....	5
b. Monthly Production Graphs	
i. Well 1D School Street.....	6
ii. Well 4D Webb Street	7
iii. Well 11D Dino	8
iv. Well 14D Railroad	9
v. Well 3 Mar-Val	10
vi. Well 8 Williamson	11
vii. Well 9 Polhemus	12
viii. Well 13 Hampton	13
c. Combined Total Production.....	14
d. Total Demand/Production	15
e. EGWD Water Usage	16
f. R-GPCD.....	17
g. RWA Savings Summary	18
3. Static and Pumping Level Graphs	
a. Well 1D School Street	19
b. Well 4D Webb Street	20
c. Well 11D Dino	21
d. Well 14D Railroad	22
e. Well 3 Mar-Val	23
f. Well 8 Williamson	24
g. Well 9 Polhemus	25
h. Well 13 Hampton	26
4. Regulatory Compliance	
a. Monthly Water Sample Report	27-31
b. Monthly Compliance Report	32-33
c. Monthly Summary of Distribution System Coliform Monitoring	34-35
d. Monthly Summary of the Hampton Groundwater Treatment Plant	36-37
e. Monthly Fluoridation Monitoring Report.....	38-39
5. Preventative Maintenance Program	
a. Ground Water Wells.....	40
b. Railroad Water Treatment and Storage Facility	41
c. Hampton Village Water Treatment Plant	42
d. Standby Generators	43
6. Backflow Prevention Program 2017.....	44
7. Safety Meetings/Training	45
8. Service Line Replacement Map.....	46
9. Service and Main Leaks Map.....	47
10. Sample Station Areas Map	48
11. Sample Station Area(s) Pressure Monitoring	49-58

Operations Activities Summary

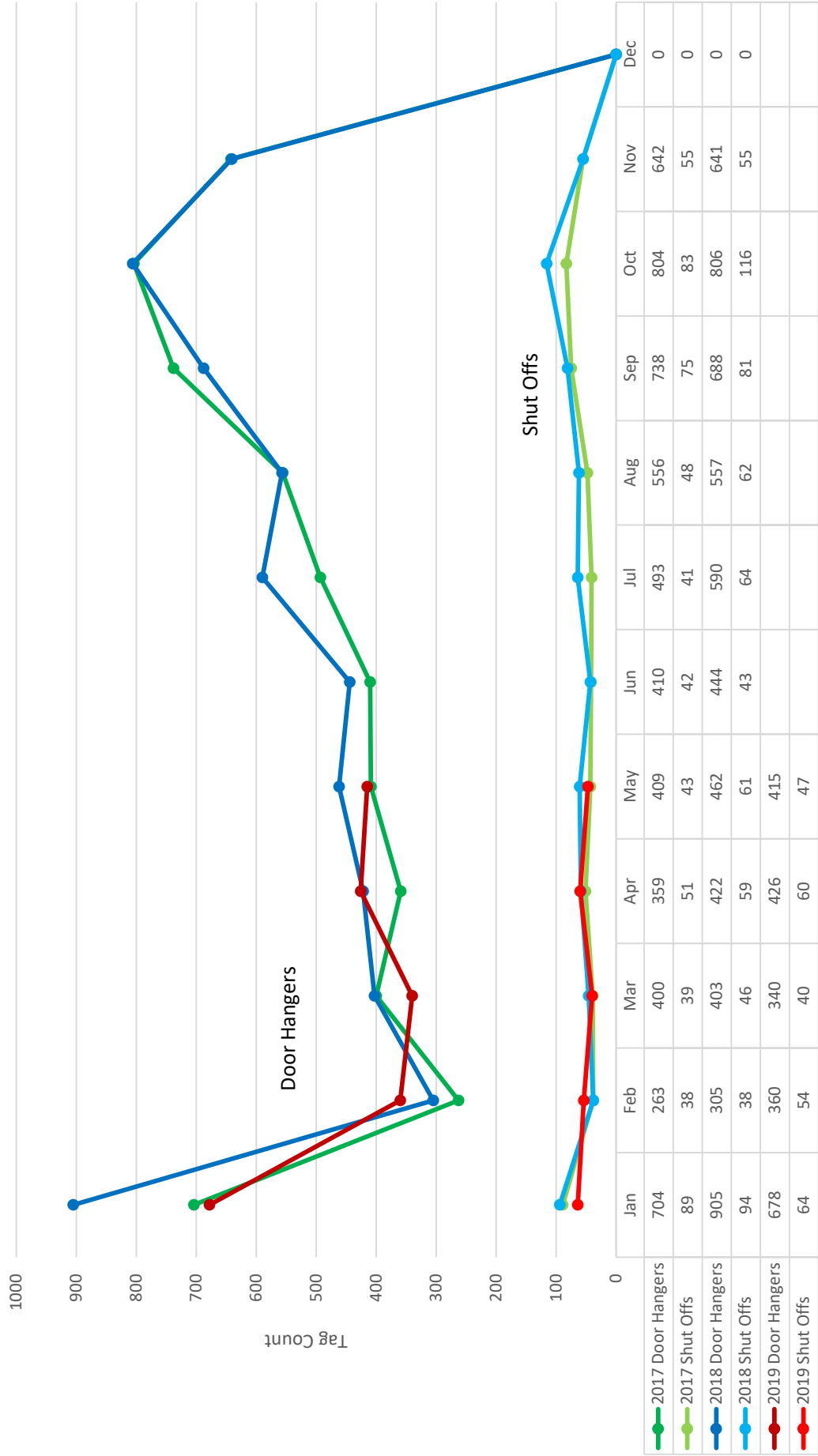
<u>Service Requests:</u>	May-19		YTD (Since Jan. 1, 2019)	
<u>Department</u>	<u>Service Request</u>	<u>Hours</u>	<u>Service Request</u>	<u>Hours</u>
Distribution				
Door Hangers	417	39	2,243	147.25
Shut offs	47	12	278	73.05
Turn ons	49	12.50	308	175.85
Investigations	36	24.85	189	117.20
USA Locates	167	41.25	937	233.75
Customer Complaints				
-Pressure	2	1	9	4.25
-Water Quality	1	0.25	5	2.50
-Other	0	0	0	0

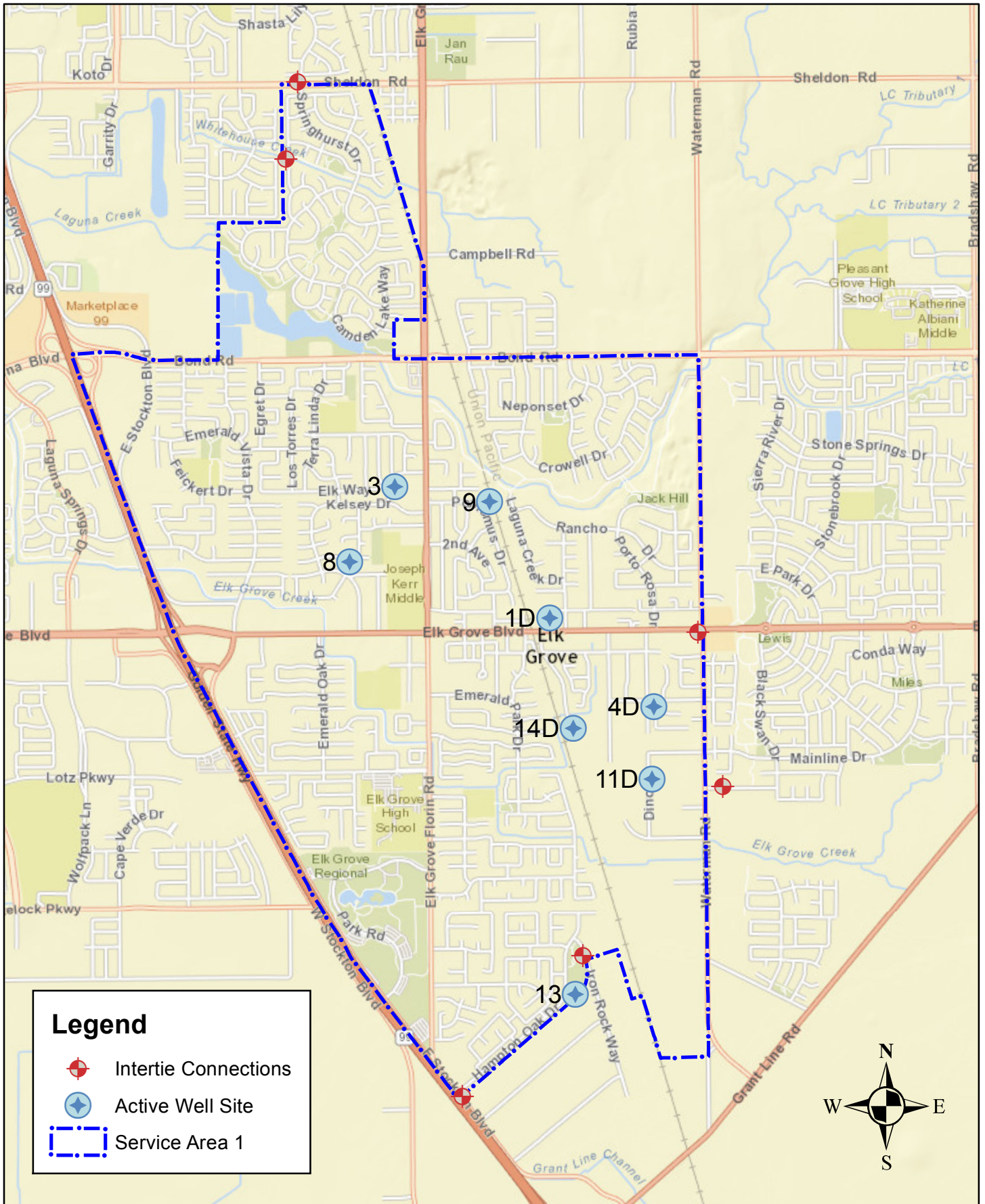
<u>Work Orders:</u>	May-19		YTD (Since Jan. 1, 2019)	
<u>Department</u>	<u>Work Orders</u>	<u>Hours</u>	<u>Work Orders</u>	<u>Hours</u>
Treatment:				
Preventative Maint.	31	147	118	373.50
Corrective Maint.	8	22.50	37	271
Water Samples	12	32	81	206
Distribution:				
Meters Installed	13	3.75	28	13
Meter Change Out	12	6	92	55.25
Preventative Maint.				
-Hydrant Maintenance (135)	140	23.50	755	151.50
-Valve Exercising (120)	126	20.50	723	116.50
-Other	0	0	0	0
Corrective Maint.				
-Leaks	2	11	10	145.50
-Other	11	2.75	60	84.50
Valve Locates	0	0	0	0
Utility:				
Service Line Replacement	21	492	141	2,364.50
Corrective Maint.	0	0	0	0



Elk Grove Water District

Door Hangers and Shut Off Tags





Active Well Sites & Intertie Connections

0 1,250 2,500 5,000 Feet

Elk Grove Water District



Elk Grove Water District

Monthly Production

Well ID School -- May 2019

Selected Month Production
566,419 Gallons

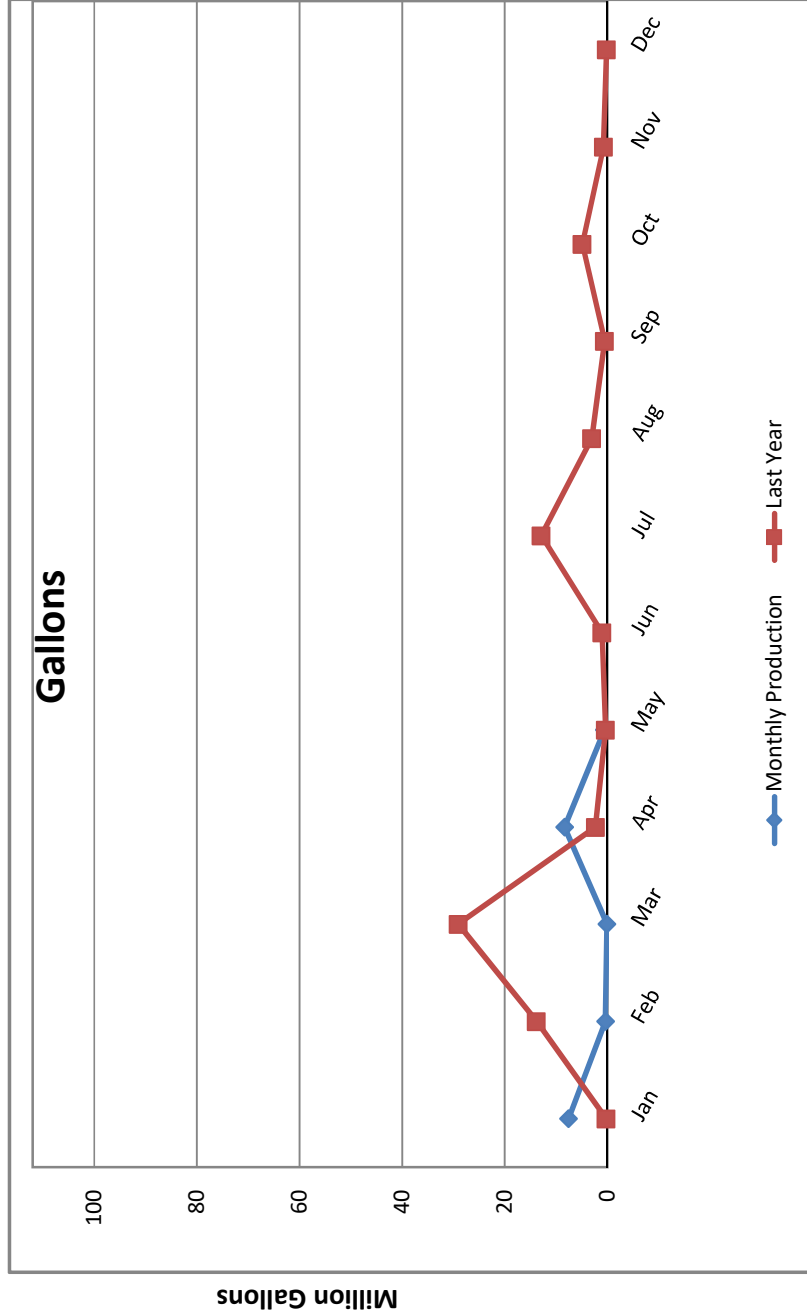
Average GPM:
1,781

Motor:
Volts: 475
Volts (Rated): 460
RPM: 1787
RPM (Rated): 2115
Amps A: 177
Amps A (Rated): 222
Amps B: 178
Amps B (Rated): 222
Amps C: 173
Amps C (Rated): 222

Motor Temp: 107.2 F
Hour Meter: 5.30
KW Hour Total: 1,120

Chlorine:
Dosing: 1.41 mg/L
Demand: 0.30 mg/L
Residual: 1.11 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 2019

Selected Month Production
36,016,563 Gallons

Average GPM:
1,705

Motor:

Volts: 474
Volts (Rated): 460
RPM: 1644
RPM (Rated): 1775
Amps A: 194
Amps A (Rated): 225
Amps B: 191
Amps B (Rated): 225
Amps C: 192
Amps C (Rated): 225

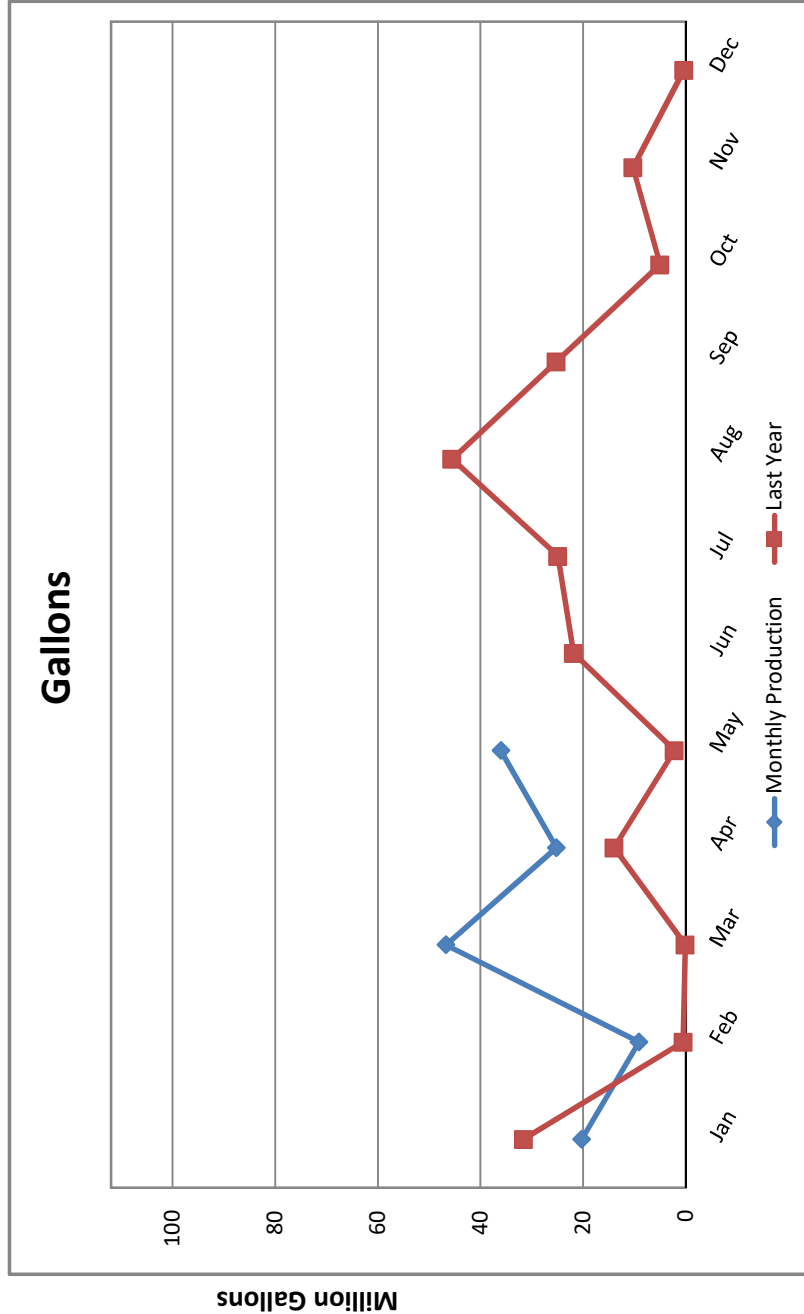
Motor Temp: 131 F
Hour Meter: 352.00
KW Hour Total: 48,300

Chlorine:

Dosing: 1.51 mg/L
Demand: 0.36 mg/L
Residual: 1.15 mg/L

Vibration Reading:

Base Line: 0.05 in/sec
Current: 0.01 in/sec





Elk Grove Water District

Monthly Production

Well 11D Dino -- May 2019

Selected Month Production
21,758,717 Gallons

Average GPM:
1,701

Motor:

Volts: 475
 Volts (Rated): 460
 RPM: 1670
 RPM (Rated): 1775
 Amps A: 200
 Amps A (Rated): 225
 Amps B: 200
 Amps B (Rated): 187
 Amps C: 202
 Amps C (Rated): 225

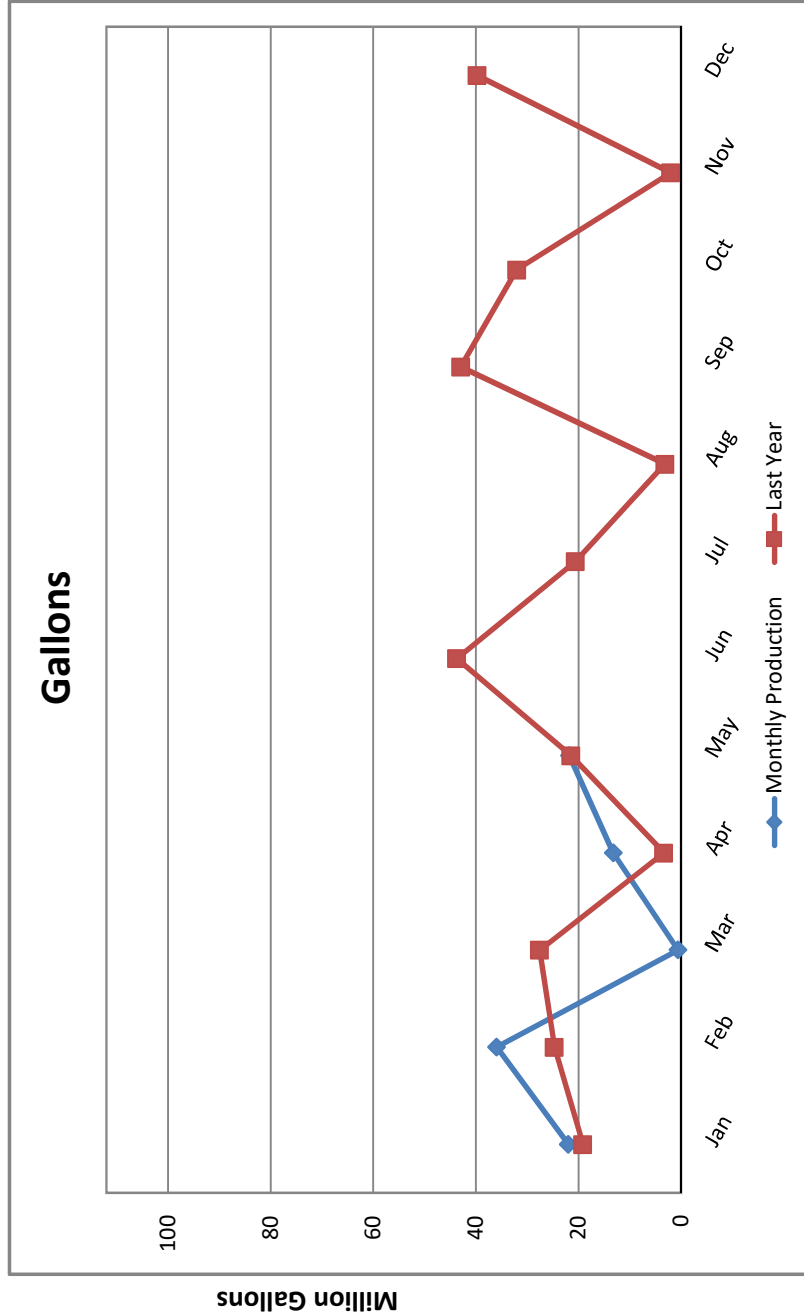
Motor Temp: 146.1 F
 Hour Meter: 213.10
 KW Hour Total: 30,240

Chlorine:

Dosing: 1.51 mg/L
 Demand: 0.36 mg/L
 Residual: 1.15 mg/L

Vibration Reading:

Base Line: 0.05 in/sec
 Current: 0.01 in/sec





Elk Grove Water District

Monthly Production

Well 14D Railroad -- May 2019

Selected Month Production
31,551,716 Gallons

Average GPM:
1,602

Motor:

Volts: 476
 Volts (Rated): 460
 RPM: 1784
 RPM (Rated): 1785
 Amps A: 163
 Amps A (Rated): 171
 Amps B: 164
 Amps B (Rated): 171
 Amps C: 158
 Amps C (Rated): 171

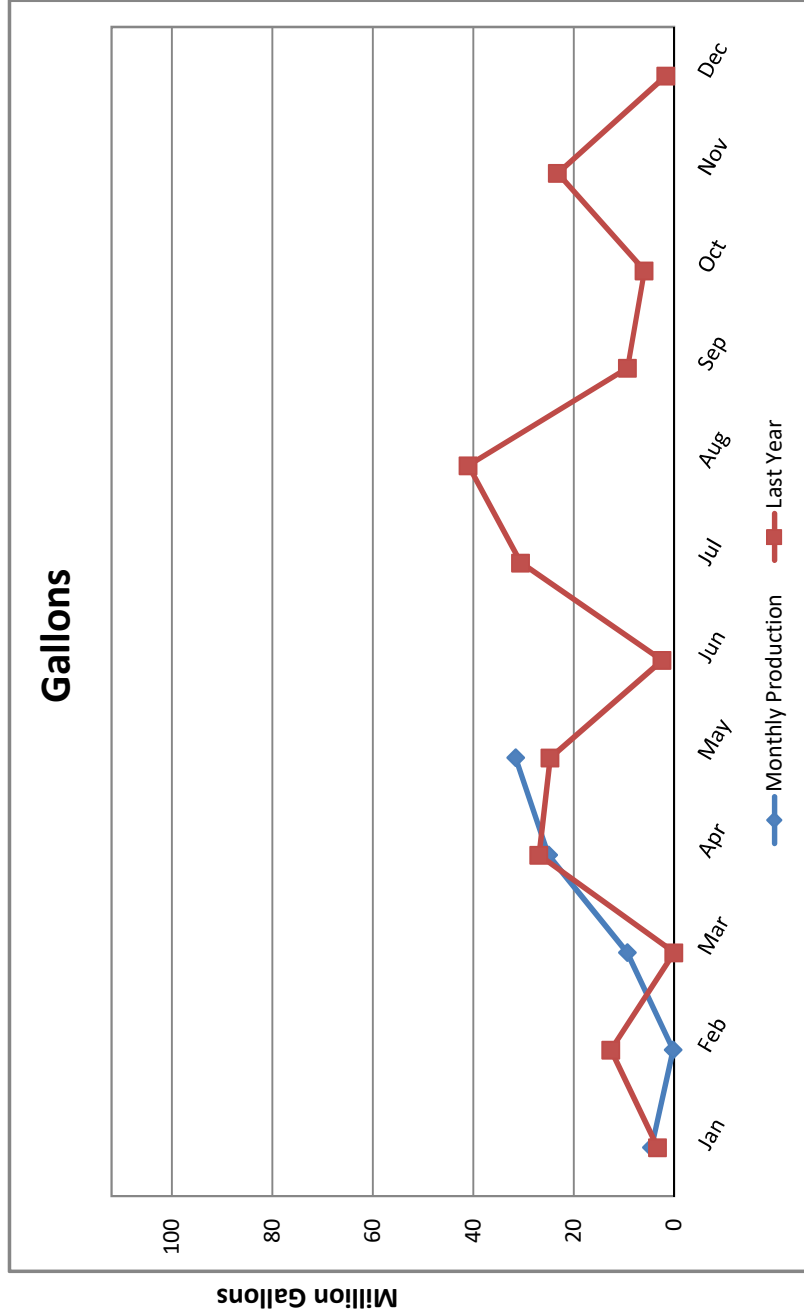
Motor Temp.: 120.0 F
 Hour Meter: 328.20
 KW Hour Total: 113,280
 (KWH total is for the entire facility)

Chlorine:

Dosing: 1.58 mg/L
 Demand: 0.51 mg/L
 Residual: 1.07 mg/L

Vibration Reading:

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





Elk Grove Water District

Monthly Production

Well 3 Mar–Val -- May 2019
(Well offline)

Selected Month Production
0 Gallons

Average GPM: 0

Motor:

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

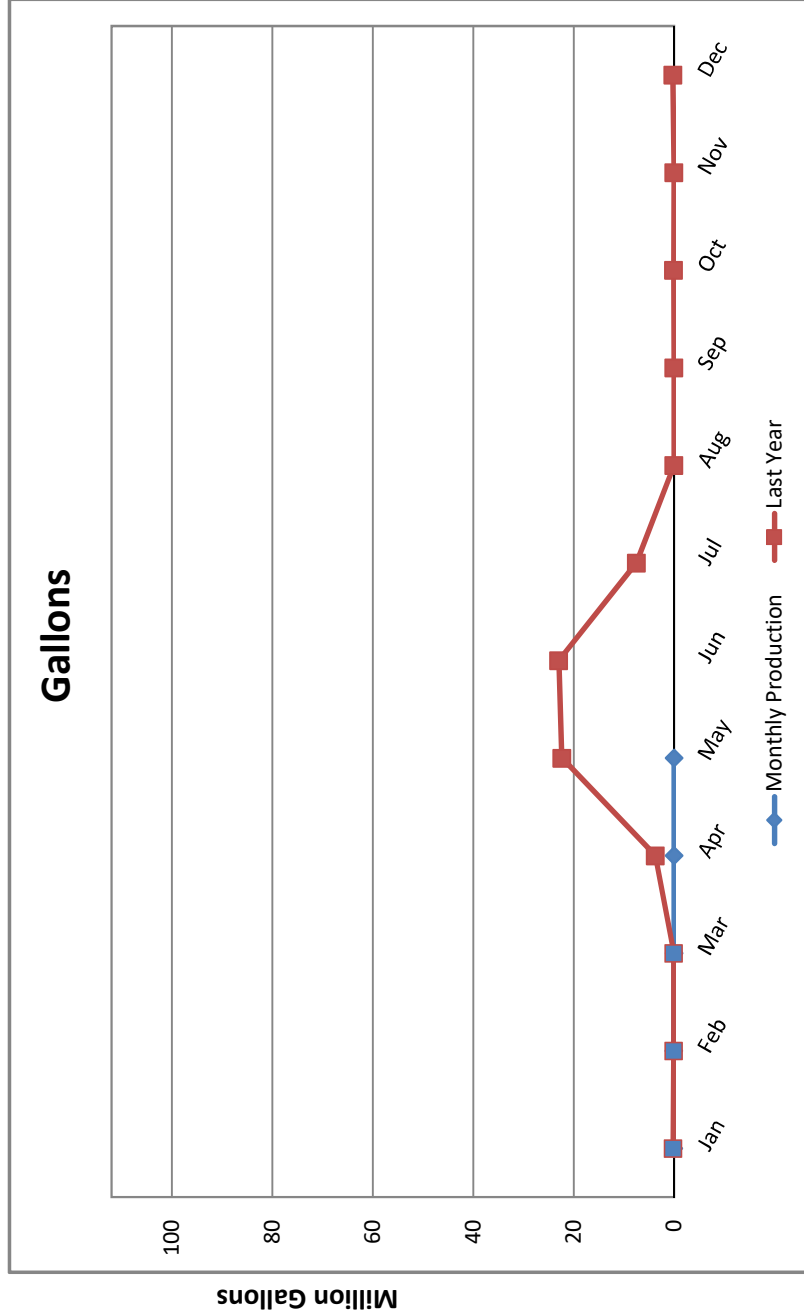
Motor Temp.: -- F
Hour Meter: 0.00
KW Hour Total: 0

Chlorine:

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

Vibration Reading:

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





Elk Grove Water District

Monthly Production

Well 8 Williamson -- May 2019
(Submersible)

Selected Month Production
165,702 Gallons

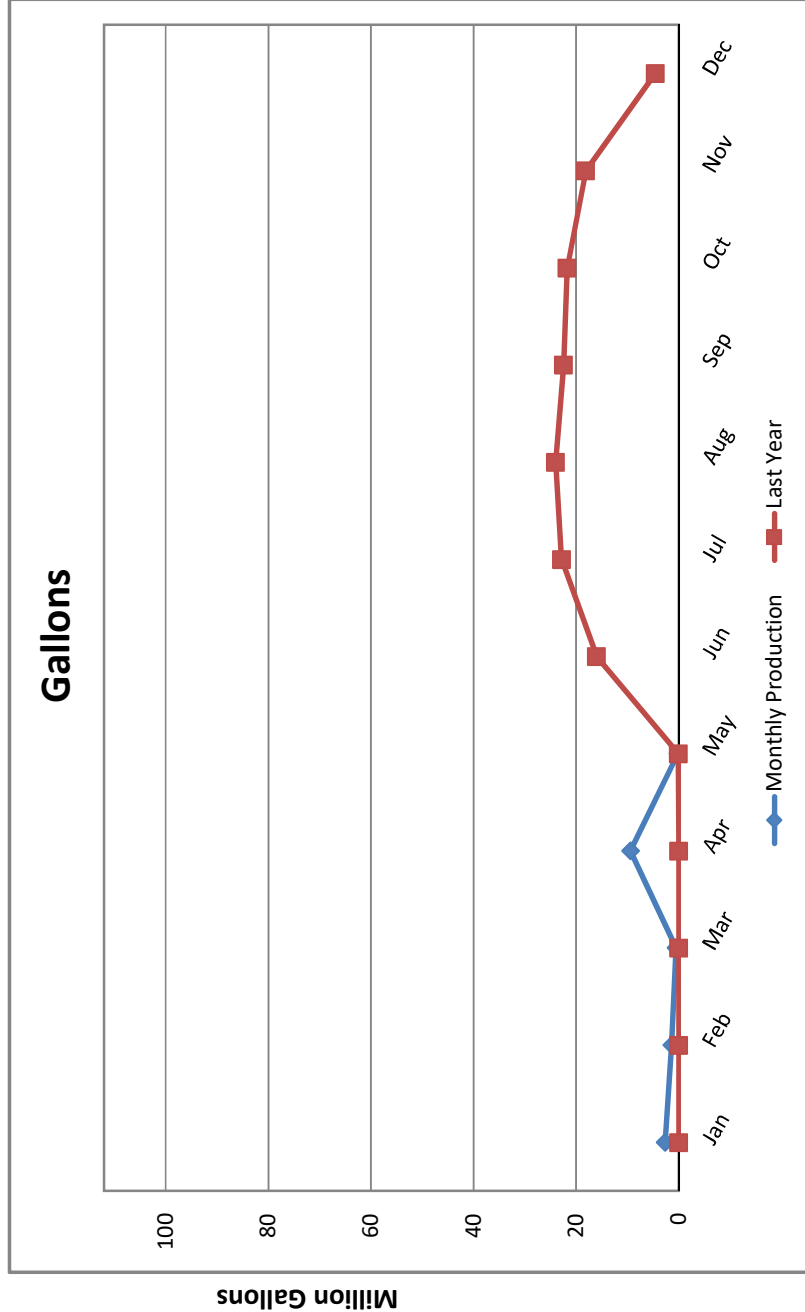
Average GPM: 541

Motor:
Volts: 464
Volts (Rated): 460

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

Hour Meter: 5.10
KW Hour Total: 162

Chlorine:
Dosing: 1.13 mg/L
Demand: 0.01 mg/L
Residual: 1.12 mg/L





Elk Grove Water District

Monthly Production

Well 9 Polhemus -- May 2019
(Submersible)

Selected Month Production
20,307,000 Gallons

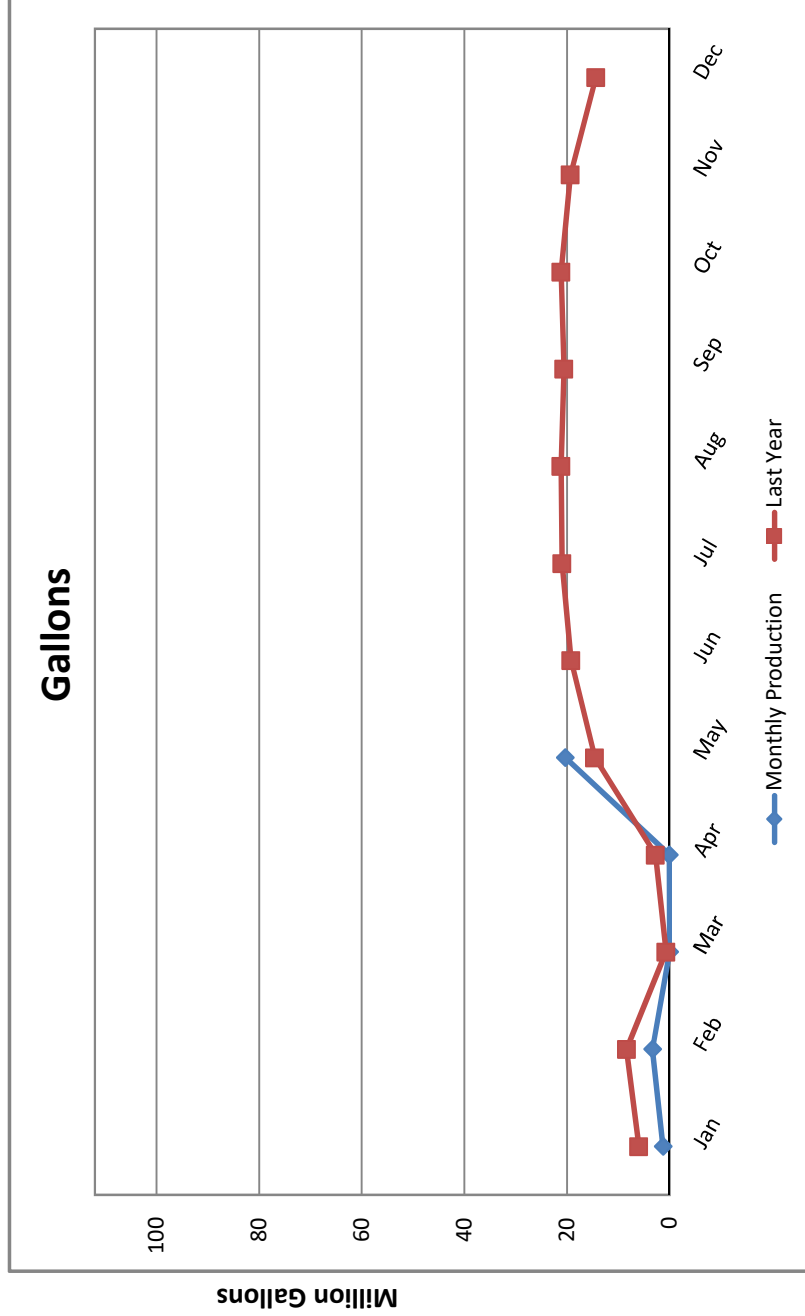
Average GPM: 483

Motor:
Volts: 480
Volts (Rated): 460

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

Hour Meter: 700.50
KW Hour Total: 27,930

Chlorine:
Dosing: 1.31 mg/L
Demand: 0.22 mg/L
Residual: 1.09 mg/L





Elk Grove Water District

Monthly Production

Well 13 Hampton -- May 2019

Selected Month Production
4,367,385 Gallons

Average GPM: 970

Motor:

Volts: 481
 Volts (Rated): 460
 RPM: 1786
 RPM (Rated): 1785
 Amps A: 101
 Amps A (Rated): 141
 Amps B: 103
 Amps B (Rated): 141
 Amps C: 104
 Amps C (Rated): 141

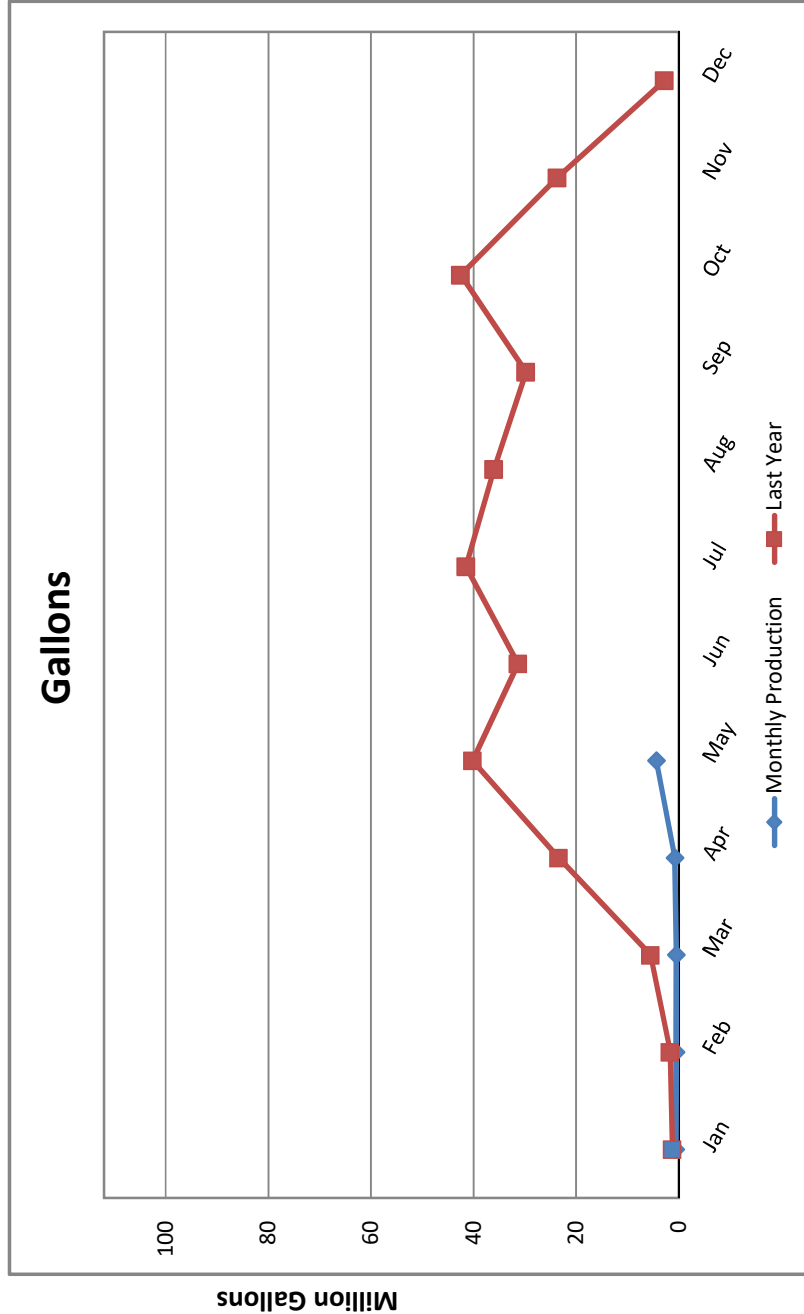
Motor Temp.: 97.8 F
 Hour Meter: 75.00
 KW Hour Total: 6,540

Chlorine:

Dosing: 1.28 mg/L
 Demand: 0.42 mg/L
 Residual: 0.86 mg/L

Vibration Reading:

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





Elk Grove Water District

Combined Total Production

Service Area 1

May-2019

Current Month Production:

114,733,502 Gallons

Highest Day Demand of the Month:

4,724,764

Date of Occurrence

14-May-19

Highest Day Demand of the Calendar Year:

4,724,764

Date of Occurrence

14-May-19

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

Current Month: 3.17 in

Year To Date: 24.25 in

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

May 2018 0.60 in

Year To Date: 15.96 in

Last Year Total: 15.96 in

Temperature:

This Month High 88 F

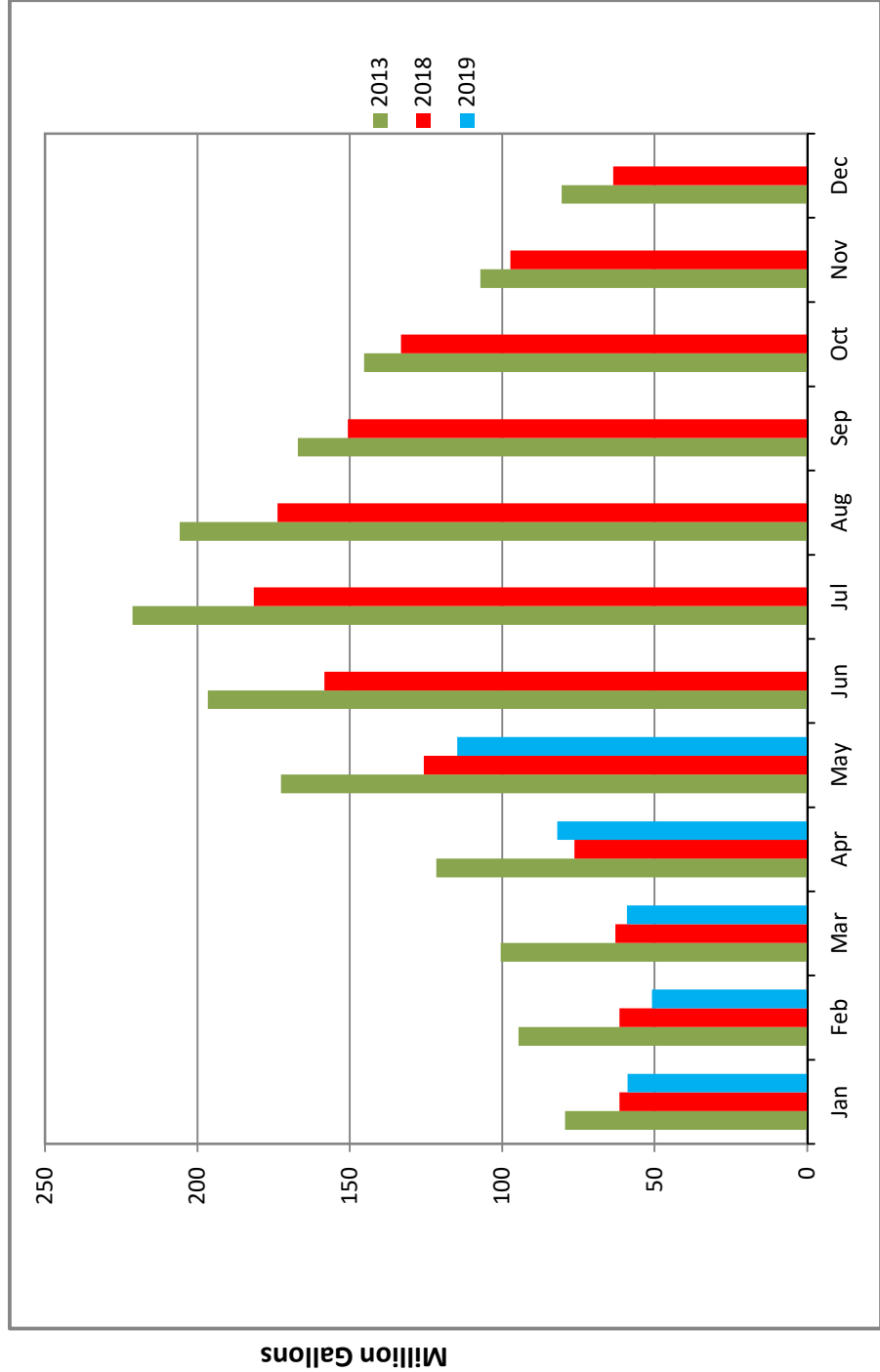
This Month Low 43 F

This Month Average 62.95 F

MAY-18 High 96 F

MAY-18 Low 48 F

MAY-18 Average 65.5 F

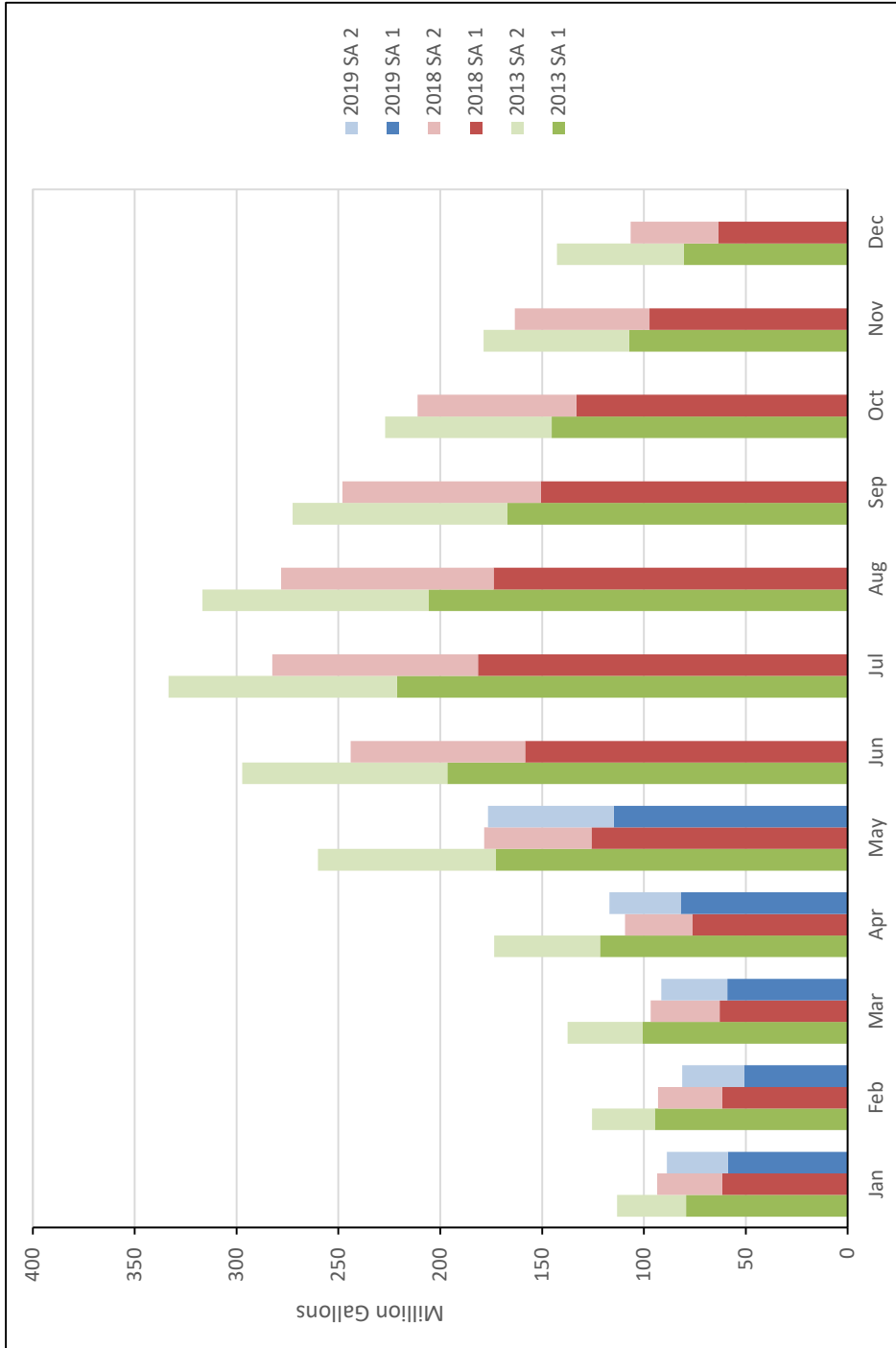




Elk Grove Water District

Total Demand/Production

May-2019



Current Month Demand/Production:
176,535,506 Gallons
Reduction From May 2013: 32.13%
GPCD: 126.5 Gallons per Day
R-GPCD: 103.7 Gallons per Day

Service Area 1
Active Connections: 7,938
Current Month Demand/Production:
114,733,502 Gallons
Reduction From May 2013: 33.54%
GPCD: 129.6 Gallons per Day
R-GPCD: 105.0 Gallons per Day

Service Area 2
Active Connections: 4,439
Current Month Demand/Production:
61,802,004 Gallons
Reduction From May 2013: 29.35%
GPCD: 121.2 Gallons per Day
R-GPCD: 100.6 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
2015	GW (SA1)	62,684,574	57,365,413	86,489,437	88,984,850	106,158,389	114,555,359	127,038,586	125,052,315	117,883,208	99,385,733	64,079,715	57,508,787
	Purchased (SA2)	28,648,400	30,029,208	36,876,400	51,626,212	52,734,000	62,368,240	71,273,928	75,055,068	70,123,504	63,526,892	46,873,420	34,399,772
	Total	91,332,974	87,394,621	123,365,837	140,611,062	158,892,389	176,923,599	198,312,514	200,107,383	188,006,712	162,912,625	110,953,135	91,908,559
2016	GW (SA1)	54,579,679	53,455,693	56,776,025	80,317,655	110,937,338	148,518,660	164,758,463	159,501,571	140,200,584	99,019,629	63,087,762	59,635,559
	Purchased (SA2)	27,516,676	26,507,624	27,531,636	34,054,196	51,071,196	75,541,268	96,246,656	93,992,184	86,904,136	75,682,640	37,088,084	28,894,492
	Total	82,096,355	79,963,317	84,307,661	114,371,851	162,008,534	224,059,928	261,005,119	253,493,755	227,104,720	174,702,269	100,175,846	88,530,051
2017	GW (SA1)	59,973,881	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							
	Purchased (SA2)	29,895,316	30,359,076	32,485,640	34,994,432	61,802,004							
	Total	88,742,317	81,186,573	91,550,025	116,976,160	176,535,506							

% Reduction from 2013 13.02% 27.70% 33.41% 32.59% 32.13% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00%

*Notes

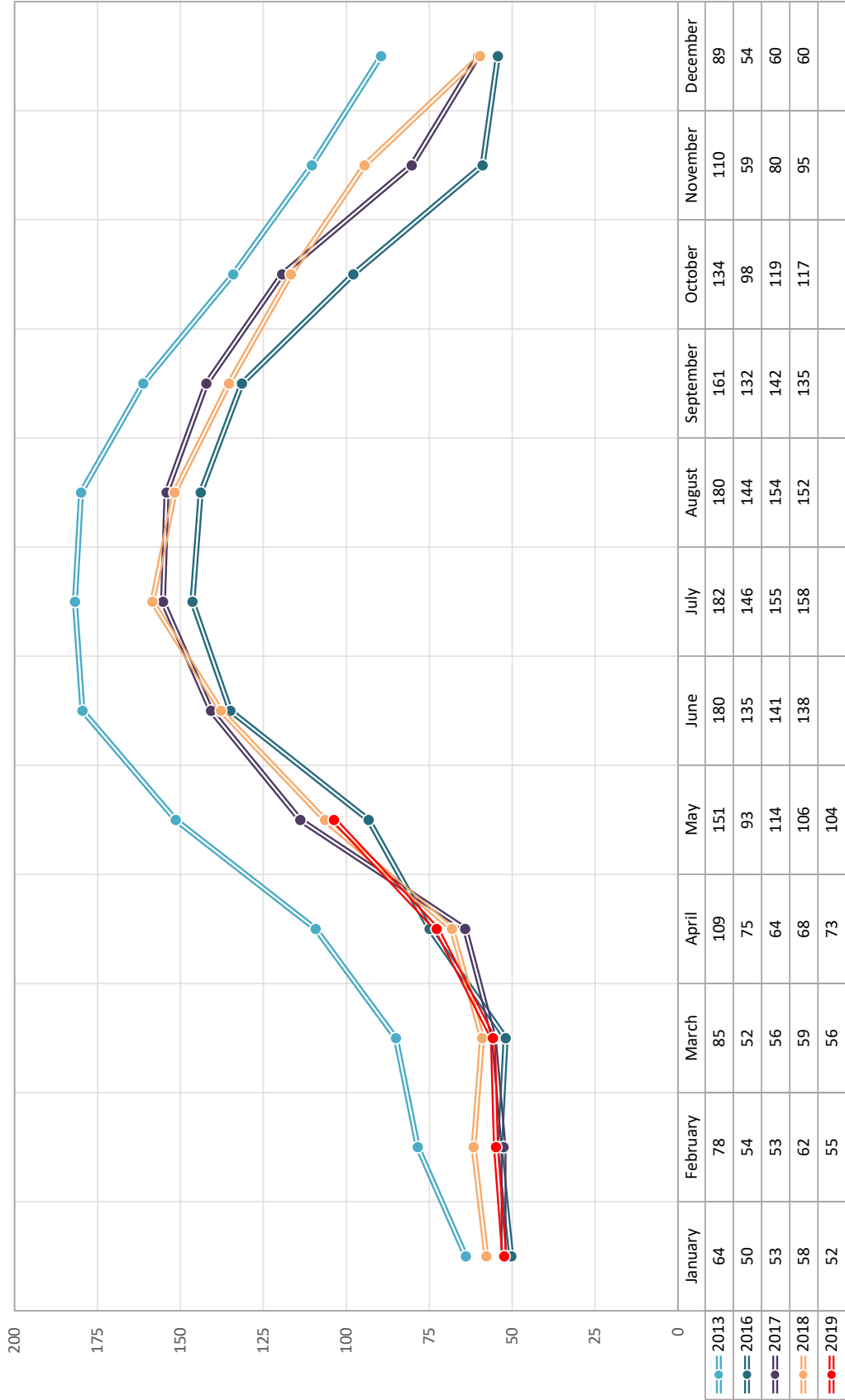
2013 January and February production numbers do not match actually recorded production because of an open intertie delivering water to SA2. Information below is further details.
 SA1 = Service Area 1, SA2 = Service Area 2. SA1 is all groundwater (GW) production. SA2 is all purchased water from SCWA.
 Actual Recorded Prod. (Jan. 2013) - Service Area 1 79,361,342 gallons (Includes water delivered to SA2 due to open intertie. Intertie closed end of Feb. 2013)
 Actual Recorded Prod. (Feb. 2013) - Service Area 1 94,608,406 gallons (Includes water delivered to SA2 due to open intertie. Intertie closed end of Feb. 2013)
 To determine estimate of Feb. 2013 production delivered to Service Area 1, use multiplier from March data which is seasonally similar.)
 Service Area 1 Multiplier = 1.39 (calculated from March 2013 Prod. Data/March 2014 Prod. Data)
 Calc'd Feb. 2013 Prod. = Feb. 2014 Prod. Data x 1.39 = 79,737,924
 To determine estimate of Jan. 2013 production, use prorated amount from Feb. 2013 data. (This method due to Jan. 2014 being unseasonably hot.)
 Calc'd Jan. 2013 Prod. = (Feb. 2013 Prod. Data Calc'd / Feb. 2013 Prod. Data Actual) x Jan. 2013 Prod. Data Actual = 68,254,916

Service Area 2	Consumption	
	# Accts	Gallons
2019		
Jan	4,412	29,895,316
Feb	4,416	30,359,076
Mar	4,416	32,485,640
Apr	4,422	34,994,432
May	4,427	61,802,004
Jun		0
Jul		0
Aug		0
Sep		0
Oct		0
Nov		0
Dec		0



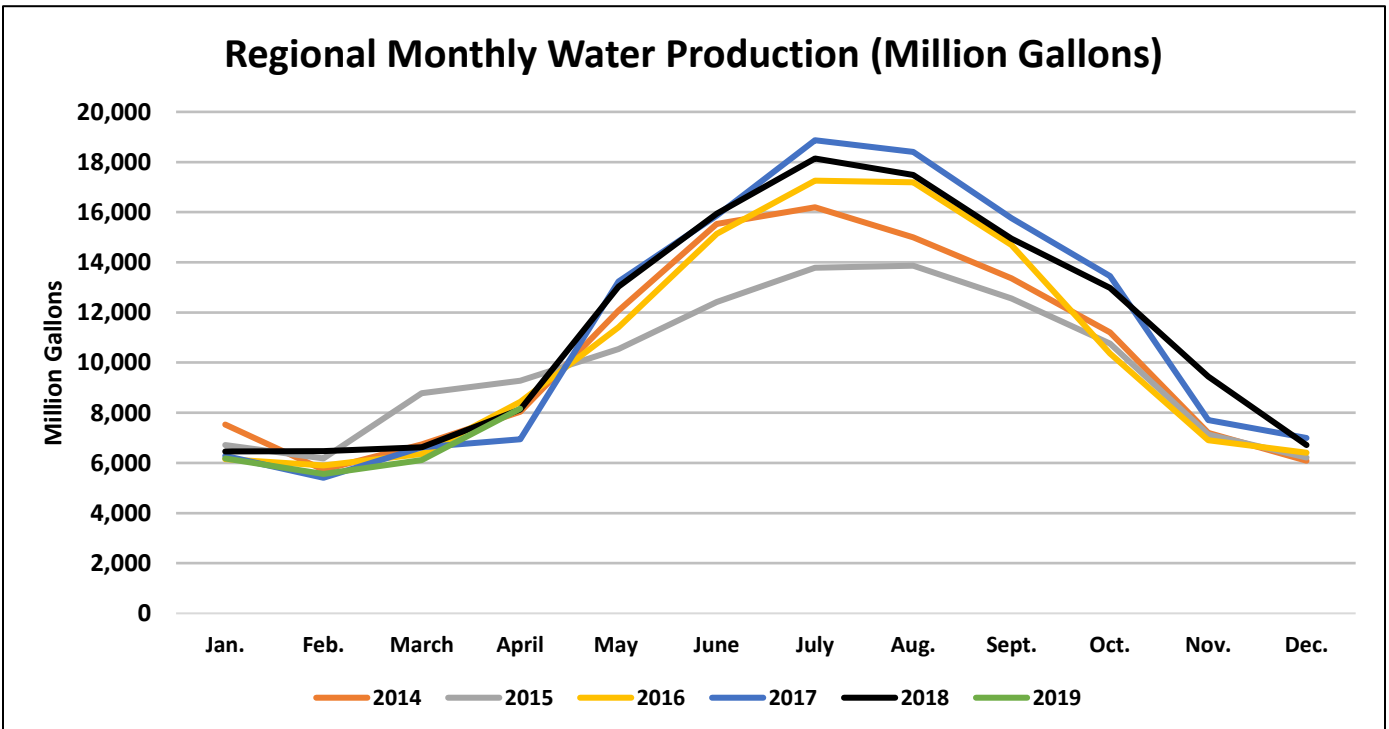
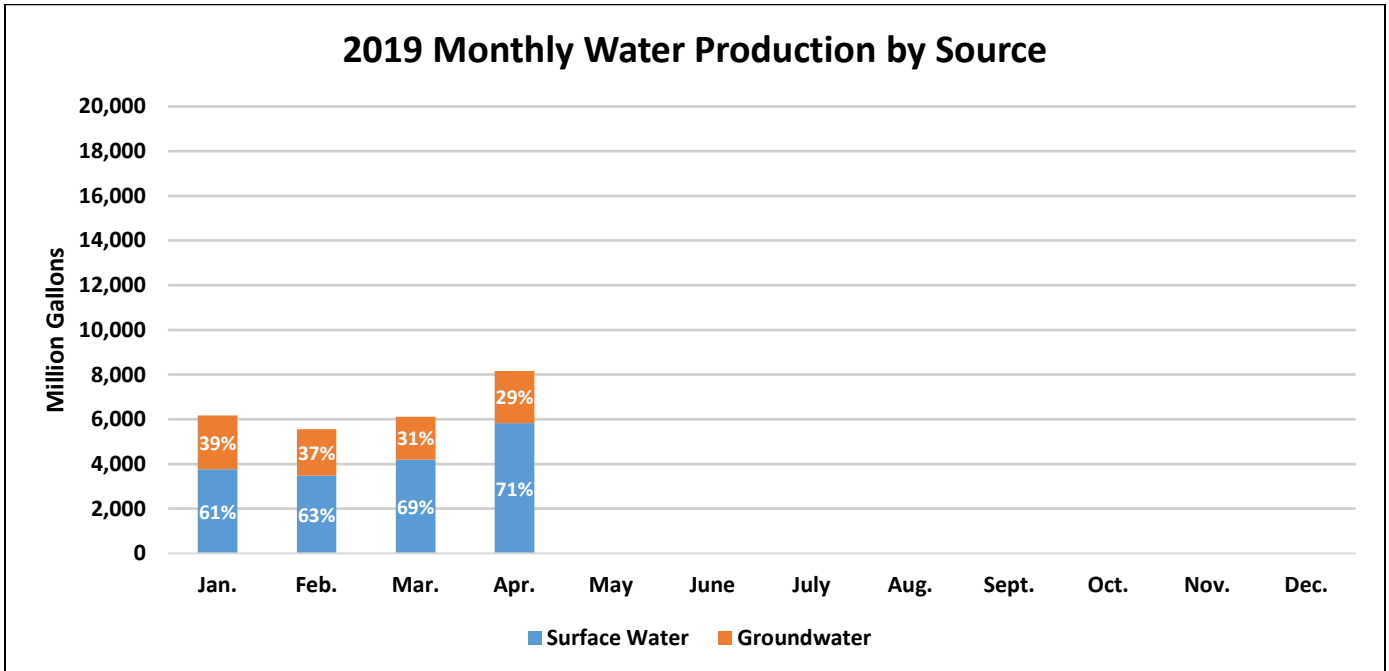
EGWD COMBINED R-GPCD

—●— 2013
 —●— 2016
 —●— 2017
 —●— 2018
 —●— 2018
 —●— 2019



April 2019 Data Summary

2019 Monthly Water Production by Source (Million Gallons)													
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
SW	4,200	3,863	4,197	5,830	0	0	0	0	0	0	0	0	18,090
GW	1,974	1,696	1,918	2,333	0	0	0	0	0	0	0	0	7,921
Total	6,173	5,559	6,115	8,163	0	0	0	0	0	0	0	0	26,010

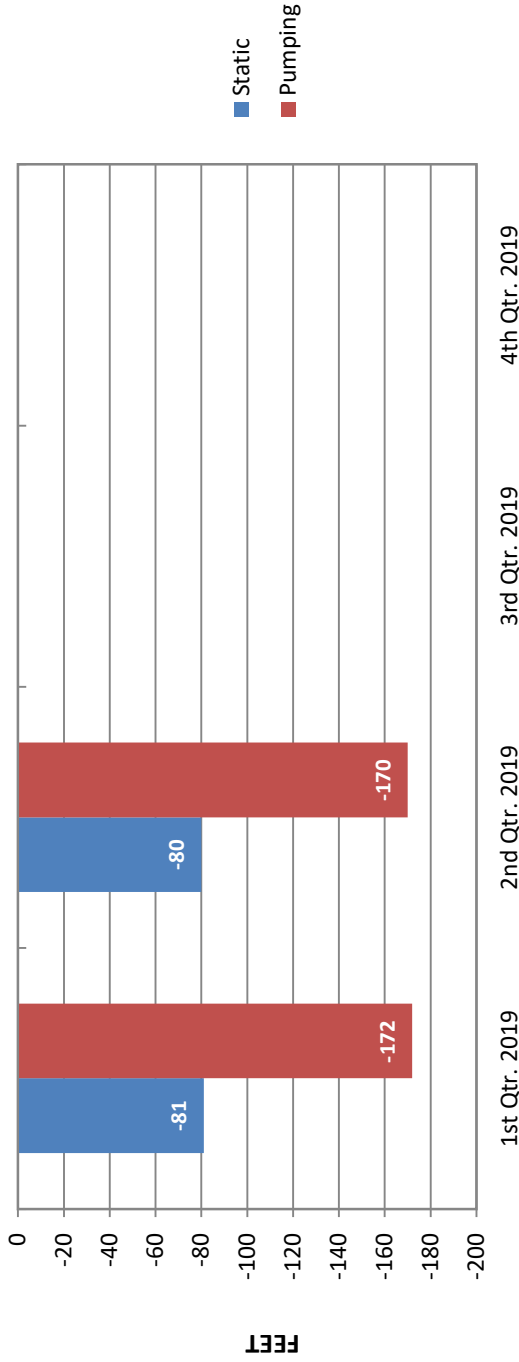




Elk Grove Water District

Static and Pumping Levels

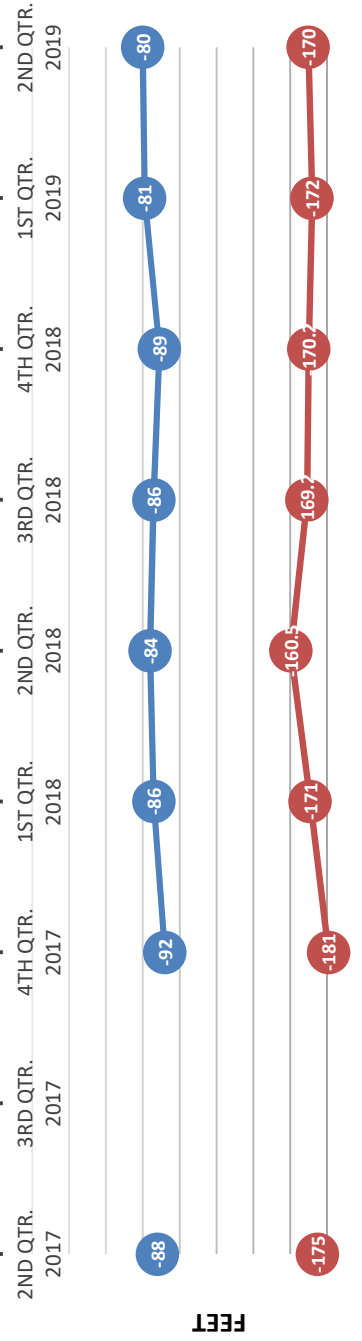
Well 1D School St



Latest Well Sounding

Static: 80 Ft
 Pumping: 170 Ft
 Drawdown: 90 Ft
 GPM: 1,852
 Specific Capacity: 20.578

Sounding Quarter/Year



Latest Sand Tester Results:

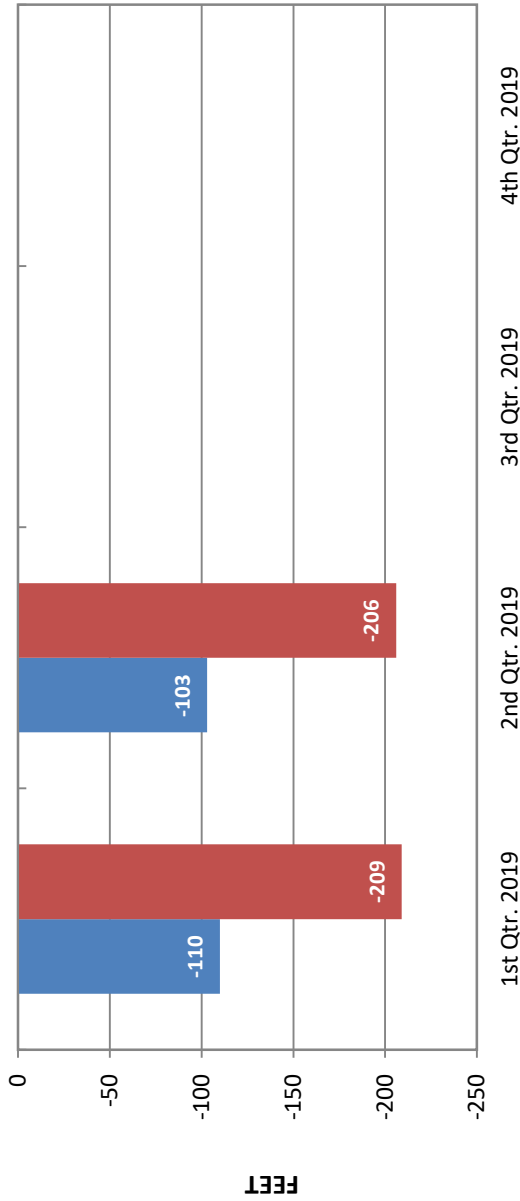
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

Well 4D Webb St

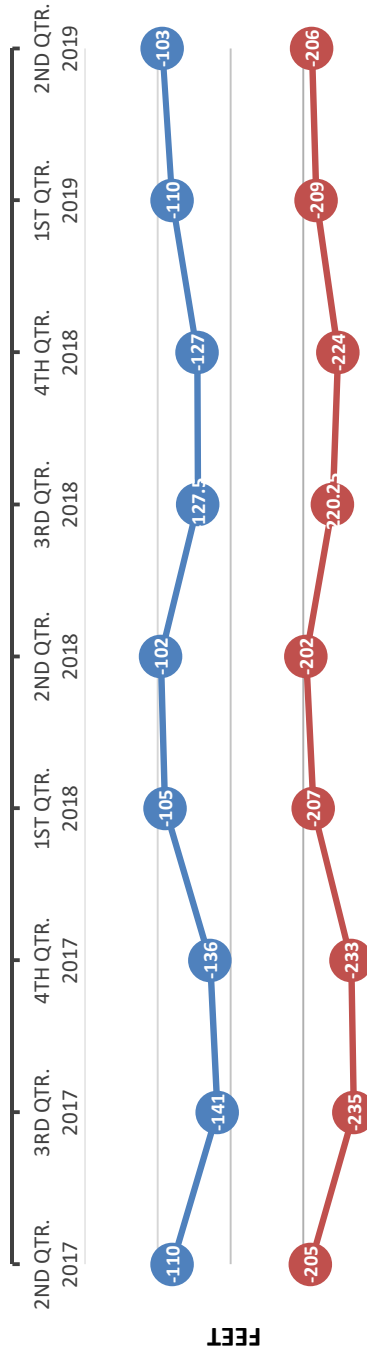


Latest Well Sounding

Static: 103 Ft
 Pumping: 206 Ft
 Drawdown: 103 Ft
 GPM: 1,778
 Specific Capacity: 17.262

■ Static
 ■ Pumping

Sounding Quarter/Year



Latest Sand Tester Results:

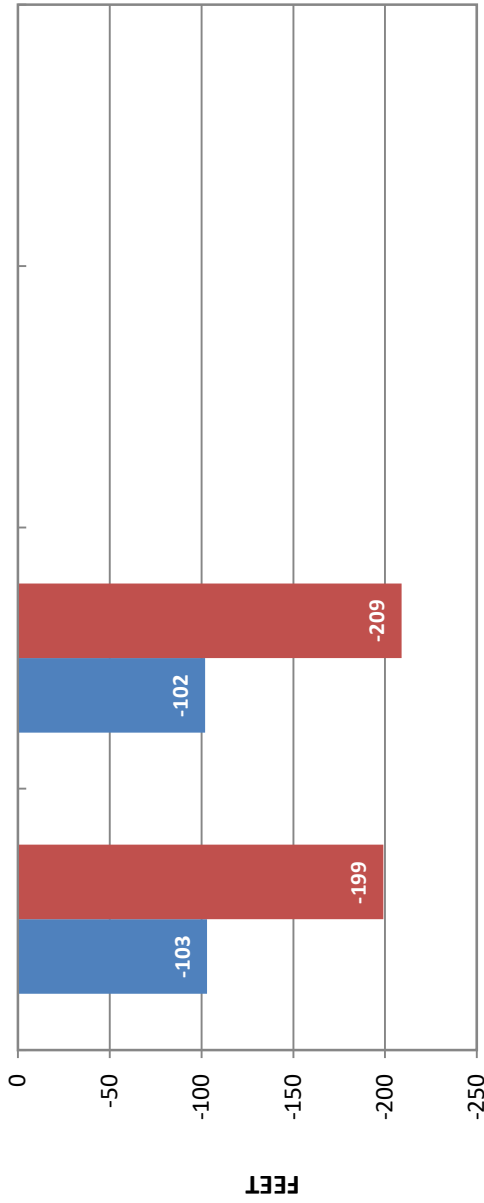
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

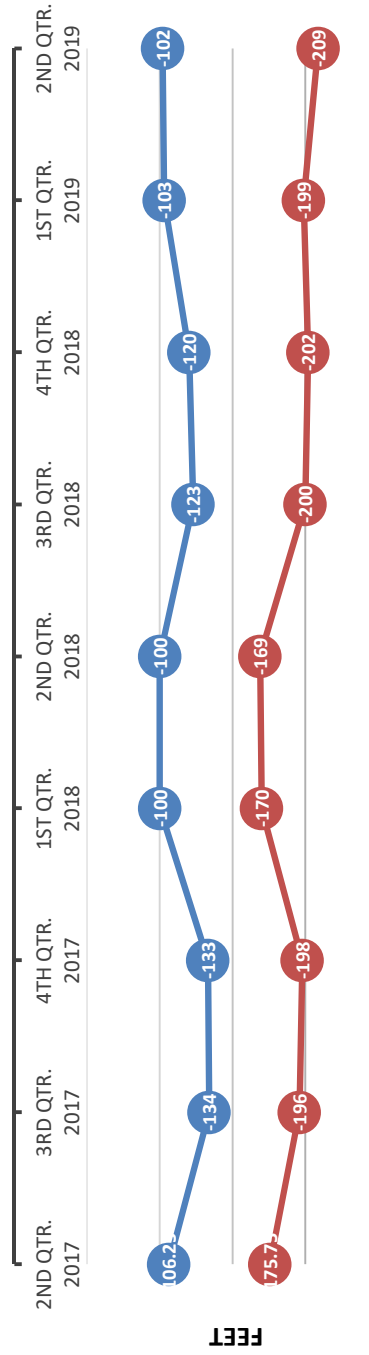
Well 11D Dino



Latest Well Sounding

Static: 102 Ft
Pumping: 209 Ft
Drawdown: 107 Ft
GPM: 1,673
Specific Capacity: 15.636

Sounding Quarter/Year



Latest Sand Tester Results:

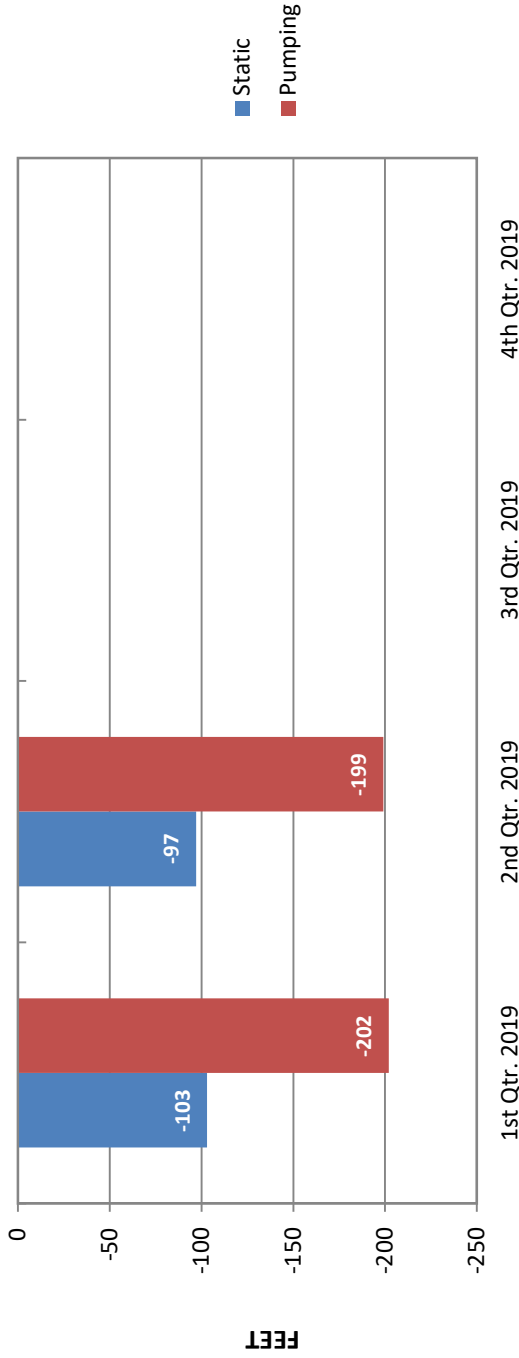
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

Well 14D Railroad

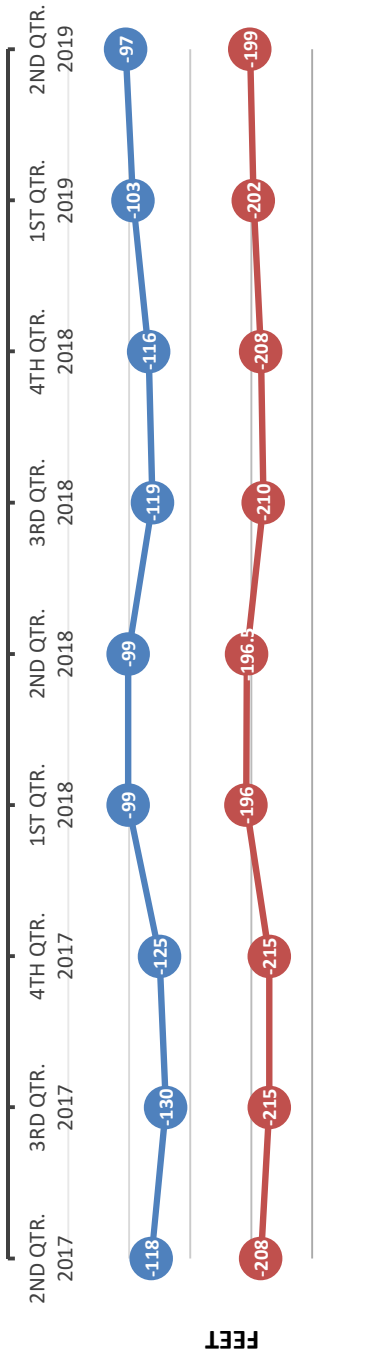


■ Static
■ Pumping

Latest Well Sounding

Static: 97 Ft
 Pumping: 199 Ft
 Drawdown: 102 Ft
 GPM: 1,674
 Specific Capacity: 16.412

Sounding Quarter/Year



Latest Sand Tester Results:

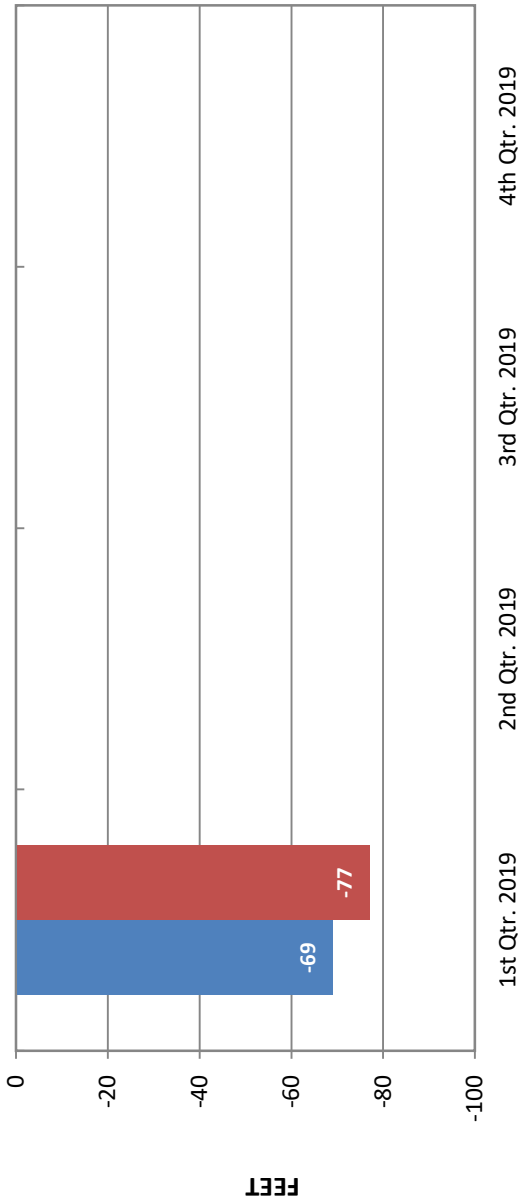
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

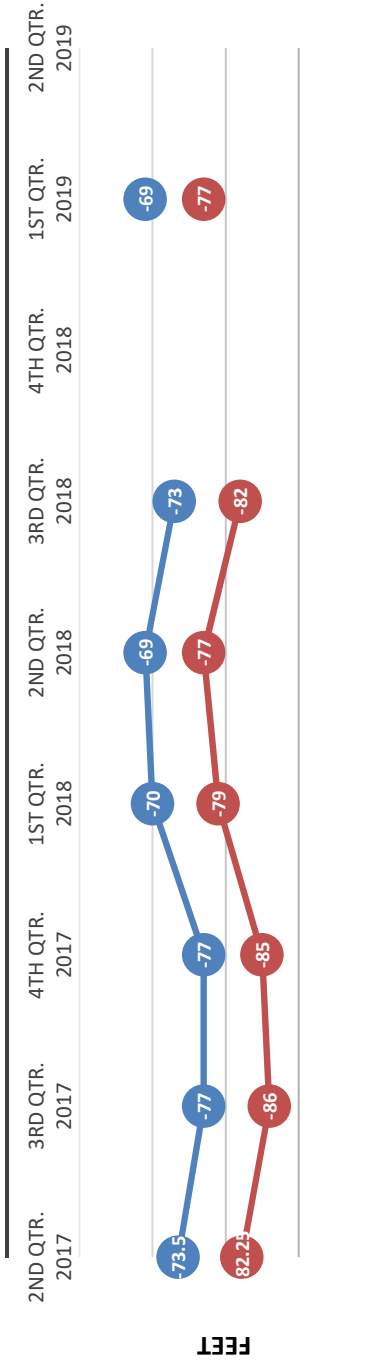
Well 3 Mar-Val



Latest Well Sounding

Static: 69 Ft
 Pumping: 77 Ft
 Drawdown: 8 Ft
 GPM: 810
 Specific Capacity: 101.250

Sounding Quarter/Year



Latest Sand Tester Results:

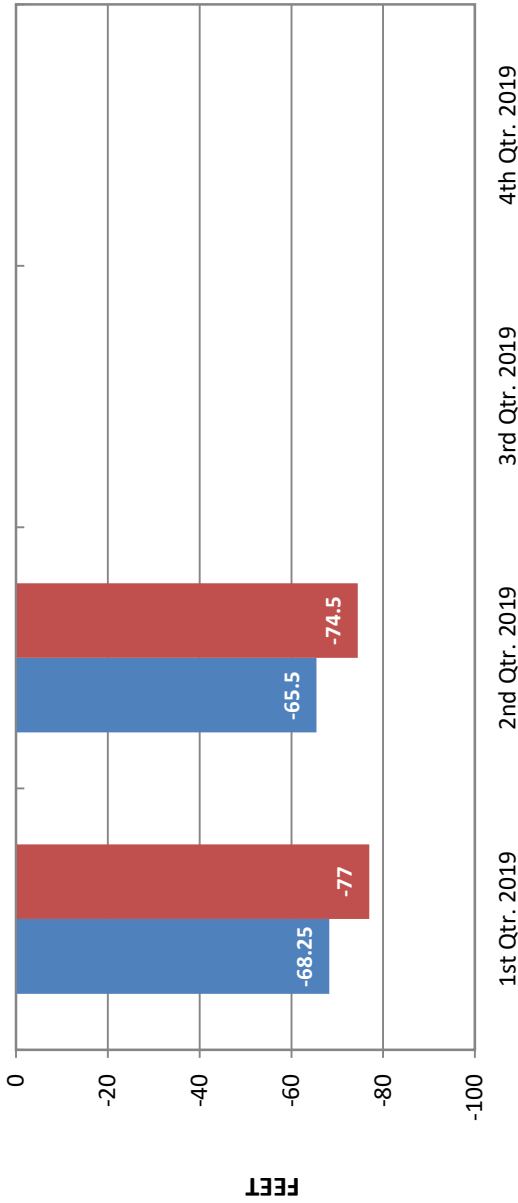
15 Min: 7.044 ppm



Elk Grove Water District

Static and Pumping Levels

Well 8 Williamson



Latest Well Sounding

Static: 65.5 Ft

Pumping: 74.5 Ft

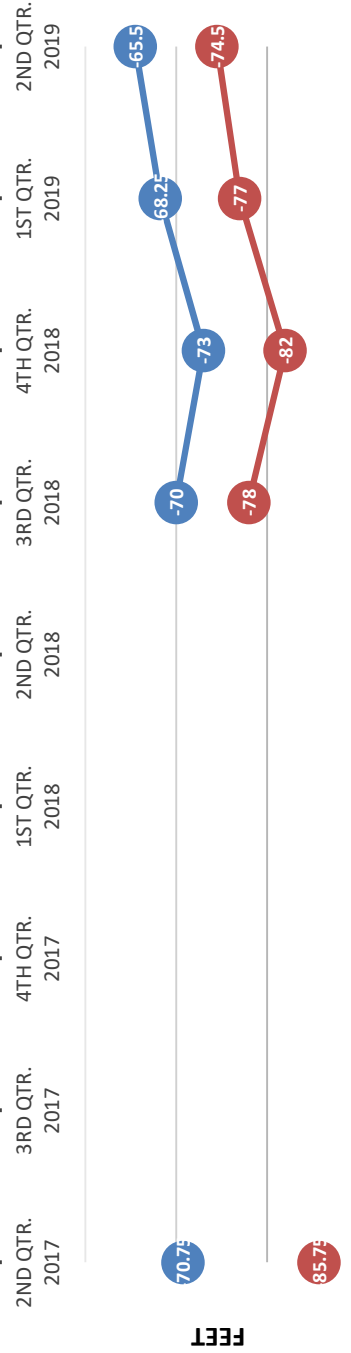
Drawdown: 9 Ft

GPM: 544

Specific Capacity: 60.487

■ Static
■ Pumping

Sounding Quarter/Year



Latest Sand Tester Results:

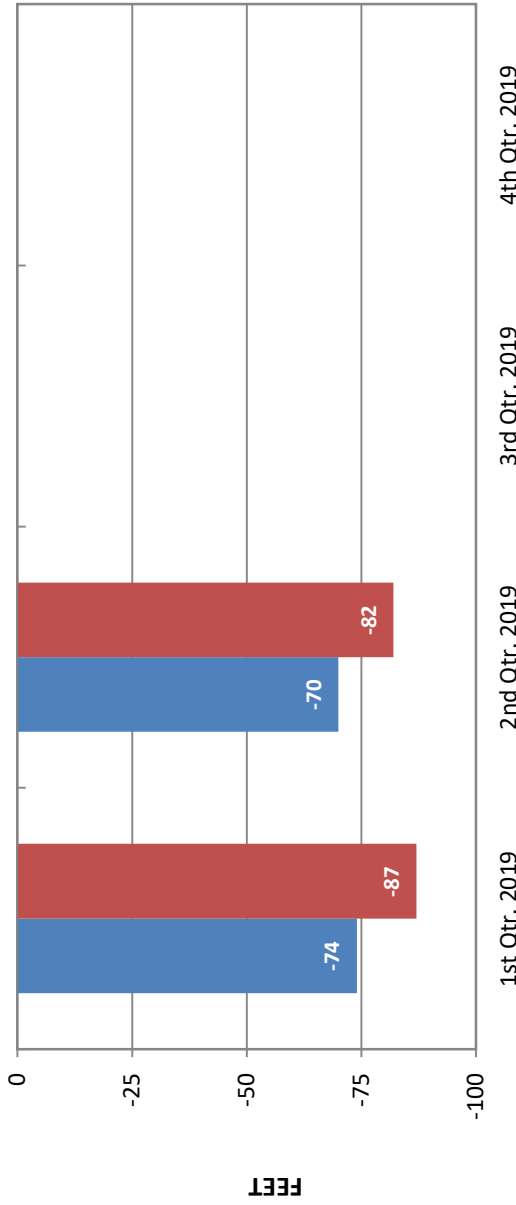
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

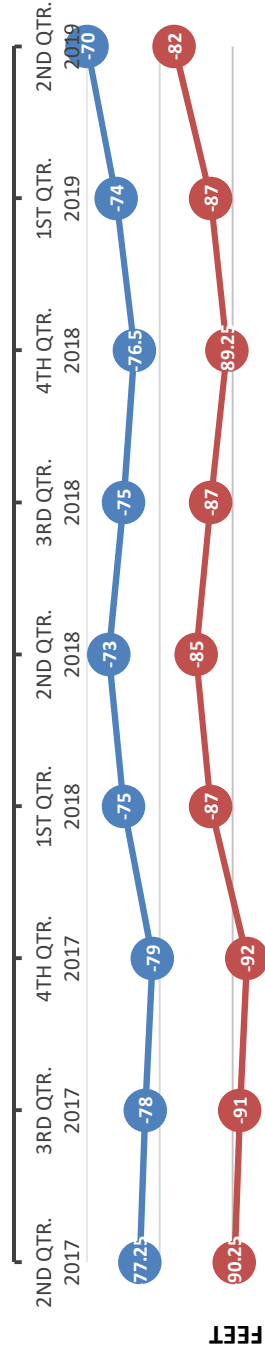
Well 9 Polhemus



Latest Well Sounding

Static: 70 Ft
 Pumping: 82 Ft
 Drawdown: 12 Ft
 GPM: 480
 Specific Capacity: 40.000

Sounding Quarter/Year



Latest Sand Tester Results:

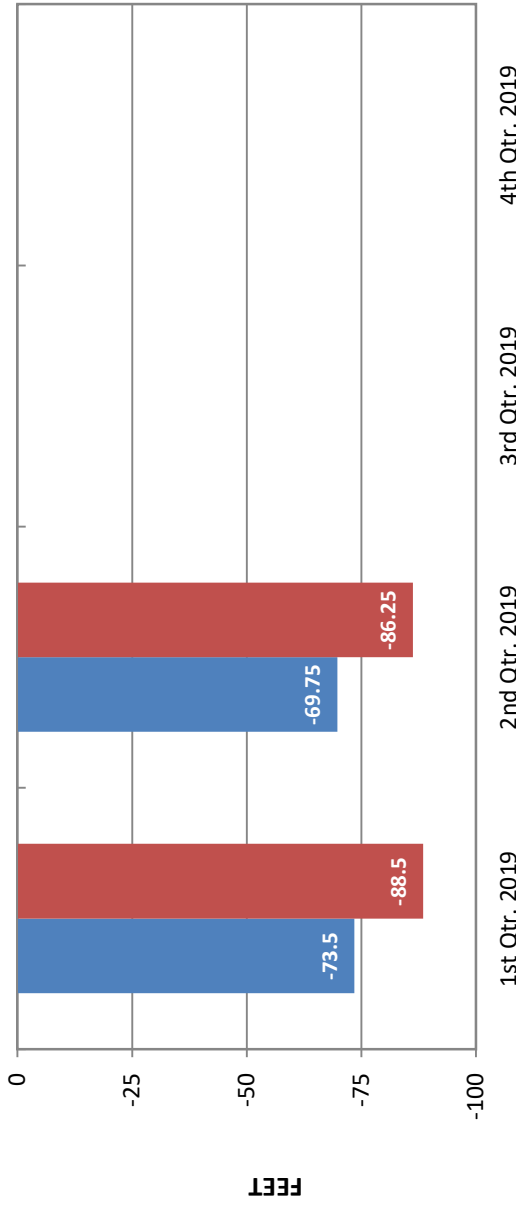
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

Well 13 Hampton

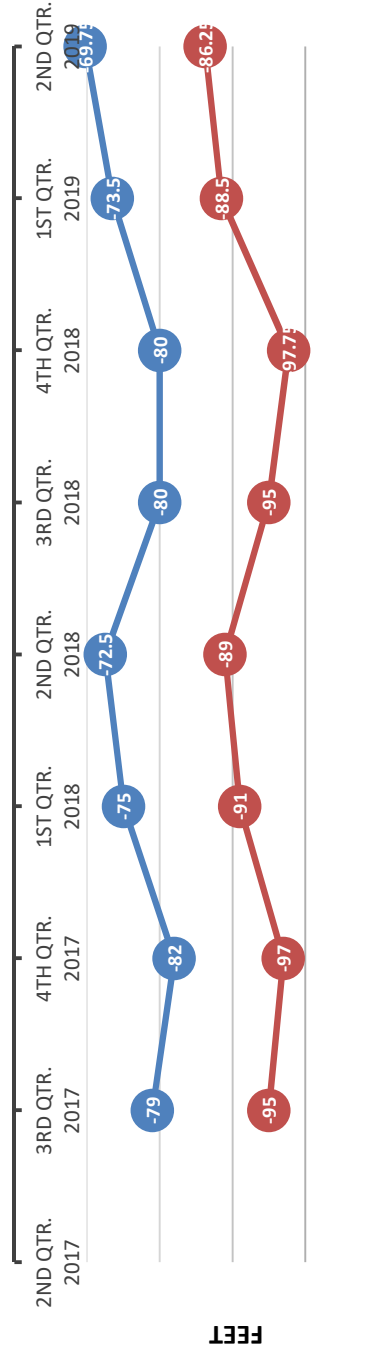


Latest Well Sounding

Static: 69.75 Ft
 Pumping: 86.25 Ft
 Drawdown: 16.5 Ft
 GPM: 985
 Specific Capacity: 59.680

■ Static
 ■ Pumping

Sounding Quarter/Year



Latest Sand Tester Results:

15 Min: < 5 ppm

Monthly Sample Report - May 2019
Water System: Elk Grove Water System

Sampling Point: 01 - 8693 W. Camden			
Sample Date	Sample Class	Sample Name	Collection Occurrence
5/7/2019	Distribution System	Bacteriological	Week
5/14/2019	Distribution System	Bacteriological	Week
5/21/2019	Distribution System	Bacteriological	Week
5/28/2019	Distribution System	Bacteriological	Week

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

Sampling Point: 02 - 9425 Emerald Vista			
Sample Date	Sample Class	Sample Name	Collection Occurrence
5/7/2019	Distribution System	Bacteriological	Week
5/14/2019	Distribution System	Bacteriological	Week
5/21/2019	Distribution System	Bacteriological	Week
5/28/2019	Distribution System	Bacteriological	Week

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

Sampling Point: 03 - 8809 Valley Oak			
Sample Date	Sample Class	Sample Name	Collection Occurrence
5/7/2019	Distribution System	Bacteriological	Week
5/14/2019	Distribution System	Bacteriological	Week
5/21/2019	Distribution System	Bacteriological	Week
5/28/2019	Distribution System	Bacteriological	Week

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

Quarterly

Sampling Point: 04 - 10122 Glacier Point		
Sample Date	Sample Class	Sample Name
		Collection Occurrence

5/7/2019	Distribution System	Bacteriological	Week
5/14/2019	Distribution System	Bacteriological	Week
5/21/2019	Distribution System	Bacteriological	Week
5/28/2019	Distribution System	Bacteriological	Week

Sampling Point: 05 - 9230 Amsden Ct.		
Sample Date	Sample Class	Sample Name
		Collection Occurrence

5/7/2019	Distribution System	Bacteriological	Week
5/14/2019	Distribution System	Bacteriological	Week
5/21/2019	Distribution System	Bacteriological	Week
5/28/2019	Distribution System	Bacteriological	Week

Sampling Point: 06 - 9227 Rancho Dr.		
Sample Date	Sample Class	Sample Name
		Collection Occurrence

5/7/2019	Distribution System	Bacteriological	Week
5/14/2019	Distribution System	Bacteriological	Week
5/21/2019	Distribution System	Bacteriological	Week
5/28/2019	Distribution System	Bacteriological	Week

Sampling Point: 07 - Al Gates Park Mainline Dr.		
Sample Date	Sample Class	Sample Name
		Collection Occurrence

5/7/2019	Distribution System	Bacteriological	Week
5/14/2019	Distribution System	Bacteriological	Week
5/21/2019	Distribution System	Bacteriological	Week
5/28/2019	Distribution System	Bacteriological	Week

Sampling Point: - Williamson Well 8 Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence
			Quarterly

Sampling Point: 08 - 9436 Hollow Springs Wy.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
5/7/2019	Distribution System	Bacteriological	Week
5/14/2019	Distribution System	Bacteriological	Week
5/21/2019	Distribution System	Bacteriological	Week
5/28/2019	Distribution System	Bacteriological	Week

Sampling Point: Polhemus Well 9 Raw Water			
Sample Date	Sample Class	Sample Name	Collection Occurrence
5/7/2019	Source Water	3 mo - Bacteriological	Quarterly
5/7/2019	Source Water	3 mo - Fe,Mn,As Total	Quarterly
5/7/2019	Source Water	3 mo - Fe,Mn,As Dissolved	Quarterly

Sampling Point: 09 - 8417 Blackman Wy.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
5/7/2019	Distribution System	Bacteriological	Week
5/14/2019	Distribution System	Bacteriological	Week
5/21/2019	Distribution System	Bacteriological	Week
5/28/2019	Distribution System	Bacteriological	Week
5/7/2019	Distribution System	Fluoride	Monthly

Sampling Point: 10 - 9373 Oreo Ranch Cir.			
Sample Date	Sample Class	Sample Name	Collection Occurrence
5/7/2019	Distribution System	Bacteriological	Week
5/14/2019	Distribution System	Bacteriological	Week
5/21/2019	Distribution System	Bacteriological	Week
5/28/2019	Distribution System	Bacteriological	Week

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

Sampling Point: Hampton Well 13 - Raw Water		
Sample Date	Sample Class	Collection Occurrence
	Sample Name	Weekly
5/7/2019	Source Water	Weekly
5/13/2019	Source Water	Weekly
5/20/2019	Source Water	Weekly
5/28/2019	Source Water	Weekly

Sampling Point: Hampton WTP Effluent		
Sample Date	Sample Class	Collection Occurrence
	Sample Name	Weekly
5/7/2019	Treated Effluent	Weekly
5/13/2019	Treated Effluent	Weekly
5/20/2019	Treated Effluent	Weekly
5/28/2019	Treated Effluent	Weekly

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

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

Sampling Point: Railroad WTP Effluent		
Sample Date	Sample Class	Collection Occurrence
	Sample Name	Month
5/7/2019	Treated Plant Effluent	Month
5/7/2019	Treated Plant Effluent	Month

Sampling Point: Railroad WTP Backwash Tank			
Sample Date	Sample Class	Sample Name	Collection Occurrence
			BiAnnual
Sampling Point: Special Distribution/Construction Samples			
Sample Date	Sample Class	Sample Name	Collection Description
5/14/2019	Distribution System	Bacteriological	Water Main Shutdown for Construction

<u>Colors</u>	<u>Monthly Total</u>	<u>Yearly Total</u>
Black = Scheduled	62	327
Green = Unscheduled	3	28
Red = Incomplete Sample	0	



June 5, 2019

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

MONTHLY COMPLIANCE REPORT

Enclosed is the Monthly Compliance Report Form from Elk Grove Water District for May 2019.

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

A handwritten signature in blue ink, appearing to read "STEVE SHAW". The signature is stylized with a long, sweeping horizontal stroke at the top and several smaller, curved strokes below it.

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: Steve Shaw		
Company: Elk Grove Water District		Permit # WTP010

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

Month:	May	Year:	2019
---------------	------------	--------------	-------------

Water use/flow meter report

Hampton WTP – 121,205
Railroad WTP – 208,771

	Date	Time	pH
Hampton WTP			
Railroad WTP			

Monitoring results/analytical report

Discharge Rate

Check the statement below that applies to this report:

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

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

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

Other (describe):

Domestic Calculation

Domestic Usage	Number of Employees	Business Days per Month	Allowance (gallons per day)	Gallons
Production	4	20	15	1200
Office	5	20	10	1000
Drivers/Field	11	20	3	660
Total				4520

Certification Statement

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

SIGNATURE of Authorized Representative:



PRINTED NAME, TITLE:

Steve Shaw Water Treatment Supervisor
(Name) (Title)

DATE:

June 5, 2019



June 5, 2019

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.

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

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

STEVE SHAW
WATER TREATMENT SUPERVISOR

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	
Month <p style="text-align: center; font-size: 1.2em; color: blue;">May</p>	Year <p style="text-align: center; font-size: 1.2em;">2019</p>

	Number Required	Number Collected	Number Total Coliform Positives	Number E.coli Positives
1. Routine Samples (see note 1)	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-weight: bold;">Water Treatment Supervisor</p>	Date <p style="text-align: right; font-weight: bold;">6/5/2019</p>		

NOTES AND INSTRUCTIONS:

1. Routine samples include:
 - a. Samples required pursuant to 22 CCR Section 64423 and any additional samples required by an approved routine sample siting plan established pursuant to 22 CCR Section 64422.
 - b. Extra samples are required for systems collecting less than five routine samples per month that had one or more total coliform positives in previous month;
 - c. Extra samples for systems with high source water turbidities that are using surface water or groundwater under direct influence of surface water and do not practice filtration in compliance with regulations;
2. Note: For a repeat sample following a total coliform positive sample, any *E.coli* positive repeat (boxed entry) **constitutes an MCL violation and requires immediate notification to the Division** (22, CCR, Section 64426.1).
3. Note: For repeat sample following a *E.coli* positive sample, any total coliform positive repeat (boxed entry) **constitutes an MCL violation and requires immediate notification to the Division** (22, CCR, Section 64426.1).
4. Note: Failure to take all required repeat samples following an *E. coli* positive routine sample (22, CCR, Section 64426.1) **constitutes an MCL violation and requires immediate notification to the Division** (22, CCR, Section 64426.1).
5. Note: Failure to test for *E. coli* when any repeat sample tests positive for total coliform (22, CCR, Section 64426.1) **constitutes an MCL violation and requires immediate notification to the Division** (22, CCR, Section 64426.1).
6. Note: Second Level 1 treatment technique trigger in a rolling 12-month period.
7. Total coliform Treatment Technique (TT) Violation (**Notify Department within 24 hours of TT violation**):
 - a. For systems collecting less than 40 samples, if two or more samples are total coliform positive, then the TT is violated and a Level 1 Assessment is required.
 - b. For systems collecting 40 or more samples, if more than 5.0 percent of samples collected are total coliform positive, then the TT is violated and a Level 1 Assessment is required.
8. Contact the Division as soon as practical to arrange for the division to conduct a Level 2 Assessment of the water system. The water system shall complete a Level 2 Assessment and submit it to the Division within 30 days of learning of the trigger exceedance.
9. Conduct a Level 1 Assessment in accordance with as soon as practical that covers the minimum elements (22, CCR, Section 64426.8 (a), (2)). Submit the report to the Division within 30 days of learning of the trigger exceedance.
10. Positive results and their associated repeat samples are to be tracked on the Coliform Monitoring Worksheet.
11. Repeat samples must be collected within 24 hours of being notified of the positive results. For systems collecting more than one routine sample per month, three repeat samples must be collected for each total coliform positive sample. For systems collecting one or fewer routine samples per month, four repeat samples must be collected for each total coliform positive sample. At least three samples shall be taken the month following a total coliform positive.
12. For systems subject to the Groundwater Rule: Positive results and the associated triggered source samples are to be tracked on the Coliform Monitoring Worksheet.
13. For triggered sample(s) required as a result of a total coliform routine positive sample, an *E.coli*-positive triggered sample (boxed entry) **requires immediate notification to the Division, Tier 1 public notification, and corrective action.** 35



June 5, 2019

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 2019.

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

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

STEVE SHAW
WATER TREATMENT SUPERVISOR

Elk Grove Water District

Hampton GWTP Monthly Report

Month: May

3410008-013

PWS Number

GWTP Name Hampton Water Treatment Plant

Date	Hour Meter	Run Hours	Production Meter	Well Production	Backwash Meter	Reclaim Meter	Weekly In-House Monitoring (mg/L) R (Raw) T (Treated) As (ug/L)	As, T	As, R	Mn, T	Mn, R	Fe, T	Fe, R	Cl2	Weekly Average
last day	9579.5		583522423		10400250	541975	Date								Inf. pH
1	9580.5	1	583578496	56073	10400250	541975	5/7/2019	0	0.017	0.011	0.003	3	2		6.8 to 7.5
2	9580.5	0	583578496	0	10400250	541975	5/13/2019	0.008	0.101	0.024	0.017	4	2		Week 1: 6.8 to 7.5
3	9580.5	0	583578496	0	10400250	541975	5/20/2019	0.044	0.1	0.025	0.009	2	<2	Cl2	0.67
4	9580.5	0	583578496	0	10400250	541975	5/28/2019	0.003	0.009	0.011	0.007	2	<2	Cl2	6.8 to 7.4
5	9580.5	0	583578496	0	10400250	541975								Cl2	0.73
6	9580.5	0	583578503	7	10400250	541975								Cl2	6.9 to 7.5
7	9582.1	1.6	583657911	79408	10407591	541975	Total Gallons Sodium Hypochlorite: 44.1 Gal							Cl2	1.04
8	9583.2	1.1	583733720	75809	10411048	541975	Pounds per day 1.778 Lbs/Day							Cl2	6.9 to 7.3
9	9583.2	0	583733720	0	10411048	541975	Dosage (Milligrams Per Liter @ 12.5% Cl) 1.8 mg/L							Cl2	1.21
10	9583.2	0	583733720	0	10411048	541975	Total Gallons Ferric Chloride: 28.3 Gal							Cl2	
11	9583.2	0	583733720	0	10411048	541975	Dosage (Milligrams Per Liter @ 38% FeCl) .65mg/L							Cl2	
12	9583.2	0	583733720	0	10411048	541975	Total Gallons Sodium Hydroxide: 36.2 Gal							Cl2	
13	9583.2	0	583733720	0	10411048	541975	Dosage (Gallons Per Hour @ 30% NaOH) 0.48 Gal/Hr							Cl2	
14	9586.2	3	583903484	169764	10421755	541975	Total Gallons Sulfuric Acid : 26.7 Gal							Cl2	
15	9586.2	0	583903484	0	10421755	541975	Dose (Gallons Per Hour @ 93% H2SO4) 0.33 Gal/Hr							Cl2	
16	9586.2	0	583903484	0	10421755	541975	Total Backwashed 121,205 Gal							Cl2	0 Gal
17	9586.2	0	583903484	0	10421755	541975	Total Water Pumped 4,367,385 Gal							Cl2	506,322 Gal
18	9586.2	0	583903484	0	10421755	541975	Reporting Limits/Units							Cl2	
19	9586.2	0	583903484	0	10421755	541975	Iron = 0.100 mg/L							Cl2	
20	9587.6	1.4	583983422	79938	10421755	541975	Manganese = 0.010 mg/L							Cl2	
21	9587.6	0	583983422	0	10421755	541975	Arsenic (As) = 1.0 µg/L							Cl2	
22	9587.6	0	583983422	0	10421755	541975	Maximum Contaminant Levels (MCLs)							Cl2	
23	9587.6	0	583983422	0	10421755	541975	Iron (Fe) = 0.300 mg/L (Secondary)							Cl2	
24	9587.6	0	583983422	0	10421755	541975	Manganese (Mn) = 0.050 mg/L (Secondary)							Cl2	
25	9590.8	3.2	584163029	179607	10435938	541975	Arsenic (As) = 10 µg/L (Primary)							Cl2	
26	9590.8	0	584163029	0	10435938	541975								Cl2	
27	9590.8	0	584163029	0	10435938	541975								Cl2	
28	9593.1	2.3	584290941	127912	10446630	541975								Cl2	
29	9606.2	13.1	585057329	766388	10457339	541975								Cl2	
30	9629.5	23.3	586416575	1359246	10489445	541975								Cl2	
31	9654.5	25	587889808	1473233	10521455	541975								Cl2	
Total		75		4,367,385	121,205	0									

Prepared By: Steve Shaw Date: 6/5/2019



June 5, 2019

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 2019.

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

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

STEVE SHAW
WATER TREATMENT SUPERVISOR

ELK GROVE WATER DISTRICT AREA 2

DISTRIBUTION SYSTEM MONTHLY FLUORIDATION MONITORING REPORT May-19

Week	Location of Sample	Monitoring Results (mg/L)		
		Date	Time	Results
1	Hollow Springs	5/7/2019	9:00 AM	0.6
1	Al Gates Park	5/7/2019	9:15 AM	0.65
1	Oreo Ranch	5/7/2019	9:27 AM	0.74
1	Blackman	5/7/2019	12:12 PM	0.63
2	Hollow Springs	5/14/2019	9:03 AM	0.46
2	Al Gates Park	5/14/2019	9:21 AM	0.53
2	Oreo Ranch	5/14/2019	9:23 AM	0.65
2	Blackman	5/14/2019	10:35 AM	0.61
3	Hollow Springs	5/21/2019	8:14 AM	0.53
3	Al Gates Park	5/21/2019	8:31 AM	0.64
3	Oreo Ranch	5/21/2019	8:44 AM	0.52
3	Blackman	5/21/2019	9:41 AM	0.65
4	Hollow Springs	5/28/2019	9:07 AM	0.59
4	Al Gates Park	5/28/2019	9:23 AM	0.54
4	Oreo Ranch	5/28/2019	9:36 AM	0.63
4	Blackman	5/28/2019	12:18 PM	0.71
5				
5				
5				
5				

Monthly fluoride split sample results:

Date: 4/2/2019

Water System Results: 0.63 mg/L

Approved Lab: 0.68 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		
Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	1ST 6-MO.	2ND 6-MO.	Refer.	2019	
Well 14D Railroad	WQ 1/8/19 16871	WQ 2/11/19 16988	WQ 3/1/19 17101	WQ 4/4/19 17254	WQ 5/13/19 17313								Sect: 7.1			Sect: 7.2	Sect: 7.3	
Well 4D Webb	WQ 1/15/19 16873	WQ 2/1/19 16989	WQ 3/6/19 17102	WQ 4/2/19 17255	WQ 5/7/19 17314								Sect: 8.1			Sect: 8.2	Sect: 8.3	
Well 11D Pino	WQ 1/8/19 16874	WQ 2/7/19 16990	WQ 3/11/19 17103	WQ 4/3/19 17256	WQ 5/10/19 17315								Sect: 9.1			Sect: 9.2	Sect: 9.3	
Well 1D School	WQ 1/15/19 16875	WQ 2/15/19 16991	WQ 3/6/19 17104	WQ 4/1/19 17257	WQ 5/13/19 17316								Sect: 13.1			Sect: 13.2	Sect: 13.3	
Well 3 Mar-Val	WQ 1/14/19 16876	WQ 2/5/19 16992	AH 3/5/19 17105	AH 4/19/19 17258	AH 5/16/19 17317								Sect: 12.1			Sect: 12.2	Sect: 12.4	
Well 8 Williamson	AH 1/7/19 16877	WQ 2/15/19 16993	AH 3/18/19 17106	AH 4/3/19 17259	AH 5/16/19 17318								Sect: 11.1			Sect: 11.4		
Well 9 Polhemus	WQ 1/10/19 16878	WQ 2/13/19 16994	WQ 3/5/19 17107	WQ 4/2/19 17260	WQ 5/14/19 17319								Sect: TBD			Sect: TBD	Sect: TBD	
Well 13 Hampton	AH 1/9/19 16879	WQ 2/19/19 16995	WQ 3/5/19 17108	AH 4/4/19 17261	WQ 5/20/19 17320								Sect: TBD			Sect: TBD	Sect: TBD	

=Well Offline

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	2nd	3rd	4th	Refer.	2019	
Clor-Tec System	Section: 4.2	WQ 1/17/19 16880	WQ 2/4/19 17000	WQ 3/1/19 17109	WQ 4/1/19 17241	WQ 5/16/19 17325								Section: 4.3	AH/WQ 3/13/19 17113				Section: 4.4							
Filter System	Section: 5.1	WQ 1/16/19 16881	WQ 2/4/19 17001	WQ/AH 3/4/19 17110	WQ 4/9/19 17242	AH 5/15/19 17326								Section: 5.2	AH/WQ 4/11/19 17246				Section: 5.3							
Backwash System	Section: 2.1	WQ 1/18/19 16882	WQ 2/11/19 17002	WQ 3/4/19 17111	WQ 4/8/19 17243	AH 5/10/19 17327								Section: 2.2	AH 4/11/19 17247				Section: 2.3							
Booster Pumps	Section: 3.1	WQ 1/22/19 16883	WQ 2/6/19 17003	WQ 3/26/19 17112	WQ 4/8/19 17244	AH 5/14/19 17328								Section: 3.1					Section: 3.2							
LAB														Section: 1.1	AH 3/29/19 17114				Section: 1.2							
Clear Wells																			Section: 2.4							
MCC																			Section: 1.2							

Year: 2019

Elk Grove Water District

Preventative Maintenance Program

Hampton Village Water Treatment Plant

Item	Monthly												Quarterly			Semi-annual		Annual							
	Refer.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Refer.	1st	2nd	3rd	4th	Refer.	1ST	6-2ND	6-MO.	Refer.	2019	
Chemical Systems	Section: TBD	16884 AH 1/9/19	16985 AH 2/15/19	17091 AH 3/13/19	17248 AH 4/4/19	17329 AH 5/20/19								Section: TBD	AH 3/13/19					Section: TBD	AH 3/13/19				Section: TBD
Filter System	Section: TBD	16885 AH 1/9/19	16986 AH 2/15/19	17092 AH 3/13/19	17249 AH 4/4/19	17330 WQ 5/20/19								Section: TBD						Section: TBD	AH 4/11/19				Section: TBD
Backwash System	Section: TBD	16886 AH 1/9/19	16987 AH 2/15/19	17093 AH 3/13/19	17250 AH 4/4/19	17331 AH 5/20/19								Section: TBD						Section: TBD					Section: TBD
LAB	Section: TBD													Section: TBD	AH 3/13/19					Section: TBD	AH 3/13/19				Section: TBD
MCC	Section: TBD													Section: TBD						Section: TBD					Section: 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.	2019
Railroad	Initials	WQ	WQ	WQ	WQ	WQ	WQ							Section:	TBD
	Date	1/16/19	2/6/19	3/26/19	4/4/19	5/16/19									
	W.O. #	16887	16996	17094	17262	17321									
Webb	Initials	WQ	WQ	WQ	WQ	WQ	WQ							Section:	TBD
	Date	1/15/19	2/28/19	3/18/19	4/2/19	5/7/19									
	W.O. #	16888	16997	17098	17263	17322									
Dino	Initials	WQ	WQ	WQ	WQ	WQ	WQ							Section:	TBD
	Date	1/8/19	2/7/19	3/11/19	4/3/19	5/10/19									
	W.O. #	16889	16998	17099	17264	17323									
Admin.	Initials	AH	WQ	AH	AH	AH								Section:	TBD
	Date	1/20/19	2/28/19	3/18/19	4/7/19	5/16/19									
	W.O. #	16890	16999	17100	17265	17324									
		= Load Test													

Elk Grove Water District
Backflow Prevention Program 2019

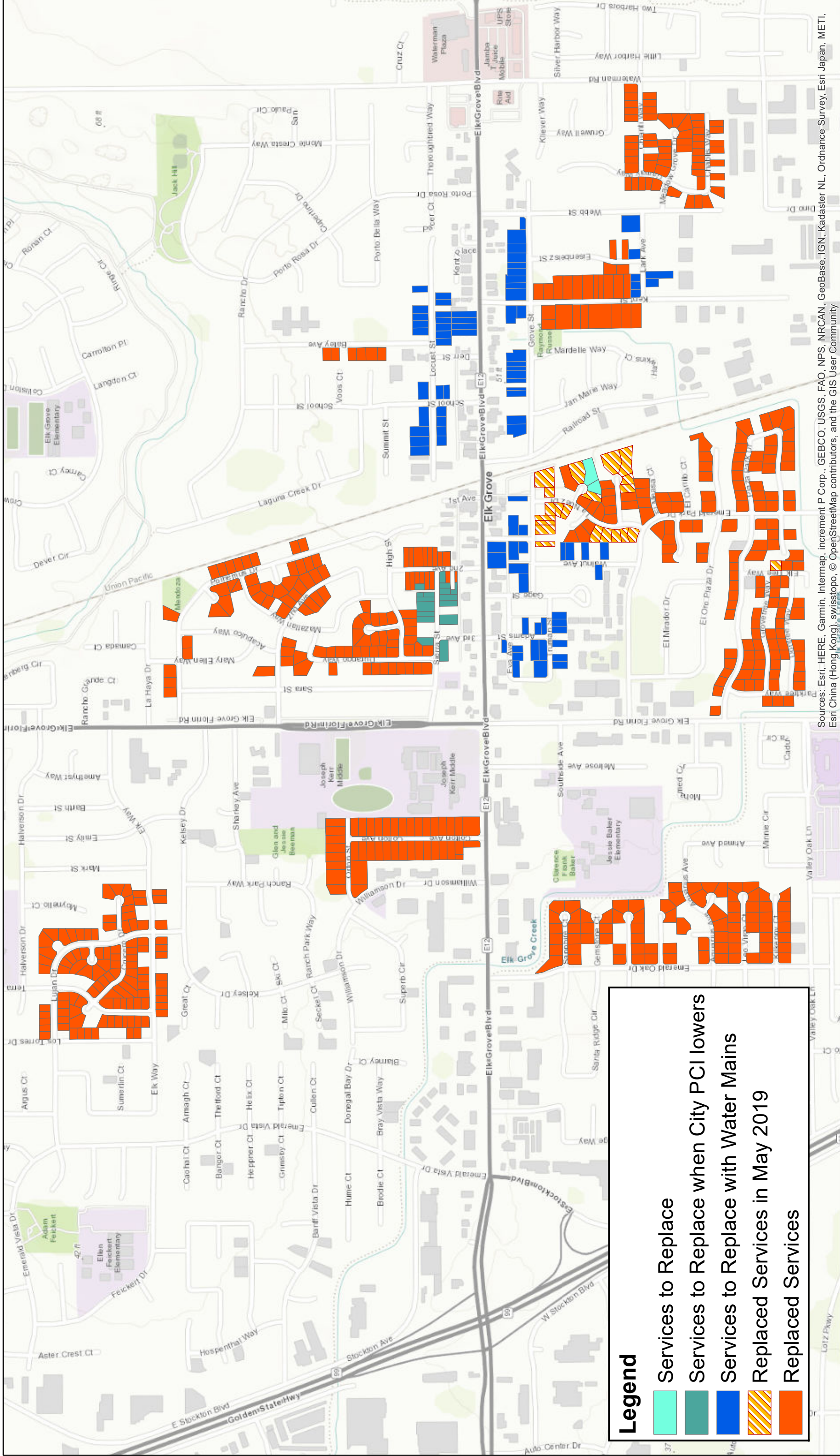
Backflow Device Reports	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
CURRENT												
Notices Issued	48	40	78	15	63							
Assemblies Tested	41	15	38	14	57							
Passed Initial Test	41	11	30	14	54							
Failed Initial Test	0	4	8	0	3							
Failed Devices Retested----Passed		4	8		3							
Investigations or Address Change	0	0	13	0	0							
Inactivated Devices	2	0	0	0	0							
Schedule Code Changed	0	0	0	0	0							
Devices Turned Off	0	0	0	0	0							
2nd Notices Issued	5	25	26	1	6							

Monthly Outstanding Delinquents	0	0	0	0	0	6	0	0	0	0	0	0
---------------------------------	---	---	---	---	---	---	---	---	---	---	---	---

Total Outstanding Delinquents	6
--------------------------------------	----------

Elk Grove Water District
 Safety Meetings/Training
 May 2019

Date	Topic	Attendees	Hosted By
5/8/2019	Gate Valve Safety	Alan Aragon, Jose Carrillo, David Frederick, Aaron Hewitt, Sean Hinton, Justin Mello, Jose Mendoza, Michael Montiel, Chris Phillips, Wilfredo Quintero, William Sadler, Steve Shaw, John Vance, Brandon Wagner, Marcell Wilson, Vue Xiong	Sarah Jones
5/20/2019	Near Misses	Alan Aragon, Jose Carrillo, David Frederick, Sean Hinton, Justin Mello, Jose Mendoza, Sal Mendoza, William Sadler, John Vance, Brandon Wagner, Marcell Wilson, Vue Xiong	Sarah Jones
5/29/2019	Heat Illness	Alan Aragon, Aurelia Camilo, Travis Franklin, David Frederick, Aaron Hewitt, Sean Hinton, Bruce Kamilos, Patrick Lee, Justin Mello, Jose Mendoza, Sal Mendoza, Michael Montiel, Donella Murrillo, Chris Phillips, Stefani Phillips, Wilfredo Quintero, Cindy Robertson, William Sadler, Steve Shaw, John Vance, Brandon Wagner, Marcell Wilson, Vue Xiong	Sarah Jones



Legend

- Services to Replace
- Services to Replace with Water Mains
- Services to Replace with Water Mains
- Replaced Services in May 2019
- Replaced Services

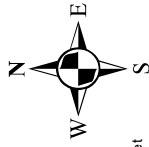
Services to Replace: 2

Services Replaced in May 2019: 21

Total Services Replaced: 557

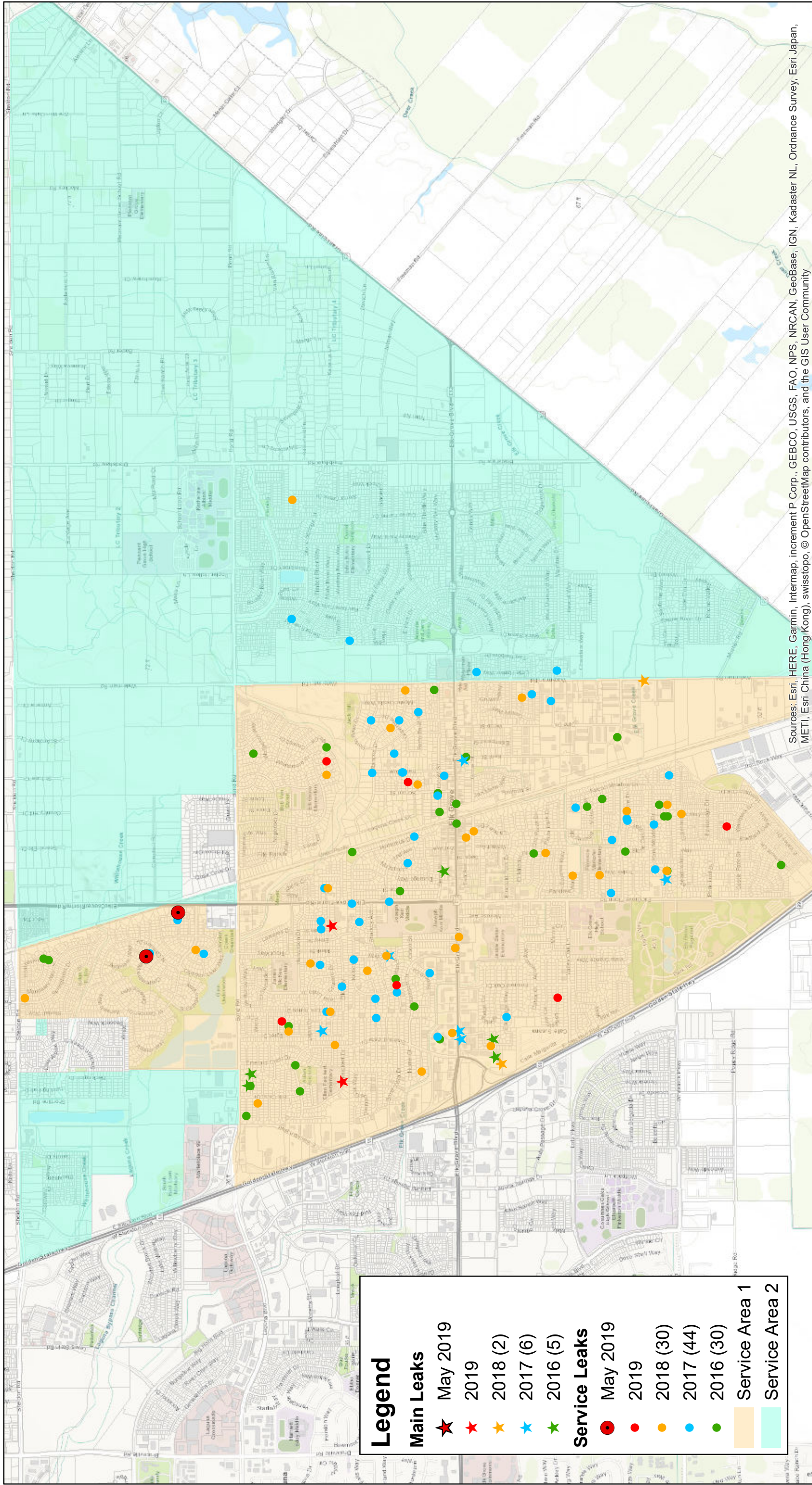


**Elk Grove Water District
Service Line Replacement**



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, California II, FIPS 0420
Source: City of Elk Grove, EGWD and Sacramento County GIS databases
Created by: Travis Franklin
Date: June 6, 2019

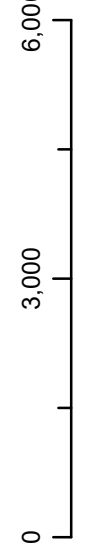


Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community

Elk Grove Water District
Main & Service Line Leaks
Created by: Travis Franklin
Date: June 6, 2019

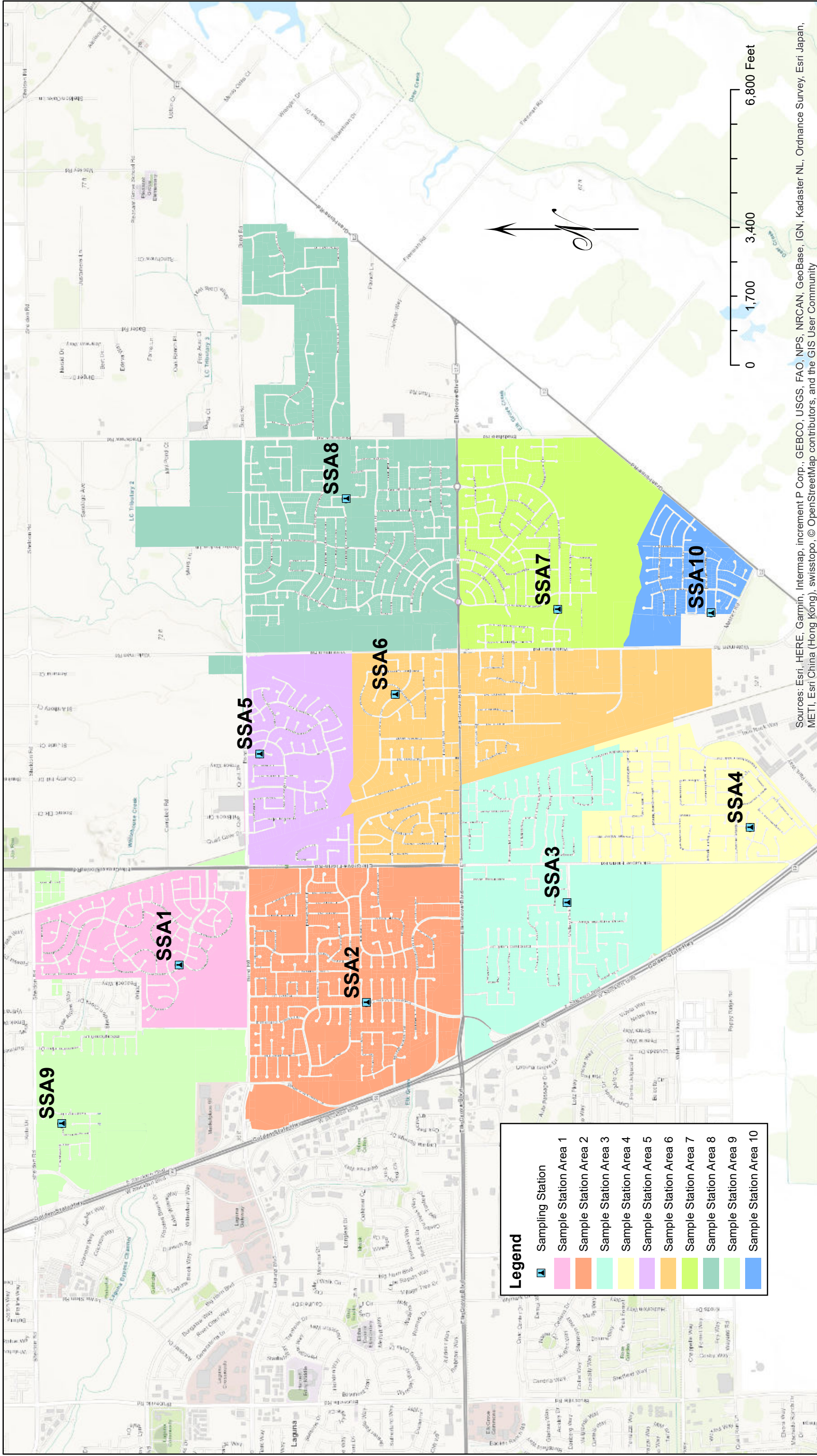


Elk Grove Water District Main and Service Line Leaks Map














Legend	
Main Leaks	
★	May 2019
★	2019
★	2018 (2)
★	2017 (6)
★	2016 (5)
Service Leaks	
●	May 2019
●	2019
●	2018 (30)
●	2017 (44)
●	2016 (30)
■	Service Area 1
■	Service Area 2

May 2019	
Main Line Leaks: 0	YTD: 2
Service Line Leaks: 2	YTD: 8
Total Leaks: 2	YTD: 10



Legend

-  Sampling Station
-  Sample Station Area 1
-  Sample Station Area 2
-  Sample Station Area 3
-  Sample Station Area 4
-  Sample Station Area 5
-  Sample Station Area 6
-  Sample Station Area 7
-  Sample Station Area 8
-  Sample Station Area 9
-  Sample Station Area 10

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

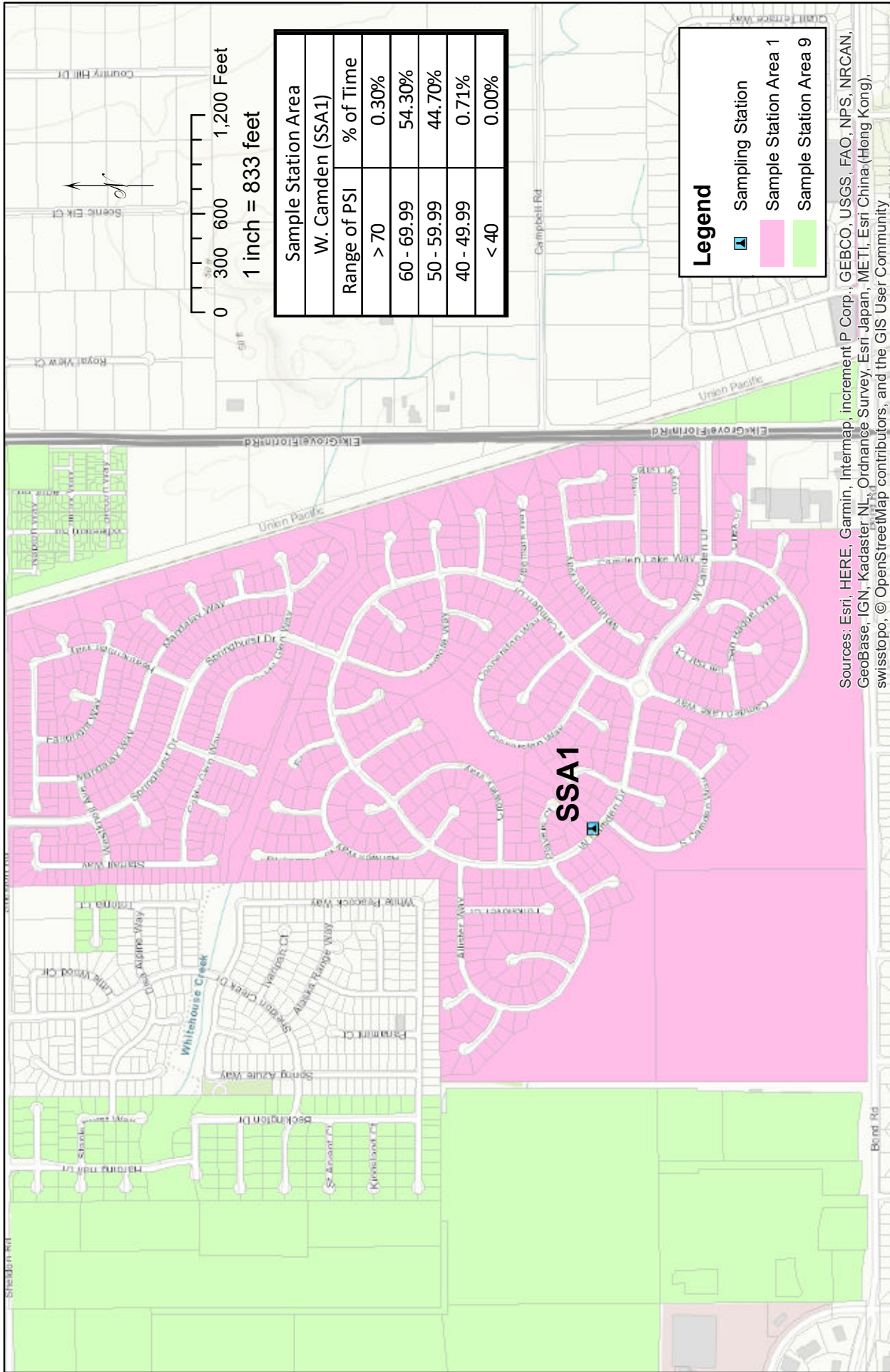
Projected Coordinate System: NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Modified by: Travis Franklin
June 6, 2019

Elk Grove Water District

Sample Station Areas

Sample Stations: 10

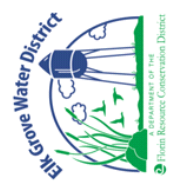




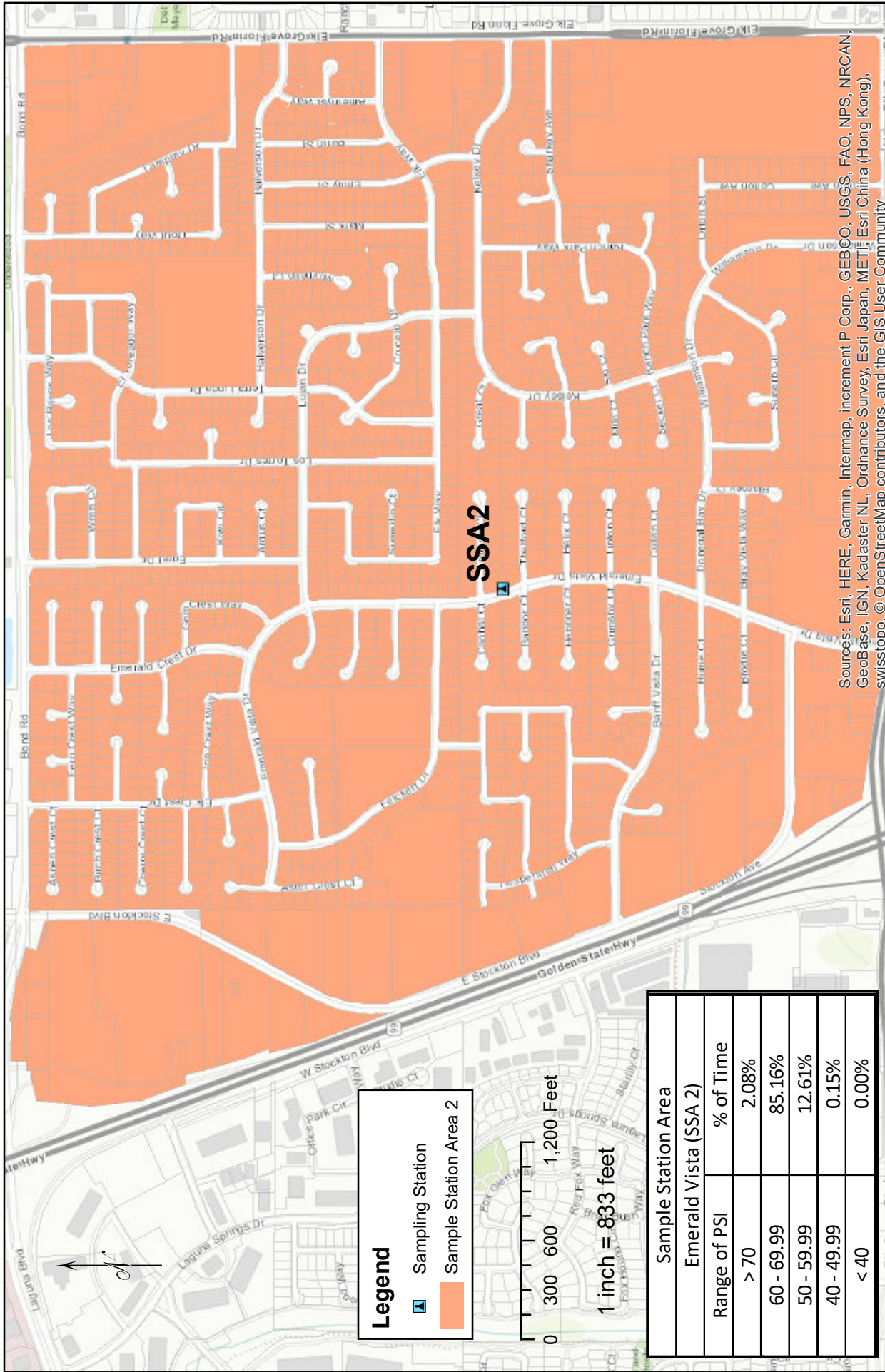
Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source:EGWD GIS database
 Created by: Travis Franklin
 June 6, 2019



Elk Grove Water District System Pressure Monitoring



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



Legend

-  Sampling Station
-  Sample Station Area 2

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

Sample Station Area	
Emerald Vista (SSA 2)	
Range of PSI	% of Time
> 70	2.08%
60 - 69.99	85.16%
50 - 59.99	12.61%
40 - 49.99	0.15%
< 40	0.00%

Sample Station #2

Note: Sample Station takes a reading every 5 minutes.

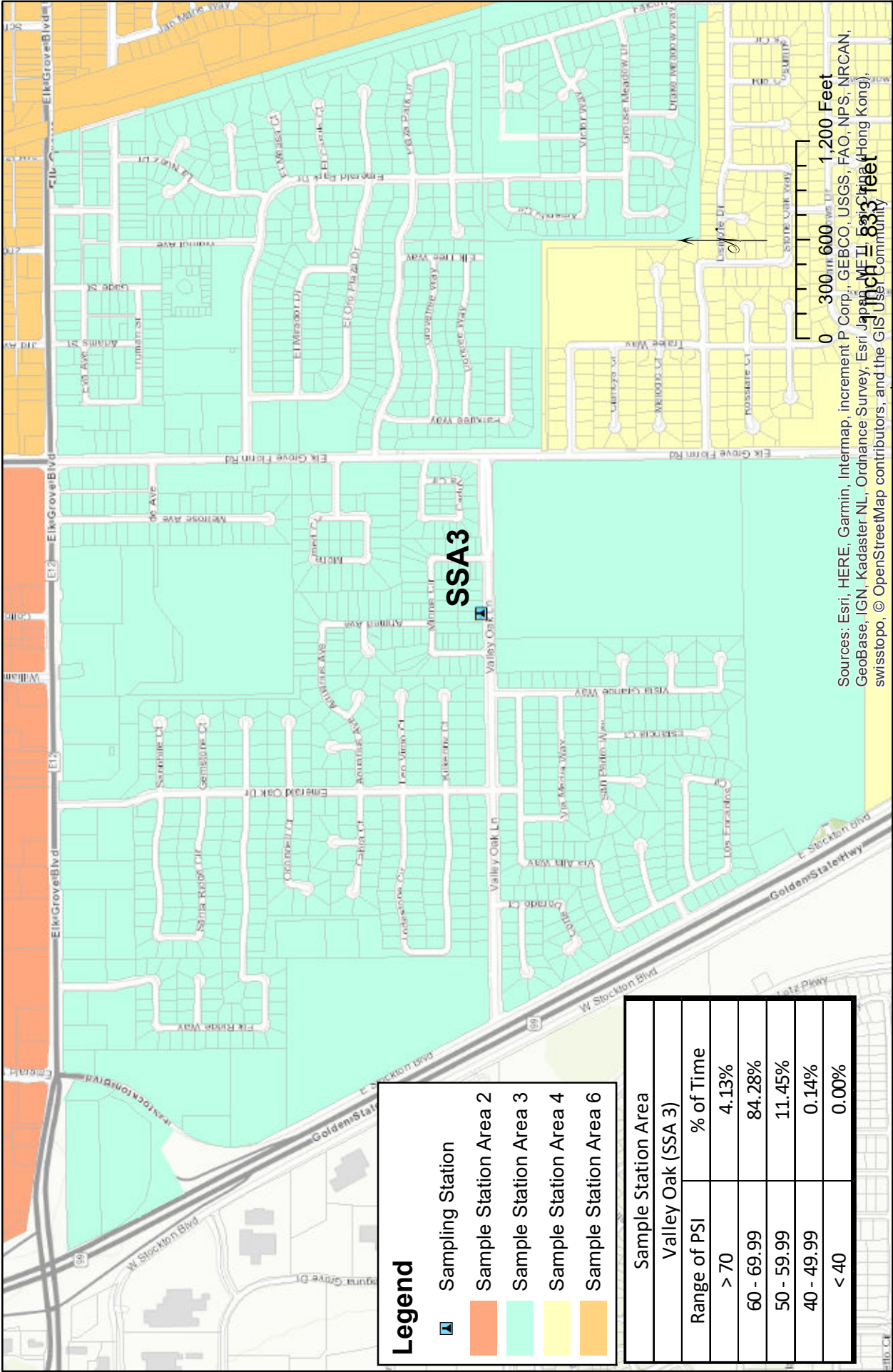
May 2019



Elk Grove Water District
System Pressure Monitoring

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 June 6, 2019

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



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, Swisstopo, (©) 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 6, 2019

Elk Grove Water District

System Pressure Monitoring



Legend

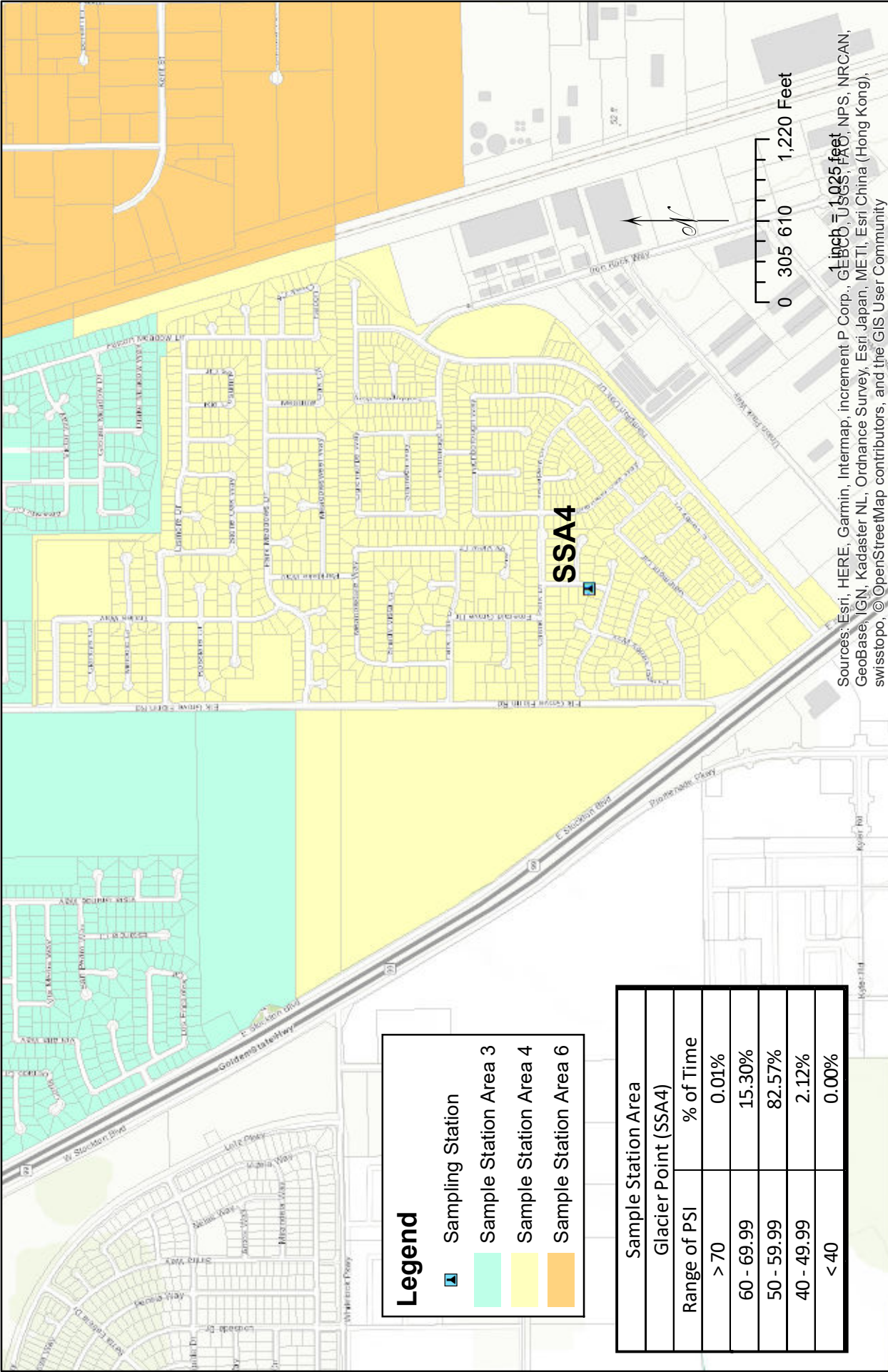
- Sampling Station
- Sample Station Area 2
- Sample Station Area 3
- Sample Station Area 4
- Sample Station Area 6

Sample Station Area	% of Time
Valley Oak (SSA 3)	
Range of PSI	
> 70	4.13%
60 - 69.99	84.28%
50 - 59.99	11.45%
40 - 49.99	0.14%
< 40	0.00%

Sample Station #3

Note: Sample Station takes a reading every 5 minutes.

May 2019



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, Aero, 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 3
- Sample Station Area 4
- Sample Station Area 6

Sample Station Area	Glacier Point (SSA4)	Range of PSI	% of Time
		> 70	0.01%
		60 - 69.99	15.30%
		50 - 59.99	82.57%
		40 - 49.99	2.12%
		< 40	0.00%



Elk Grove Water District

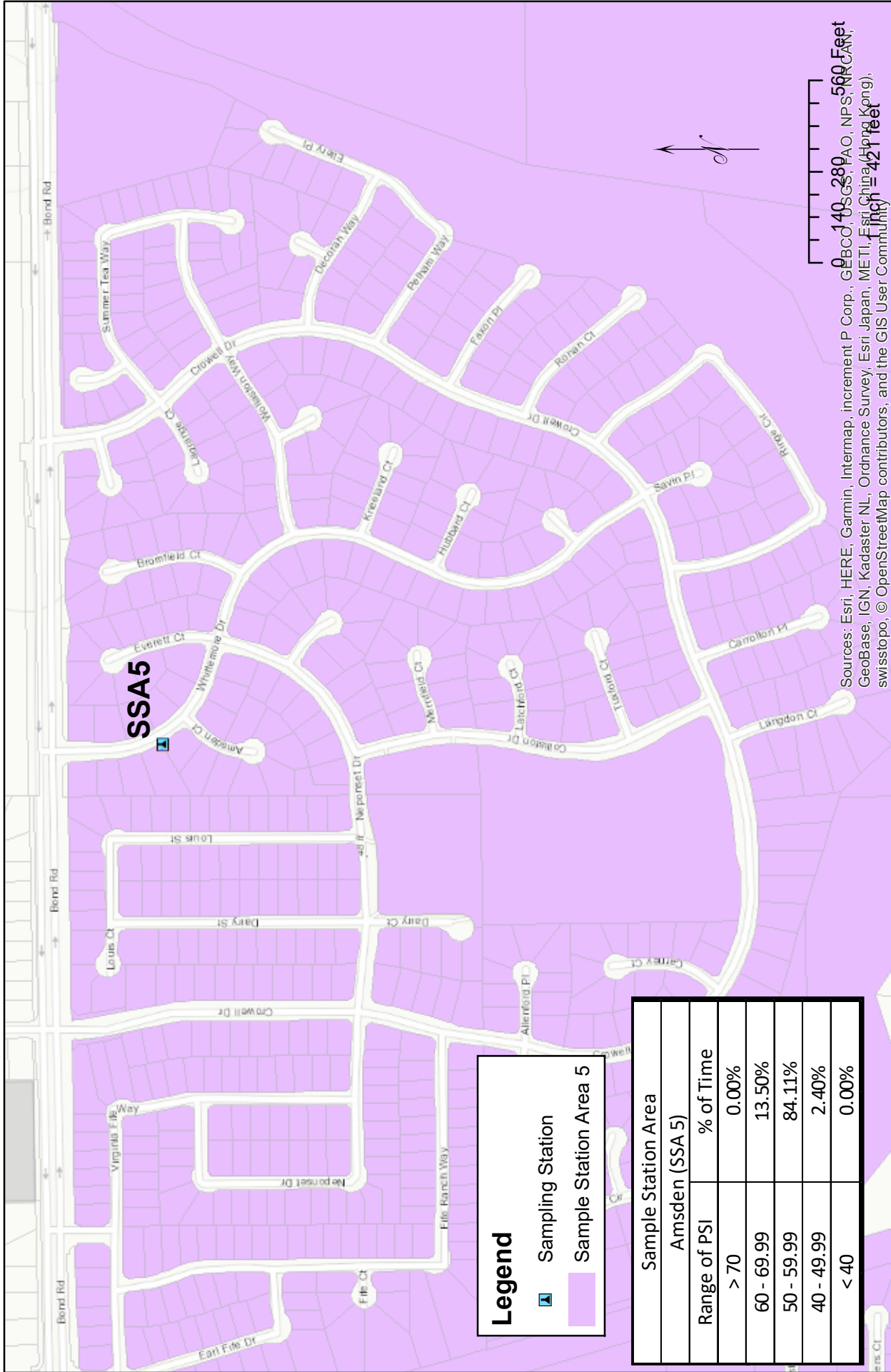
System Pressure Monitoring

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 June 6, 2019

Sample Station #4

Note: Sample Station takes a reading every 5 minutes.

May 2019



Legend

- Sampling Station
- Sample Station Area 5

Sample Station Area	
Amsden (SSA 5)	
Range of PSI	% of Time
> 70	0.00%
60 - 69.99	13.50%
50 - 59.99	84.11%
40 - 49.99	2.40%
< 40	0.00%

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 June 6, 2019



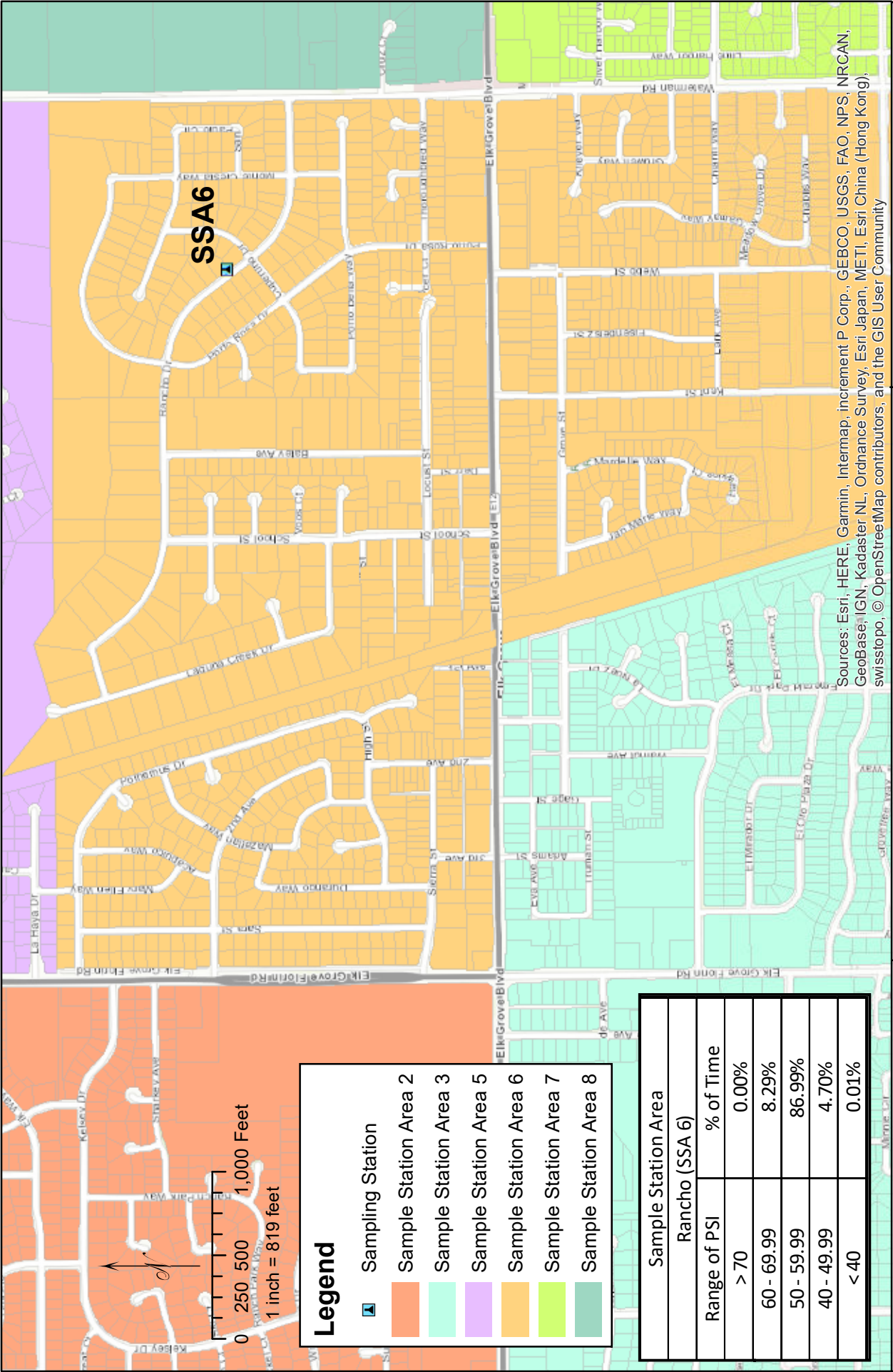
Elk Grove Water District

System Pressure Monitoring

Sample Station #5

Notes: Sample Station takes a reading every 5 minutes.

May 2019



Legend

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

Sample Station Area	Range of PSI	% of Time
Rancho (SSA 6)	> 70	0.00%
	60 - 69.99	8.29%
	50 - 59.99	86.99%
	40 - 49.99	4.70%
	< 40	0.01%

Sample Station #6

Note: Sample Station takes a reading every 5 minutes.

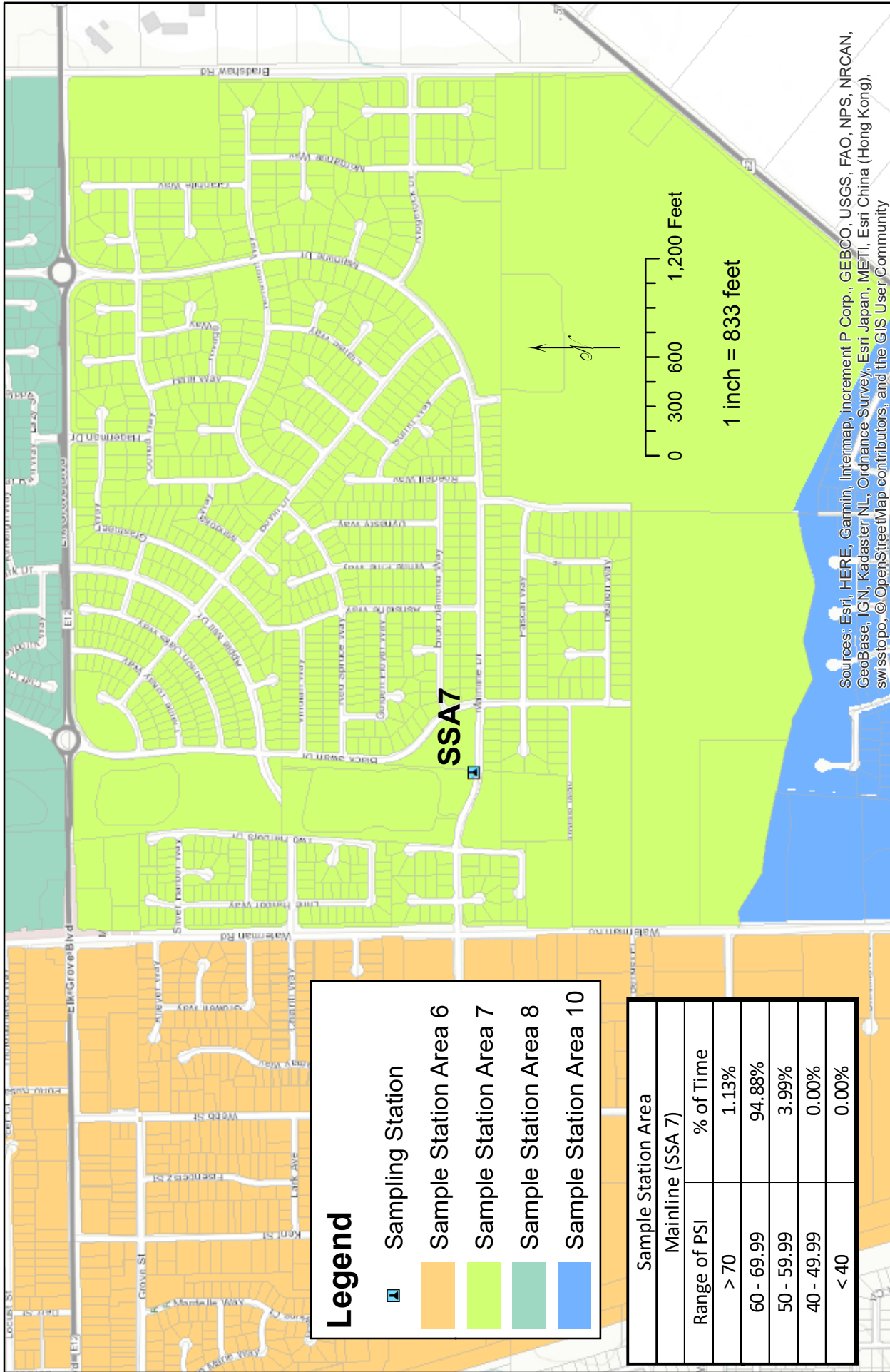
May 2019



Elk Grove Water District
System Pressure Monitoring

Projected Coordinate System:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
June 6, 2019

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

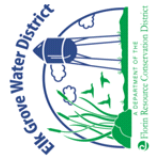


Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 June 6, 2019

Elk Grove Water District

System Pressure Monitoring



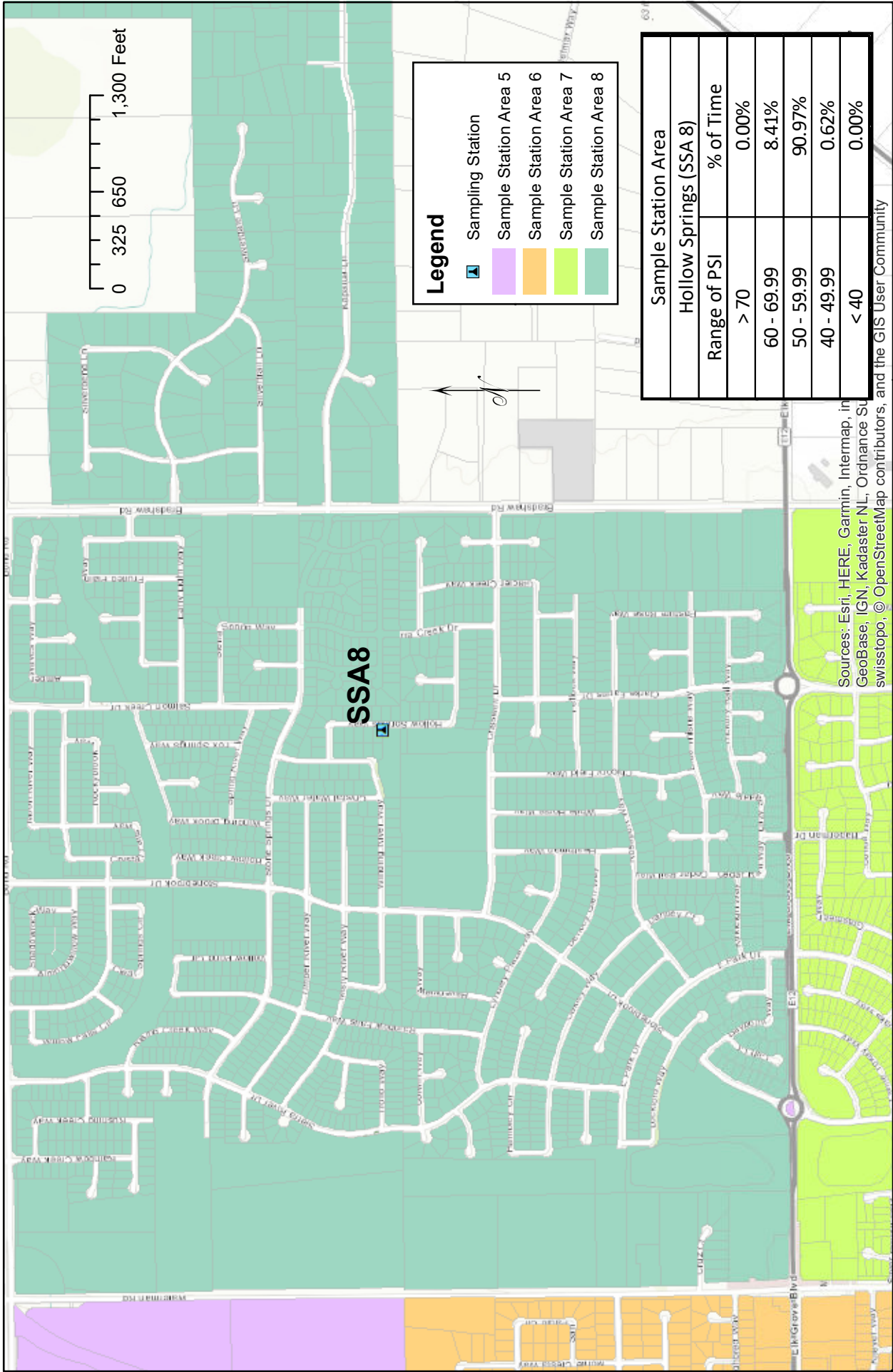
Legend	
	Sampling Station
	Sample Station Area 6
	Sample Station Area 7
	Sample Station Area 8
	Sample Station Area 10

Sample Station Area	
Mainline (SSA 7)	
Range of PSI	% of Time
> 70	1.13%
60 - 69.99	94.88%
50 - 59.99	3.99%
40 - 49.99	0.00%
< 40	0.00%

Sample Station #7

Note: Sample Station takes a reading every 5 minutes.

May 2019



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	8.41%
50 - 59.99	90.97%
40 - 49.99	0.62%
< 40	0.00%

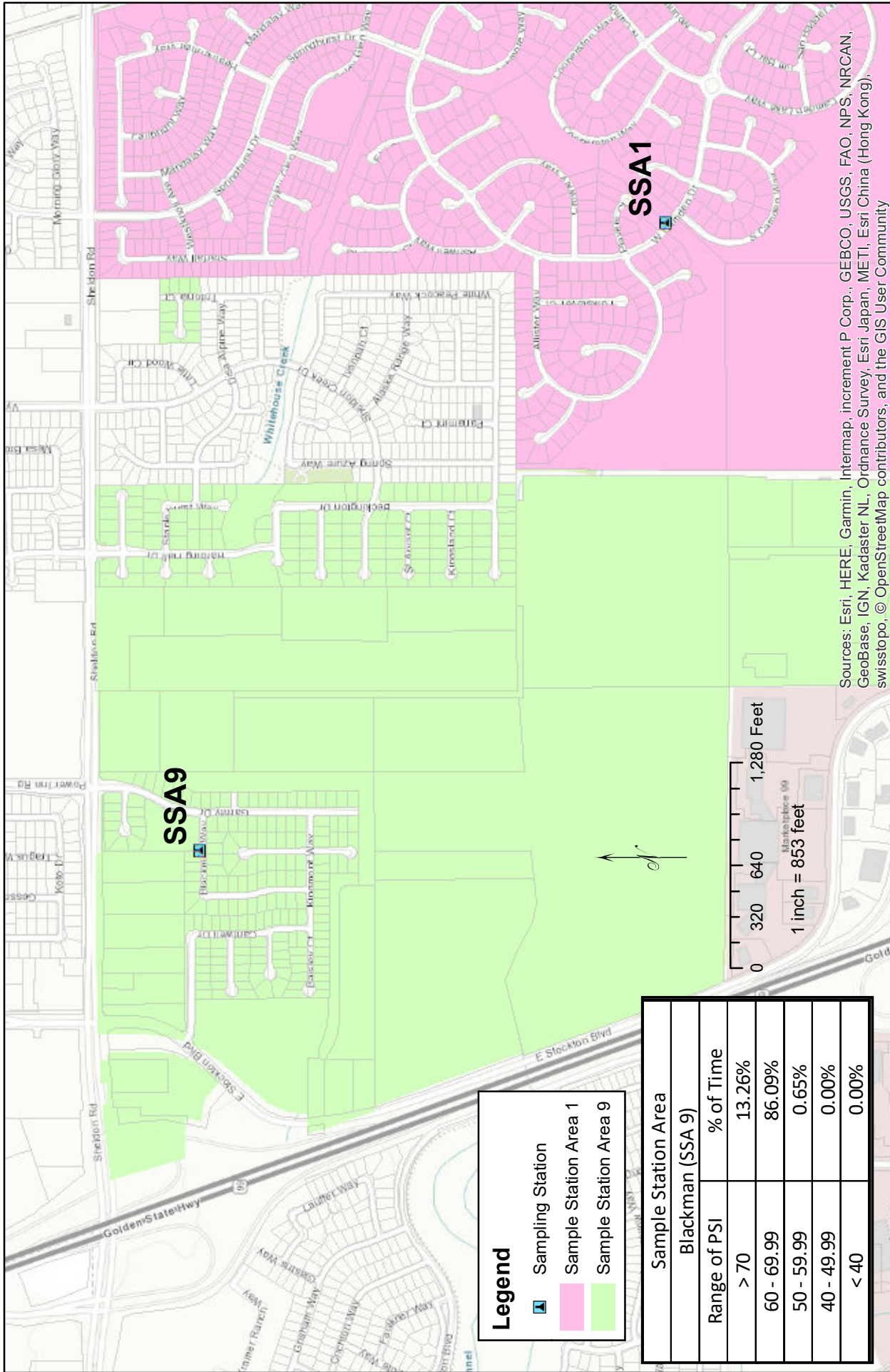
Sources: Esri, HERE, Garmin, Intermap, in GeoBase, IGN, Kadaster NL, Ordnance Survey, swisstopo, © OpenStreetMap contributors, and the GIS User Community

Projected Coordinate System:
 NAD 83 State Plane CA II FIPS 0402
 Source: EGWD GIS database
 Created by: Travis Franklin
 June 6, 2019

Elk Grove Water District
 System Pressure Monitoring



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



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

Legend

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

Sample Station Area	Blackman (SSA 9)	Range of PSI	% of Time
		> 70	13.26%
		60 - 69.99	86.09%
		50 - 59.99	0.65%
		40 - 49.99	0.00%
		< 40	0.00%

Sample Station #9

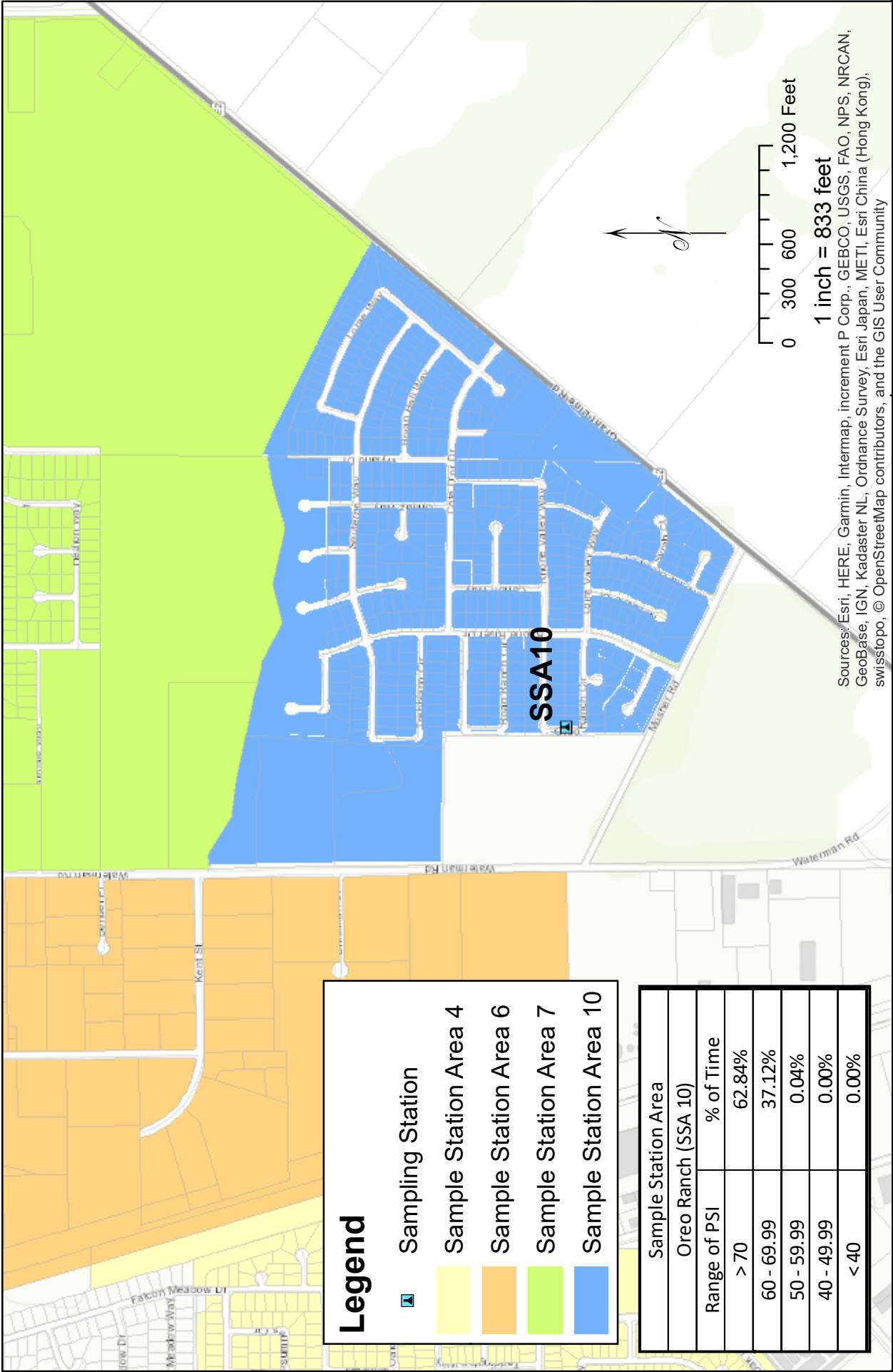
Note: Sample Station takes a reading every 5 minutes.

May 2018








Elk Grove Water District
System Pressure Monitoring

Projected coordinate system:
NAD 83 State Plane CA II FIPS 0402
Source: EGWD GIS database
Created by: Travis Franklin
June 6, 2019



Legend

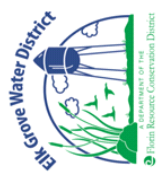
-  Sampling Station
-  Sample Station Area 4
-  Sample Station Area 6
-  Sample Station Area 7
-  Sample Station Area 10

Sample Station Area	
Oreo Ranch (SSA 10)	
Range of PSI	% of Time
> 70	62.84%
60 - 69.99	37.12%
50 - 59.99	0.04%
40 - 49.99	0.00%
< 40	0.00%

Sample Station #10

Note: Sample Station takes a reading every 5 minutes.

May 2019



Elk Grove Water District
System Pressure Monitoring

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

Source: EGWD GIS database
Created by: Travis Franklin
June 6, 2019

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



1 inch = 833 feet

June 19, 2019

TO: Chairperson and Directors of the Florin Resource Conservation District

FROM: Patrick Lee, Finance Manager/Treasurer

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

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution No. 06.19.19.01 approving the Elk Grove Water District Fiscal Year 2019-20 Operating Budget.

SUMMARY

Elk Grove Water District (EGWD) staff, guided by the Finance Committee, has developed the proposed EGWD's Fiscal Year (FY) 2019-20 Operating Budget for the Florin Resource Conservation District (FRCD) Board of Directors (Board) consideration. The proposed EGWD FY 2019-20 Operating Budget reflects no revenue adjustment as recommended by the 2018 Water Rate Study, which was adopted by the Board on July 18, 2018, but does include an anticipated 3.0% increase in water consumption.

By this action, the Board would approve the proposed EGWD FY 2019-20 Operating Budget containing revenues of approximately \$15,172,243 and projected expenditures of approximately \$15,444,672, including deposits into the Repair and Replacement and Long-Term Capital Improvement Reserves of approximately \$1,838,000. The projected expenditures in excess of revenues are approximately \$272,428 which will be funded from excess operating reserves carried over from prior years.

DISCUSSION

Background

The EGWD is a department of the FRCD and has a FY that runs from July 1 to June 30. Staff initiated a program in April to prepare the EGWD FY 2019-20 budget and this budget should be adopted by June 30, 2019. Staff has continued a process that involves multiple Finance Committee and Board of Director reviews with public participation being

ELK GROVE WATER DISTRICT FISCAL YEAR 2019-20 OPERATING BUDGET

Page 2

encouraged. Staff presented the first draft of the EGWD FY 2019-20 budget development worksheet to the Finance Committee at the May 1, 2019 Finance Committee meeting. A second draft of the EGWD FY 2019-20 budget development worksheet and a first draft of the proposed EGWD FY 2019-20 Operating Budget was presented to the Board at the May 15, 2019 regular Board meeting.

During those meetings, staff received direction from the Board and has made the requested changes as directed. These changes are included in the attached proposed EGWD FY 2019-20 Operating Budget document being recommended for adoption.

Present Situation

Staff is presenting the proposed EGWD FY 2019-20 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 2012-2017 Strategic Plan. Adoption of an annual EGWD budget is specifically identified as a goal in the financial stability challenge section of the Strategic Plan.

FINANCIAL SUMMARY

The EGWD budget for FY 2019-20 projects total operating revenues of approximately \$15.172 million and total expenditures of approximately \$15.445 million including Capital Improvement and Capital Repair & Replacement Reserve contributions of approximately \$1.838 million. The projected expenditures in excess of revenues are approximately \$272,000, which will be funded from operating reserves carried over from prior years. Although this budget reflects no revenue rate adjustment for FY 2019-20, as recommended by the 2018 Water Rate Study approved by the Board on July 18, 2018, it does reflect an expected 3.0% increase in water consumption.

ELK GROVE WATER DISTRICT FISCAL YEAR 2019-20 OPERATING BUDGET

Page 3

Despite many non-discretionary cost increases, staff undertook exhaustive efforts to find cost reductions as well as minimize increases and these are reflected in the proposed FY 2019-20 budget. The proposed budget has an increase in total expenditures of approximately \$632,000 (4.27%) from the adopted budget for FY 2018-19. The major highlights are listed below and comparisons made are against the budgeted amounts for FY 2018-19:

- This budget reflects no revenue rate adjustment for FY 2019-20, as recommended by the 2018 Water Rate Study adopted by the Board on July 18, 2018 but does include an expected 3.0% increase in water consumption.
- The Total Salaries and Benefit budgeted will increase by approximately \$165,000 (3.96%) including:
 - Non-Exempt salaries will increase by approximately \$62,000 (4.31%) due to the addition of a Customer Service Representative (CSR) II position, the reclassification of a Water Distribution Operator (WDO) III position to a WDO in Training I position, as well as merit increases for eligible employees.
 - Total salaries will increase by a 2.90% cost of living (COLA). While this year's budget includes approximately \$123,000 for Holiday Pay, \$122,000 for vacation pay and \$98,000 for personal time off pay, these reductions are being made to reflect the Exempt and Non-Exempt Salaries by like amounts.
 - Total benefits costs will increase by approximately \$112,000 (7.45%) as follows: Medical Benefits are increasing by approximately \$38,000 (5.25%); Dental/Vision/Life Insurance is increasing by approximately \$3,000 (4.91%); Retirement Benefit costs are increasing by approximately \$42,000 (11.09%); other postemployment benefits (OPEB) costs are increasing by approximately \$8,000 (4.72%); and Worker's Compensation costs is increasing by approximately \$14,000 (14.03%).
- Seminars, Conventions and Travel will increase by approximately \$1,800 (3.74%) due to the addition of the California Special Districts Association (CSDA) conference in FY 2019-20.
- Total Office and Operational costs will increase by approximately \$71,000 (6.21%) including:

ELK GROVE WATER DISTRICT FISCAL YEAR 2019-20 OPERATING BUDGET

Page 4

- Repair and Maintenance – Building is increasing by approximately \$20,000 (58.53%) primarily due to anticipated cost increase for landscaping services to all well sites, the Railroad Water Treatment Facility (RRWTF) and the Administration Building.
- Meter Repairs is increasing by approximately \$35,000 (115.00%) due to the anticipated meter change outs occurring in FY 2019-20.
- Software Program and Updates is increasing by approximately \$38,000 (28.67%) due to the anticipated updates to certain operational software to the most current versions.
- Purchased Water will decrease by approximately \$43,000 (1.34%). The FY 2018-19 budget was based on an estimated rate of \$1.32 per centum cubic feet (CCF) and the FY 2019-20 budget is based on an estimated rate of \$1.21 per CCF. Even with consumption projected to increase by 3.0% in FY 2019-20, the total purchased water cost is expected to decrease overall. In addition, the Sacramento County Water Agency (SCWA) base charge is anticipated to remain the same at \$28.80 per account, per month.
- Outside Services for the proposed budget are increasing by approximately \$185,000 (19.01%) including:
 - Banking charges will increase by approximately \$40,000 (28.82%) due to an anticipated increase in credit card fees for customers who pay with credit cards.
 - Contracted Services will increase by approximately \$55,000 (15.16%) primarily due to anticipated consulting services related to the update of Board Policies, completion of the water shortage contingency plan, a needs assessment for Well 3 and an information technology (IT) systems review.
 - Engineering costs will increase by approximately \$84,000 (84.00%) based on costs related to the unidirectional flushing program to be completed in FY 2019-20 and the possible implementation of a ground water recharge program.
 - Financial Consultants will decrease by approximately \$15,000 (60.00%) due to no anticipated need for consulting services related to financial operations.
- Equipment Rent, Taxes and Utility costs will decrease by approximately \$23,000 (5.17%) as a result of an anticipated decrease in electricity usage as the well rehabilitation programs has resulted in more efficient operations.

ELK GROVE WATER DISTRICT FISCAL YEAR 2019-20 OPERATING BUDGET

Page 5

- Capital Improvement Funding includes contributions to the Repair & Replacement Reserve, as well as the Long-Term Capital Improvement Reserve for a total of approximately \$1,838,000, which matches the total Capital Improvement Project (CIP) budget for FY 2019-20.
- Bond interest expenses will decrease by approximately \$92,000 (5.26%) while bond principal retirements will increase by approximately \$95,000 (4.59%).
- There is an anticipated decrease of \$150,000 in the budget for election costs as there will be no elections taking place in FY 2019-20.
- This budget anticipates capitalizing \$424,667 of Salaries and Benefits for capital improvements constructed by the Distribution and Utility Divisions, which are funded in the Five-Year CIP.
- The budget, as recommended, will meet bond covenant requirements as follows:
 - Covenant – 1.38 (1.15 required)
- The Board has adopted a Five-Year CIP which will only appropriate funding for the CIP projects scheduled in FY 2019-20.
- 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 2019-20 Operating Budget contains many schedules and graphs detailing the recommended budget. Staff is recommending that the Board adopt Resolution No. 06.19.19.01, approving the proposed EGWD FY 2019-20 Operating Budget.

Respectfully submitted,



PATRICK LEE
FINANCE MANAGER/TREASURER

Attachments

RESOLUTION NO. 06.19.19.01

**A RESOLUTION OF THE FLORIN RESOURCE
CONSERVATION DISTRICT BOARD OF DIRECTORS
APPROVING THE ELK GROVE WATER DISTRICT
FISCAL YEAR 2019-20 OPERATING BUDGET**

WHEREAS, the Florin Resource Conservation District (FRCD) has held several public meetings to review the proposed revenues and expenditures for the Elk Grove Water District for the Fiscal Year July 1, 2019 through June 30, 2020; and

WHEREAS, the Board has received and considered the proposed Elk Grove Water District FY 2019-20 Operating Budget submitted by the Finance Manager/Treasurer on June 19, 2019.

NOW, THEREFORE, BE IT RESOLVED by the Florin Resource Conservation District Board of Directors that:

SECTION 1. Approve the Total Revenues of \$15,172,243 for the proposed Elk Grove Water District FY 2019-20 Operating Budget.

SECTION 2. Approve the Total Expenditures of \$15,444,672 for the proposed Elk Grove Water District FY 2019-20 Operating Budget.

SECTION 3. Authorize the General Manager to redistribute allocated budgeted amounts between line items within the budget categories.

SECTION 4. Approve the FY 2019-20 Rate and Fee Schedule which includes a zero percent (0.00%) revenue adjustment effective January 1, 2020.

SECTION 5. Approve the FY 2019-20 Salary Schedule which includes a 2.90% cost of living adjustment.

SECTION 6. The Board of Directors hereby adopt the Elk Grove Water District Fiscal Year 2019-20 Operating Budget, attached hereto as Exhibit "A".

PASSED AND ADOPTED by the Florin Resource Conservation District Board of Directors on this 19th day of June 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Nelson
Chairperson of the Board of Directors

ATTEST:

Stefani Phillips
Secretary to the Board of Directors

EXHIBIT “A”

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

[Attached behind this cover page]



Fiscal Year 2019-20

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, Chairperson
Bob Gray, Vice-Chairperson
Lisa Medina, Director
Elliott Mulberg, Director
Sofia Scherman, Director

Appointed Official

Mark J. Madison, General Manager

Leadership Team

Bruce Kamilos, Assistant General Manager
Stefani Phillips, Human Resource Administrator/Board Secretary
Patrick Lee, Finance Manager/Board Treasurer
Sarah Jones, Program Manager
Donella Murillo, Finance Supervisor
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:

- **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.



TABLE OF CONTENTS

INTRODUCTORY SECTION

Budget Transmittal Letter.....	3
Industry Analysis and Current Status.....	5
About the Elk Grove Water District.....	7
EGWD by the Numbers.....	12

FISCAL YEAR 2019-20 BUDGET OVERVIEW

FY 2018-19 Budget Adoption Resolution.....	15
FY 2019-20 Budget Preparation Timeline.....	16
Summary of Revenues and Expenditures.....	17
Summary of Net Position Activity.....	18
Budget Highlights FY 2019-20.....	19

REVENUE SECTION

Budgeted Revenues by Category.....	23
Major Revenue Sources.....	24
Revenue Detail.....	27

EXPENDITURE SECTION

Budgeted Expenditures by Category	29
Salaries and Benefits.....	30
Seminars, Conventions and Travel.....	33
Office & Operational and Purchased Water.....	34
Outside Services.....	37
Equipment Rents, Taxes and Utilities.....	38
Capital Expenditures	39
Fiscal Year 2019-20 Capital Projects Listing.....	40
Non-Operating Expenditures (Revenues).....	41

ORGANIZATIONAL AND BUDGET SUMMARIES BY DEPARTMENT

Organizational Chart	43
FTE Listing.....	44
Jurisdictional Comparison	45
Summary by Departments.....	46
Expenditures by Department.....	47

**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

Office of the General Manager.....	49
Human Resources Department.....	51
Program Manager Department.....	52
Finance and Administrative Departments.....	53
Assistant General Manager/Technical Services Department.....	55
Information Technology.....	57
Operations Department.....	58

LONG-TERM INDEBTEDNESS, REVENUE BONDS AND BOND COVENANT RATIO

Long-Term Indebtedness to Maturity.....	63
Debt Service Coverage Ratio.....	64

FISCAL YEAR 2019-20 RATES AND FEES SCHEDULE

Rates and Fees Schedule.....	67
------------------------------	----

FISCAL YEAR 2019-20 SALARY SCHEDULE

Salary Schedule.....	71
Acronyms & Glossary of Terms.....	81

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget



To: Florin Resource Conservation District Board of Directors
From: Mark J. Madison, General Manager
Date: June 19, 2019
Subject: **ELK GROVE WATER DISTRICT FY 2019-20 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, 2019. 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) 2018-19 in controlling costs to maintain financial stability. This was aided as EGWD revenues are anticipated to be higher than budgeted by approximately \$406,000. Overall, the bottom-line (Revenues in Excess of Expenditures) is projected to close approximately \$1.6 million higher than the projection in the EGWD FY 2018-19 Operating Budget. Cost savings were achieved in all expenditure categories through careful monitoring of expenditures throughout the year, with Office and Operational, Purchased Water, and Outside Services accounting for the expenditure categories with the most cost savings, totaling approximately \$819,000. These savings were offset by the capitalization of less labor costs than budgeted.

Office and Operational costs are projected to be approximately \$283,000 under budget and this is primarily due to lower costs associated with insurance, materials, water treatment chemicals, safety equipment and software program updates.

Purchased Water costs are projected to be approximately \$359,000 under budget. This savings is derived from budgeting purchase water costs at a rate increase of 2.81% for FY 2018-19 as estimated by the Sacramento County Water Agency (SCWA) when the rate actually decreased by 7.89%. This decrease in rate was offset by an increase in water consumption as drought restrictions have been lifted.

Outside Services costs are projected to be approximately \$177,000 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 2019-20 budget, expenditures are projected to exceed revenues by approximately \$272, 000. This is due mainly to capital projects that were budgeted for but not

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

completed in FY 2018-19 and will be carried over into FY 2019-20. Revenues are projected to increase by approximately \$351,000 in FY 2019-20, despite no projected revenue adjustments based on 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 2019-20 are Salaries and Benefits at 28.05% of total projected expenditures, Purchased Water cost at 20.30% of total projected expenditures and Debt Service at 24.78% of total projected expenditures. The proposed FY 2019-20 Operating Budget also reflects a 2.90% 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 2.0% for any employees who have not exceeded the District medical subsidy cap), purchase water costs (up an estimated 2.44%) and outside services by approximately 19.01%.

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 2019-20 include service replacements for backyard water mains, a well pump replacement and the replacement of a fleet vehicle. Cost estimates for next year's projects are \$1,838,000 and this 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 covenants.

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 2019-20 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

Although some businesses can cut costs by shutting down non-critical units, in water service, all components are necessary to the health and safety of the public. It is impossible to cut costs by pumping less water than the public requires or by cutting back on the quality of standards. People require safe, sufficient water at all times, so water utilities must maintain a quality operation at all times.

Issues Currently Affecting the Water Industry. The American Water Works Association (AWWA) 2018 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) public understanding of the value of water systems and services; 4) long-term water supply availability; and 5) public understanding of the value of water.

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 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. Regarding 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.

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.

Rate Increases 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. As water utilities consider changes to their rates and fees, it is also

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

important they keep in mind low-income consumers who may find themselves choosing between paying their water bills or buying food or paying rent.

The EGWD completed a 5-year water rate study during the summer of 2018, setting forth the incremental rate increases for years 2019 through 2023, necessary to continue to fund the debt service and operations 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 increase for the next two years and only increase rates by 3.0% for the following 3 years. To further assist EGWD customers with ensuring the affordability of the water delivered to them, the EGWD also has various payment plan programs available to amortize costs over several months as to avoid discontinuance of service to customers.

Water Supply Sustainability. 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.

The EGWD has taken a lead role to ensure that its water supply, and the water supply within the Sacramento region, is sustainable now and for future generations to come. The general manager of EGWD is one of the Board of Directors on the Sacramento Central Groundwater Authority (SCGA). SCGA is the state-approved authority to ensure groundwater within the Sacramento region is sustainable.

Utility Management Practices and Regulations. 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.

Recently several bills passed that will impact the District including, but not limited to bills that regulate water loss standards (SB 555), water conservation requirements (AB 1668, SB 606), and lead testing for drinking water in schools (AB 746). The District is proactive in working towards compliance by attending and participating in regulatory working groups and by reaching out to affected partners. For example, the requirements for lead testing and reporting for drinking water in schools were completed far in advance of the deadline and were achieved in collaboration with the Elk Grove Unified School District, BSK Laboratories and the California State Water Board's Division of Drinking Water.

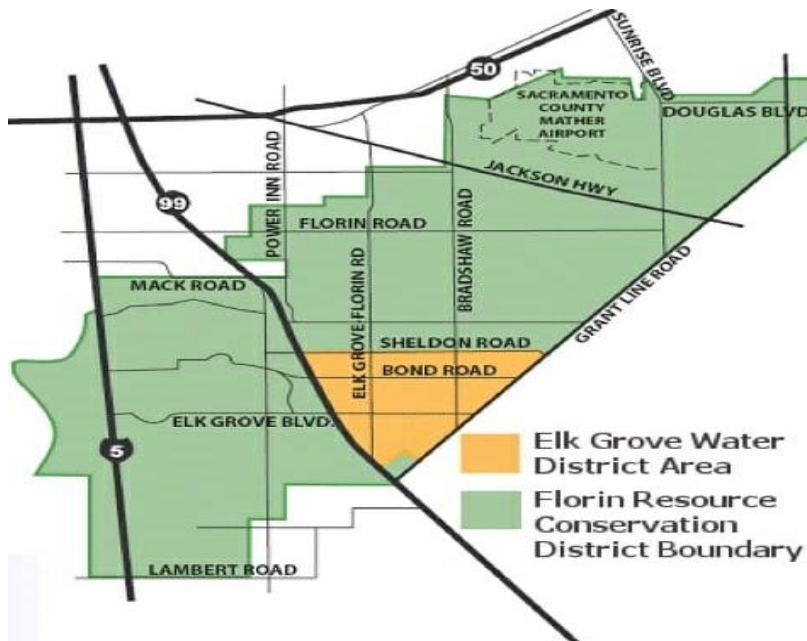
ABOUT THE ELK GROVE WATER DISTRICT

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 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 2019-20 does not reflect any election costs as no 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 45,000 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

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

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 District that all funds held in reserve be designated to specific uses. The District 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 District 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 district 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 in the District such as election costs, Board expenses, etc. Target Balance is \$150,000.
- Future Years Capital Improvement Reserve Fund – Used to fund the new assets needed for the operations of the district that enhance or increase capacity in future years not yet identified in the annual CIP. Target Balance is 75% of the balance of the Unrestricted Net Position not allocated to the Operating Reserve Fund, Capital

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

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 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 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 policy 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 policy is 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 the Sage 100 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 District contributed \$1.5 million of reserve funds in order to reduce the remaining term of the debt by 13 years and maintain annual debt service savings on the refinanced bonds. The 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 mitigating revenue adjustments in FY 2018-19 and will also contribute towards the need for no revenue adjustments in FY 2019-20. 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:

- 2018 Water Rates Study adopted by the Board on July 18, 2018 will result in no revenue adjustments for FY 2019-20.
- A 3.0% increase in water consumption as a result of lifted drought restrictions.
- Estimated 2.44% rate increase in Purchased Water cost from the SCWA.
- Estimated 14% increase in workers compensation expense – no rate increases but experience modifier is expected to increase due to an increase in claims.
- Estimated 12.7% increase in employer retirement costs through California Public Employees Retirement System (CalPERS).
- Estimated 5.0% increase in other post-employment benefit (OPEB) costs.
- Estimated 2.0% increase in health care insurance costs.
- Salary increases will be from a COLA 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	11.4 MGD
NUMBER OF TREATMENT FACILITIES	2
AGGREGATE TREATMENT FACILITY CAPACITY	11.8 MGD
NUMBER OF WELLS	8
MILES OF WATER MAINS	145.0
NUMBER OF BOOSTER PUMPS	10
NUMBER OF ACTIVE SERVICE CONNECTIONS	12,370
NUMBER OF BOND ISSUES OUTSTANDING	2
NUMBER OF CERTIFIED WATER DISTRIBUTION OPERATORS	17
NUMBER OF CERTIFIED WATER TREATMENT OPERATORS	17
NUMBER OF PUBLIC FIRE HYDRANTS	1,610
EGWD SERVICE AREA POPULATION	44,965

***THIS PAGE
INTENTIONALLY
LEFT BLANK***

FISCAL YEAR 2019-20 BUDGET OVERVIEW

***(Insert FY 19-20 Budget
Adoption Resolution Here)***

Fiscal Year 2019-20 Budget Preparation Timeline

April 01	1:00 pm, Leadership Team Budget Kick-Off.
April 01	2:00 pm, Staff meeting to kick off the CIP review.
April 10	6:30 pm, Infrastructure Committee meeting to discuss the 1 st draft of the FY 2020-24 CIP.
April 11	All department budget initial requests are due to FM.
April 15	FM submits to the GM the compiled, multi-colored, budget spreadsheet for first comprehensive review.
April 17	Present to the Board the 3 rd quarter financial report.
April 18	9:00 am, Leadership Team meeting to review the first draft of the budget spreadsheet.
April 22	GM to provide first round comments and revisions back to FM.
April 24	FM makes the required revisions and disperses the first draft of the budget spreadsheet to the Finance Committee (Board).
April 30	6:30 pm, Infrastructure Committee meeting to go over 2 nd draft of the CIP (if necessary).
May 01	6:30 pm, the first Finance Committee is held.
May 10	Issue the 1 st draft of the actual budget document and 2 nd draft of budget development worksheet to the Board for review.
May 15	Present to the Board Y-T-D budget to actual data thru April 30 th , review the 2 nd draft budget development worksheet and discuss 1 st draft of actual budget document.
May 22	6:30 pm, 2 nd Finance Committee Meeting (if necessary).
May 29	Issue revised budget to Finance Committee (if necessary).
June 05	Placeholder for a 3 rd Finance Committee Meeting (if necessary).
June 12	Final Budget and staff report due for Board Packet inclusion.
June 19	Board considers all budgets for adoption.

**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

SUMMARY OF REVENUES AND EXPENDITURES

**Elk Grove Water District
Budgeted Revenues and Expenditures by Category
For the Fiscal Year ending June 30, 2020**

Expenditure	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Projected	FY 2019-20 Budget	Change in Budget
Revenues	\$ 13,475,169	\$ 14,210,971	\$ 15,343,125	\$ 14,821,253	\$ 15,226,800	\$ 15,172,243	\$ 350,991
Salaries and Benefits	3,189,015	3,565,721	3,922,785	4,167,812	4,060,828	4,332,850	165,038
Seminars, Conventions and Travel	37,174	29,137	28,872	49,280	36,660	51,124	1,844
Office and Operational	707,042	969,217	984,814	1,137,527	854,491	1,208,164	70,637
Purchased Water	2,417,349	2,732,016	2,873,292	3,178,328	2,818,968	3,135,689	(42,639)
Outside Services	690,072	610,219	922,576	975,178	798,200	1,160,573	185,395
Equipment Rent, Taxes and Utilities	317,479	358,058	374,278	438,900	340,243	416,200	(22,700)
Subtotal Operational Expenditures	7,358,131	8,264,368	9,106,617	9,947,025	8,909,390	10,304,600	357,575
Less: Capitalized Labor	(509,238)	(528,352)	(279,633)	(453,517)	(194,315)	(424,667) *	28,850
Total Operational Expenses	6,848,893	7,736,016	8,826,984	9,493,508	8,715,075	9,879,933	386,425
Non-Operating Expenditures (Income)	3,560,569	3,346,863	3,851,156	3,873,909	3,456,433	3,726,739	(147,170)
Capital Equipment and Expenditures	1,550,000	1,700,000	1,756,000	1,445,400	1,445,400	1,838,000	392,600
Total Net Expenditures	11,959,462	12,782,879	14,434,140	14,812,816	13,616,908	15,444,672	631,855
Revenues In Excess of Expenditures, Principal Retirement and Capital Labor	\$ 1,515,707	\$ 1,428,092	\$ 908,985	\$ 8,436	\$ 1,609,892	\$ (272,428)	\$ (280,864)

* This represents approximately 70% of Salaries and Benefits of the Utility Division which will be charged to the Capital Improvement Program

**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

SUMMARY OF NET POSITION ACTIVITY

**Elk Grove Water District
Summary of Net Position Activity
For the Fiscal Year Ending June 30, 2020**

	FY 18-19 Budget	FY 18-19 Projected	FY 2019-20 Budget
Beginning Net Position	\$ 39,303,071	\$ 39,303,071	\$ 40,912,963
Estimated Revenues	<u>14,821,253</u>	<u>15,226,800</u>	<u>15,172,243</u>
Estimated Operational Expenditures			
Salaries and Benefits	4,167,812	4,060,828	4,332,850
Seminars, Conventions and Travel	49,280	36,660	51,124
Office and Operational	1,137,527	854,491	1,208,164
Purchased Water	3,178,328	2,818,968	3,135,689
Outside Services	975,178	798,200	1,160,573
Equipment Rent, Taxes and Utilities	<u>438,900</u>	<u>340,243</u>	<u>416,200</u>
Total Operational Expenditures	<u>9,947,025</u>	<u>8,909,390</u>	<u>10,304,600</u>
Estimated Nonoperational Expenditures			
Capitalized Labor	(453,517)	(194,315)	(424,667)
Non-Operating Expenditures (Income)	3,873,909	3,456,433	3,726,739
Capital Equipment and Expenditures	<u>1,445,400</u>	<u>1,445,400</u>	<u>1,838,000</u>
Total Nonoperational Expenditures	<u>4,865,791</u>	<u>4,707,518</u>	<u>5,140,072</u>
Revenues in Excess of Expenditures	<u>8,436</u>	<u>1,609,892</u>	<u>(272,428)</u>
Estimated Ending Net Position	<u>\$ 39,311,507</u>	<u>\$ 40,912,963</u>	<u>\$ 40,640,535</u>

BUDGET HIGHLIGHTS

FISCAL YEAR 2019-20

The EGWD budget for fiscal year (FY) 2019-20 projects total operating revenues of approximately \$15.172 million and total expenditures of approximately \$15.445 million including Capital Improvement and Capital Repair & Replacement Reserve contributions of approximately \$1.838 million. The projected expenditures in excess of revenues are approximately \$272,000, which will be funded from operating reserves carried over from prior years. Although this budget reflects no revenue rate adjustment for FY 2019-20, as recommended by the 2018 Water Rate Study approved by the Board on July 18th, 2018, it does reflect an expected 3.0% increase in water consumption.

Despite many non-discretionary cost increases, staff undertook exhaustive efforts to find cost reductions as well as minimize increases and these are reflected in the proposed FY 2019-20 budget. The proposed budget has an increase in total expenditures of approximately \$632,000 (4.27%) from the adopted budget for FY 2018-19. The major highlights are listed below and comparisons made are against the budgeted amounts for FY 2018-19:

- This budget reflects no revenue rate adjustment for FY 2019-20, as recommended by the 2018 Water Rate Study adopted by the Board on July 18th, 2018 but does include an expected 3.0% increase in water consumption.
- The Total Salaries and Benefit budgeted will increase by approximately \$165,000 (3.96%) including:
 - Non-Exempt salaries will increase by approximately \$62,000 (4.31%) due to the addition of a Customer Service Representative (CSR) II position, the reclassification of a Water Distribution Operator (WDO) III position to a Water Distribution Operator in Training I position, as well as merit increases for eligible employees.
 - Total salaries will increase by a 2.90% COLA. While this year's budget includes approximately \$123,000 for Holiday Pay, \$122,000 for vacation pay and \$98,000 for personal time off pay, these reductions are being made to reflect the Exempt and Non-Exempt Salaries by like amounts.
 - Total benefits costs will increase by approximately \$112,000 (7.45%) as follows: Medical Benefits are increasing by approximately \$38,000 (5.25%); Dental/Vision/Life Insurance is increasing by approximately \$3,000 (4.91%); Retirement Benefit costs are increasing by approximately \$42,000 (11.09%); OPEB costs are increasing by approximately \$8,000 (4.72%); and Worker's Compensation costs is increasing by approximately \$14,000 (14.03%).

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

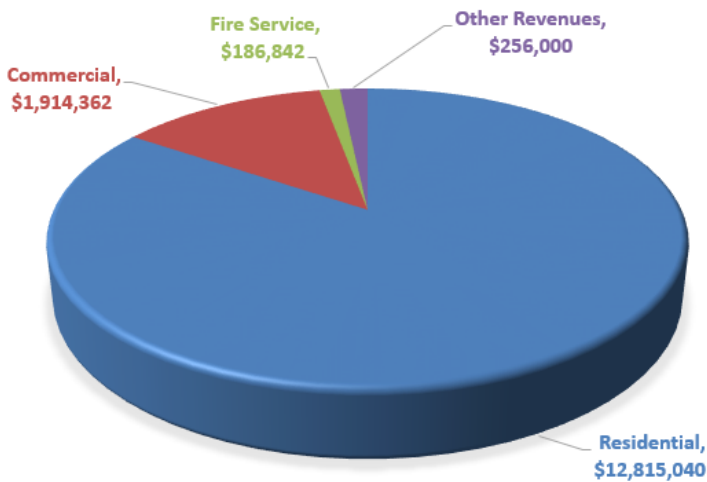
- Seminars, Conventions and Travel will increase by approximately \$1,800 (3.74%) due to the addition of the California Special Districts Association (CSDA) conference in FY 2019-20.
- Total Office and Operational costs will increase by approximately \$71,000 (6.21%) including:
 - Repair and Maintenance – Building is increasing by approximately \$20,000 (58.53%) primarily due to anticipated cost increase for landscaping services to all well sites, the RRWTF and the Administration Building.
 - Meter Repairs is increasing by approximately \$35,000 (115.00%) due to the anticipated meter change outs occurring in FY 2019-20.
 - Software Program and Updates is increasing by approximately \$38,000 (28.67%) due to the anticipated updates to certain operational software to the most current versions.
- Purchased Water will decrease by approximately \$43,000 (1.34%). The FY 2018-19 budget was based on an estimated rate of \$1.32 per centum cubic feet (CCF) and the FY 2019-20 budget is based on an estimated rate of \$1.21 per CCF. Even with consumption projected to increase by 3.0% in FY 2019-20, the total purchased water cost is expected to decrease overall. In addition, the SCWA base charge is anticipated to remain the same at \$28.80 per account, per month.
- Outside Services for the proposed budget are increasing by approximately \$185,000 (19.01%) including:
 - Banking charges will increase by approximately \$40,000 (28.82%) due to an anticipated increase in credit card fees for customers who pay with credit cards.
 - Contracted Services will increase by approximately \$55,000 (15.16%) primarily due to anticipated consulting services related to the update of Board Policies, completion of the water shortage contingency plan, a needs assessment for Well 3 and an IT systems review.
 - Engineering costs will increase by approximately \$84,000 (84.00%) based on costs related to the unidirectional flushing program to be completed in FY 2019-20 and the possible implementation of a ground water recharge program.
 - Financial Consultants will decrease by approximately \$15,000 (60.00%) due to no anticipated need for consulting services related to financial operations.

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

- Equipment Rent, Taxes and Utility costs will decrease by approximately \$23,000 (5.17%) as a result of an anticipated decrease in electricity usage as the well rehabilitation programs has resulted in more efficient operations.
- Capital Improvement Funding includes contributions to the Repair & Replacement Reserve, as well as the Long-Term Capital Improvement Reserve for a total of approximately \$1,838,000, which matches the total CIP budget for FY 2019-20.
- Bond interest expenses will decrease by approximately \$92,000 (5.26%) while bond principal retirements will increase by approximately \$95,000 (4.59%).
- There is an anticipated decrease of \$150,000 in the budget for election costs as there will be no elections taking place in FY 2019-20.
- This budget anticipates capitalizing \$424,667 of Salaries and Benefits for capital improvements constructed by the Distribution and Utility Divisions, which are funded in the Five-Year CIP.
- The budget, as recommended, will meet bond covenant requirements as follows:
 - Covenant – 1.38 (1.15 required)
- The Board will adopt a Five-Year CIP which will only appropriate funding for the CIP projects scheduled in FY 2019-20.
- 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

BUDGETED REVENUES BY CATEGORY



Other Revenues include:

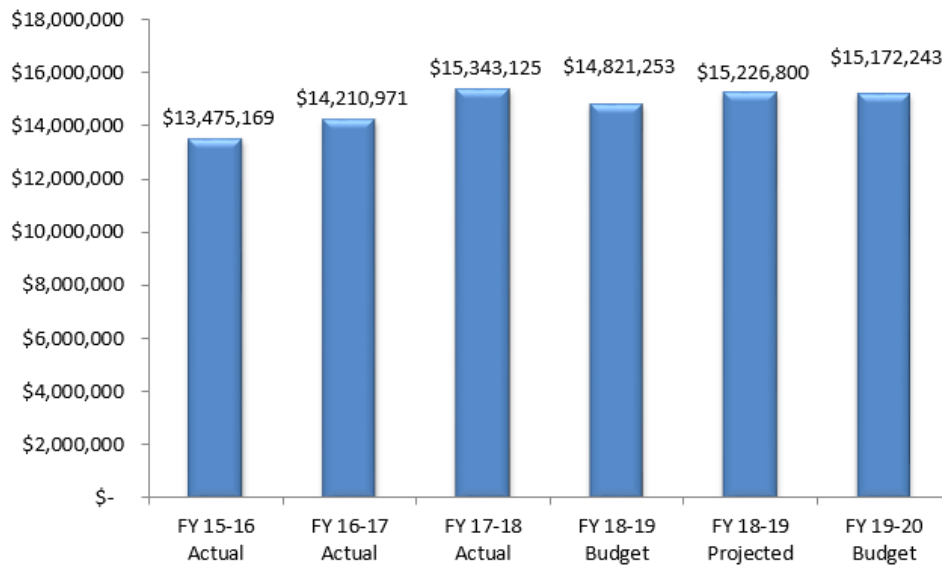
- Meter/Plan Check/Water Capacity Fees
- Door Hanger Fees
- New Account Fees
- NSF Fees
- Credit Card Fees
- Backflow Prevention Installations

Commercial Revenues Include:

- Non-Residential Revenue
- Irrigation Revenue

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

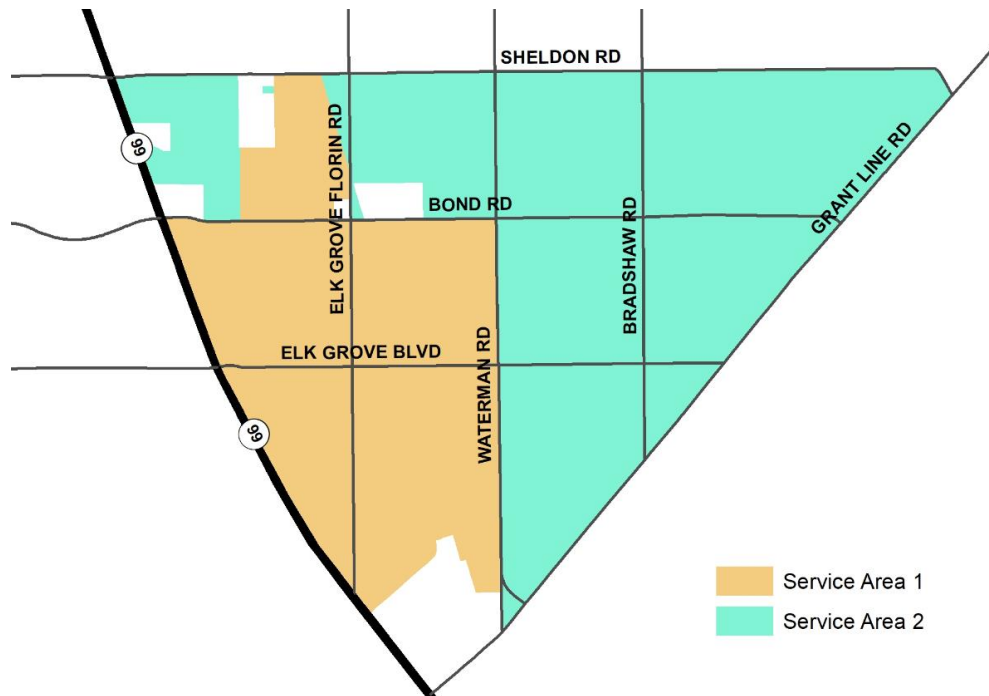
TOTAL REVENUES FISCAL YEARS 2015-16 THROUGH 2019-20



The FY 2019-20 Budget contains no revenue adjustment, as recommended in the 2018 Water Rate Study, adopted by the Board of Directors on July 18th, 2018, but does reflect an anticipated 3.0% increase in water consumption.

MAJOR REVENUE SOURCES

Approximately 98% of the EGWD's revenues are derived from recurring water revenues related to water consumption and availability charges. These rates are expected to remain level through FY 2020. 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

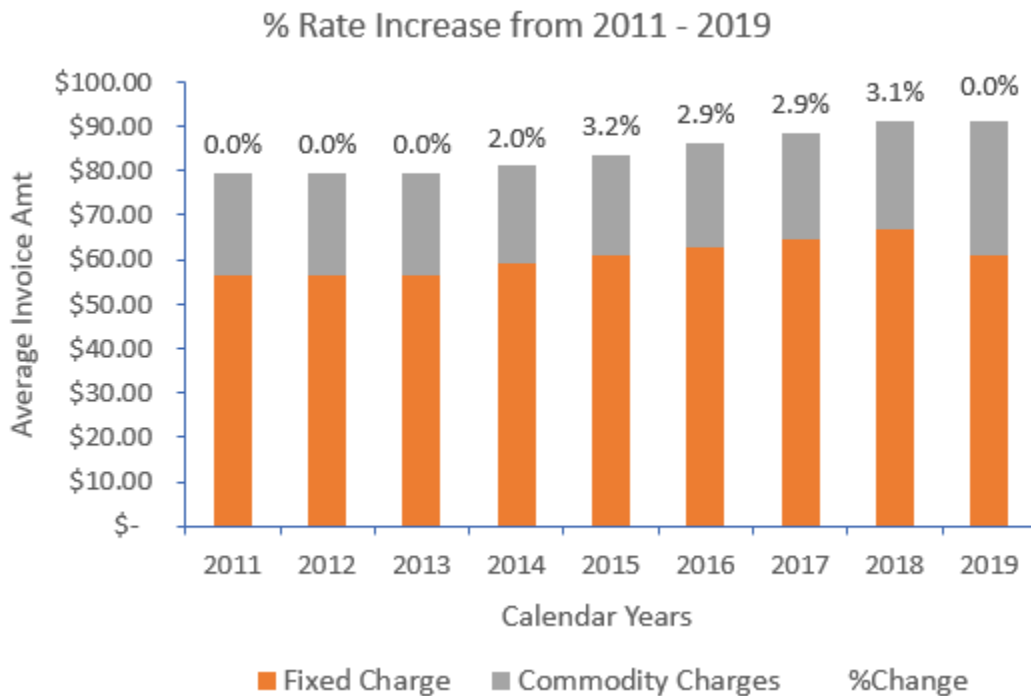
Utility rate setting is subject to the provisions of Proposition 218 wherein customers are provided information on proposed rate changes and are invited to attend a public hearing on the proposed changes. Proposed rate changes can be denied if a majority of ratepayers submit written protests opposing 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

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

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%

The table below shows the average revenue rate adjustment each calendar year since 2011 in relation to an average bill, assuming the customer is a single-family residential service customer with a 1” meter consuming 16 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.

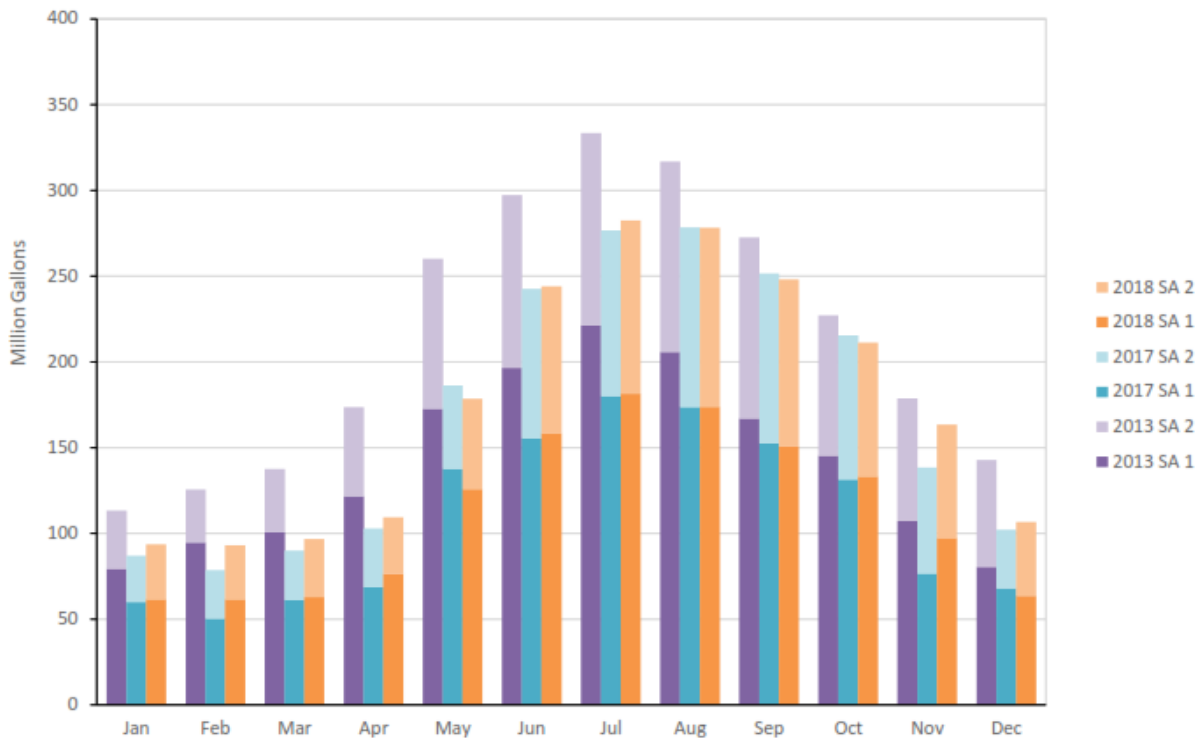


**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

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 and 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 2017 and 2018, 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 years, 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 2019-20 Operating Budget**

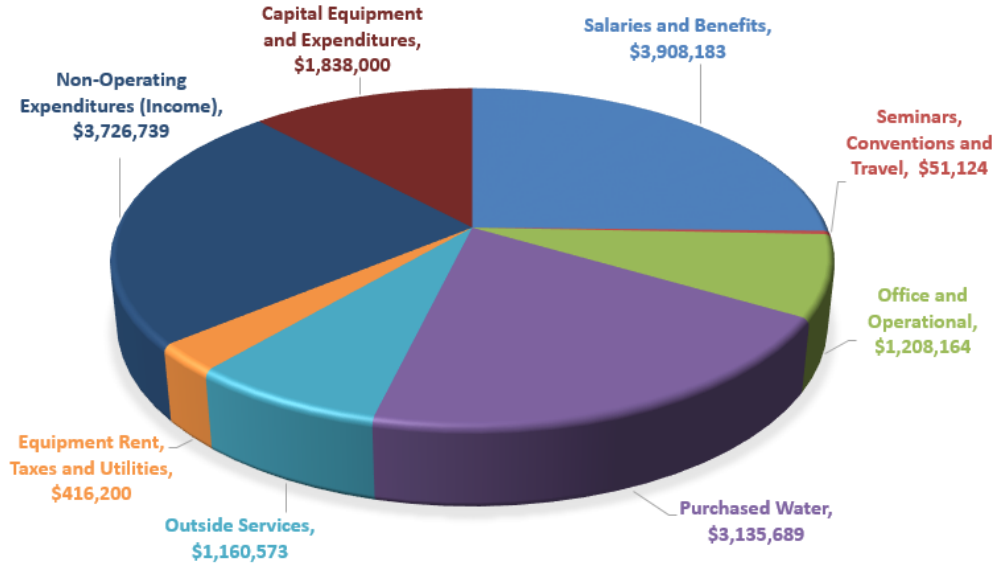
**Elk Grove Water District
Budgeted Revenue Accounts Detail
For the Fiscal Year ending June 30, 2020**

Account#	Description	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Projected	FY 2019-20 Requested Budget
4100	Water Payment Revenues - Residential	\$11,235,110	\$12,220,127	\$12,848,104	\$12,681,621	\$12,942,127	\$ 12,816,040
4110	Water Payment Revenues - Commercial	1,700,718	1,525,449	1,831,522	1,715,768	1,774,938	1,914,362
4120	Water Payment Revenues - Fire Service	134,672	188,543	188,957	187,864	182,191	186,842
4200	Meter Fees/Plan Check/Water Capacity	197,091	72,188	240,190	30,000	51,660	30,000
4300	Backflow Install EGWD	47,107	23,948	15,116	25,000	8,497	25,000
4520	Door Hanger Fees	109,275	121,850	149,725	115,000	157,922	115,000
4540	New Account Fees	23,700	26,640	22,791	25,000	25,265	25,000
4550	NSF Fees	2,520	3,430	3,640	3,000	2,952	3,000
4570	Shut-off Fees	43,050	51,425	63,166	50,000	70,306	50,000
4580	Credit Card Fees	8,009	8,480	10,000	8,000	11,468	8,000
4900	Customer Refunds	(26,083)	(31,109)	(30,086)	(20,000)	(524)	(1,000)
	Total Revenues	\$13,475,169	\$14,210,971	\$15,343,125	\$14,821,253	\$15,226,800	\$ 15,172,243

EXPENDITURE SECTION

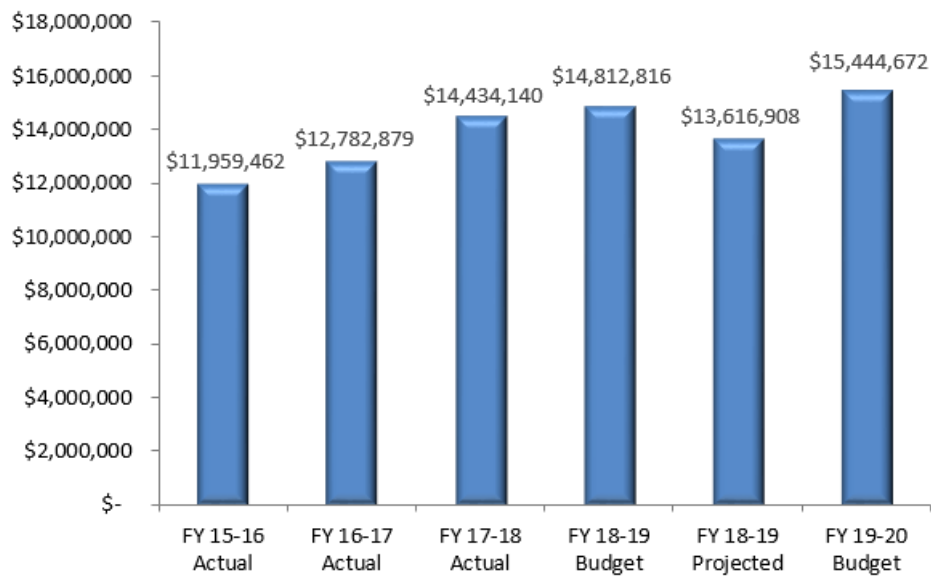
**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

BUDGETED EXPENDITURES BY CATEGORY



Note: Total Salaries and Benefits Expenditures are net of capitalized labor costs of \$424,667, which is included in total Capital Equipment and Expenditures.

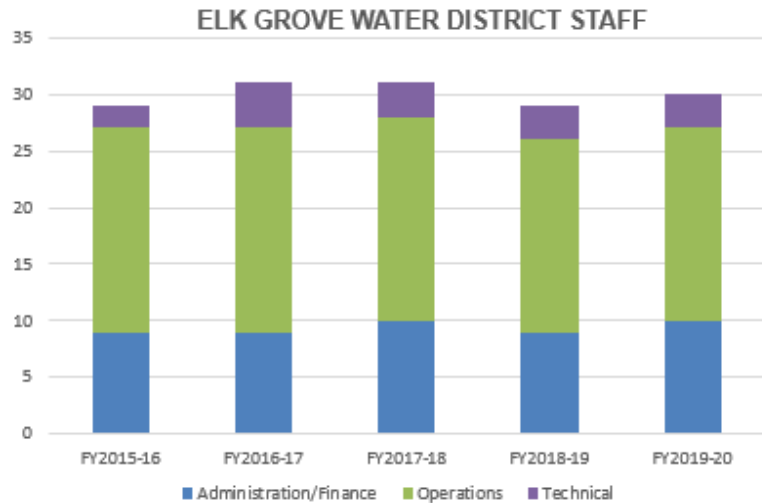
TOTAL NET EXPENDITURES FISCAL YEARS 2015-16 THROUGH 2019-20



SALARIES AND BENEFITS FISCAL YEARS 2015-16 THROUGH 2019-20

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 2018-19, the Board of Directors approved freezing one WDO II position and eliminating two CSR positions. For FY 2019-20, the Board has approve adding one CSR II position. 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 2019-20 is 2.90%.



Employee Cost Control Program

During FY 2012, 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.

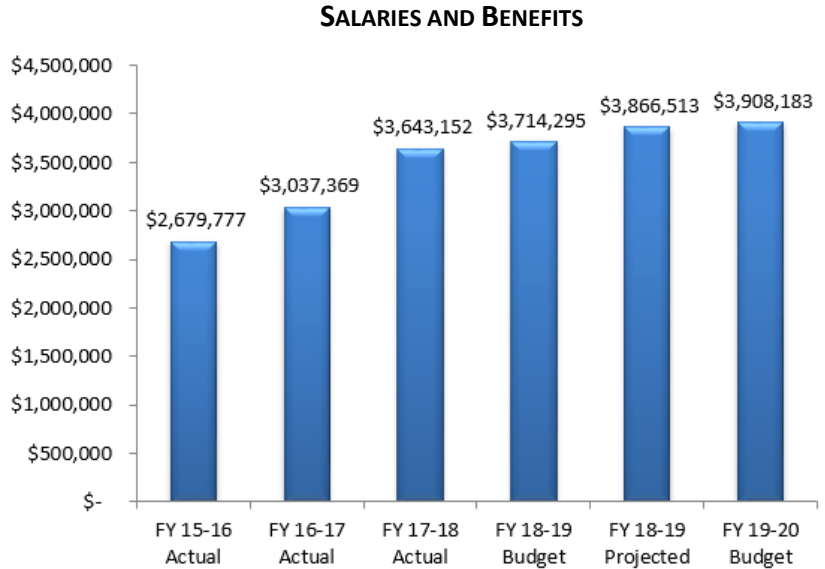
Pension and other Post-Employment benefits

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. Four retired employees receive these benefits, which are financed through a trust fund that the EGWD funds on an annual basis. The EGWD pays the medical, dental, and vision insurance premiums for eligible employees (and qualified spouse) that are enrolled in the health insurance plan. The current requirements for eligibility

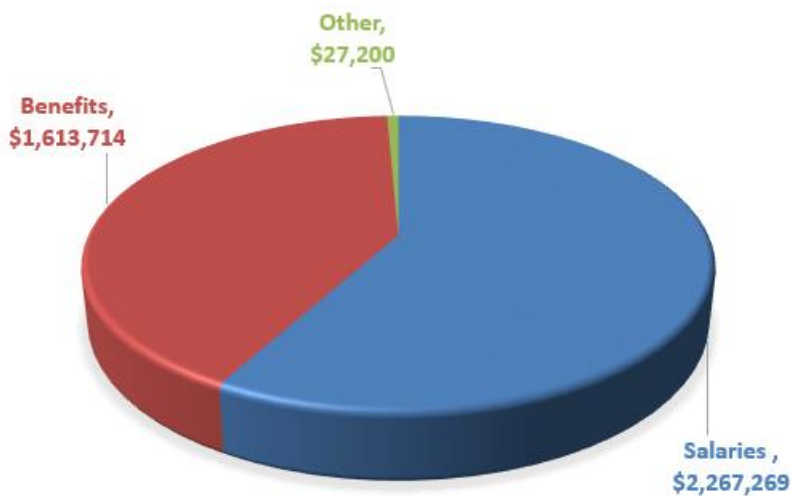
**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

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 \$3,908,183*



The Other Expenditure Categories include:

- Employee Training
- Employee Recognition
- Meetings

*The total Salaries and Benefits are net of capitalized labor costs of \$424,667 for capital improvements constructed by the Distribution and Utility Departments.

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

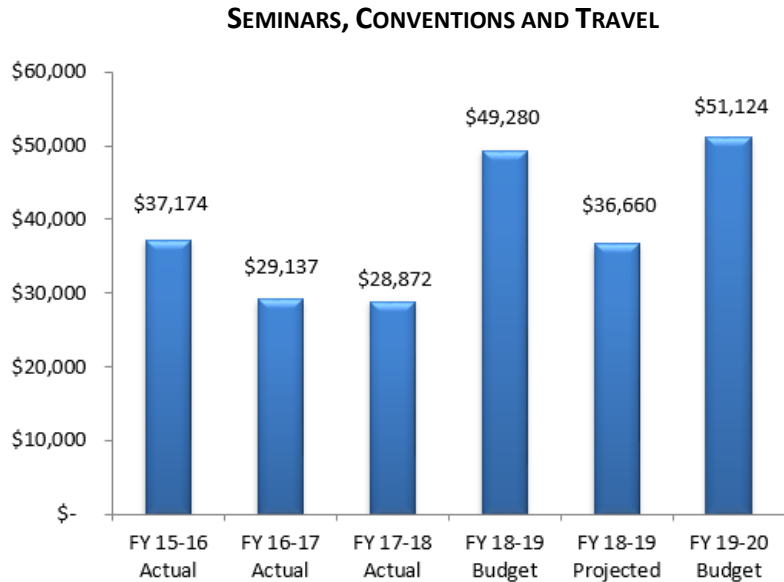
Elk Grove Water District
Budgeted Salaries and Benefits Accounts Detail
For the Fiscal Year ending June 30, 2020

Account#	Description	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Projected	FY 2019-20 Requested Budget
5100	Executive Salary	\$ 162,686	\$ 163,831	\$ 151,934	\$ 201,602	\$ 168,081	\$ 208,444
5110	Exempt Salaries	486,577	511,040	525,448	533,379	564,157	568,146
5120	Non-Exempt Salaries	1,093,622	1,200,261	1,295,333	1,437,510	1,369,297	1,499,539
5130	Overtime Compensation	44,308	39,278	60,799	56,000	41,524	55,000
5140	On Call Pay	18,326	18,199	18,200	18,250	17,100	18,250
5150	Holiday Pay	84,992	104,736	109,632	117,871	121,805	122,535
5160	Vacation Pay	127,130	129,244	159,232	147,716	161,036	121,994
5170	Personal Time Pay	77,581	110,052	105,387	104,797	105,934	98,028
5180	Internship Program	-	-	-	15,000	-	-
5200	Medical Benefits	527,568	568,711	593,653	726,388	720,136	764,556
5195	EAP	842	825	825	834	902	863
5201	EGWD Contribution H.S.A	10,400	13,149	13,352	15,000	13,251	20,000
5210	Dental/Vision/Life Insurance	48,672	50,227	52,337	62,858	66,883	65,946
5220	Retirement Benefits	261,030	247,260	524,139	375,521	398,225	417,176
5225	Retirement Benefits - Post Employment	93,767	243,577	131,063	160,110	152,885	167,670
5230	Medical Tax, Social Security and SUI	44,123	45,154	46,990	60,551	54,140	62,791
5240	Worker's Compensation Insurance	86,261	94,085	114,479	100,595	82,288	114,712
5250	Education Assistance	9,069	17,062	2,566	2,500	-	2,500
5260	Employee Training	9,760	7,286	13,697	27,550	20,107	21,500
5270	Employee Recognition	1,886	1,577	3,530	2,750	3,002	2,100
5280	Meetings	415	167	189	1,030	74	1,100
	Less Capitalized Labor	(509,238)	(528,352)	(279,633)	(453,517)	(194,315)	(424,667)
		\$2,679,777	\$3,037,369	\$3,643,152	\$3,714,295	\$3,866,513	\$ 3,908,183

**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

SEMINARS, CONVENTIONS AND TRAVEL FISCAL YEARS 2015-16 THROUGH 2019-20

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 and its rate payers. 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. FY 2019-20 includes the addition of the CSDA annual conference.

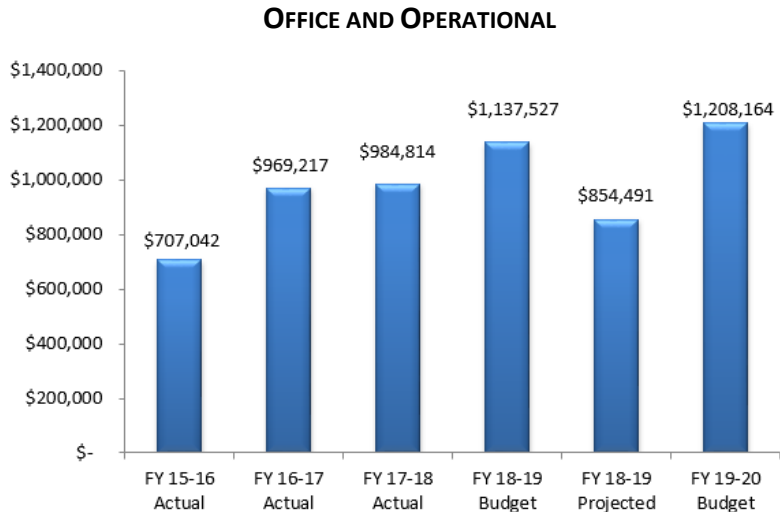


**Elk Grove Water District
Budgeted Seminars, Conventions and Travel Accounts Detail
For the Fiscal Year ending June 30, 2020**

Account#	Description	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 2019-20
		Actual	Actual	Actual	Budget	Projected	Requested Budget
5300	Airfare	\$ 2,273	\$ 2,100	\$ 1,685	\$ 6,100	\$ 2,536	\$ 6,100
5310	Hotels	11,836	7,431	5,022	14,200	9,319	14,902
5320	Meals	6,477	3,315	3,282	5,430	4,381	6,052
5330	Auto Rental	1,488	10	-	1,900	448	1,900
5340	Seminars & Conferences	8,540	7,184	9,109	10,800	12,313	14,290
5345	Seminars & Conferences - Board	-	1,807	2,197	2,800	725	-
5350	Mileage Reimbursement, Parking, Tolls	1,680	1,290	1,577	2,050	938	1,880
5375	Auto Allowance	4,880	6,000	6,000	6,000	6,000	6,000
		<u>\$ 37,174</u>	<u>\$ 29,137</u>	<u>\$ 28,872</u>	<u>\$ 49,280</u>	<u>\$ 36,660</u>	<u>\$ 51,124</u>

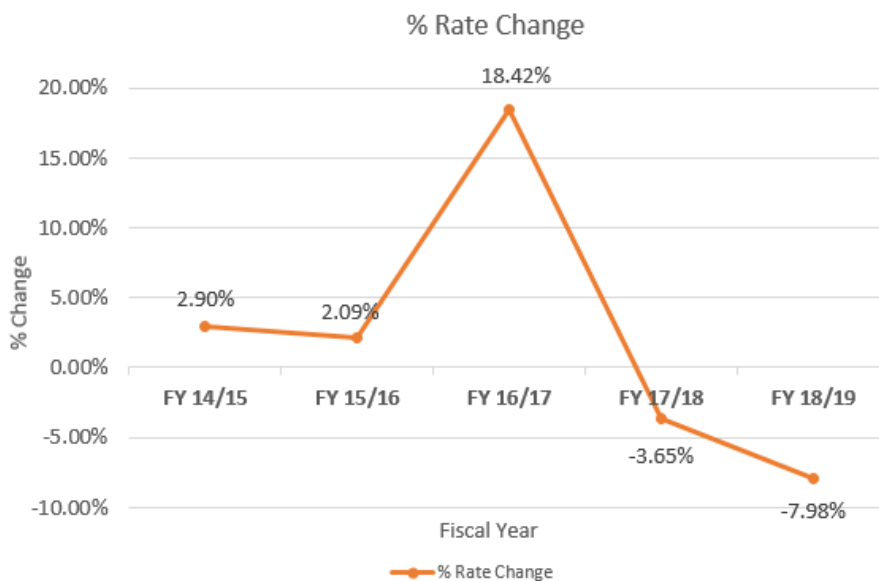
OFFICE AND OPERATIONAL AND PURCHASED WATER FISCAL YEARS 2015-16 THROUGH 2019-20

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 with no major increases expected in FY 2019-20 as compared to the FY 2018-19 budgeted amount.

Through the First Amended and Restated Master Water Agreement between Sacramento County Water Agency and Florin Resource Conservation District/Elk Grove Water District,

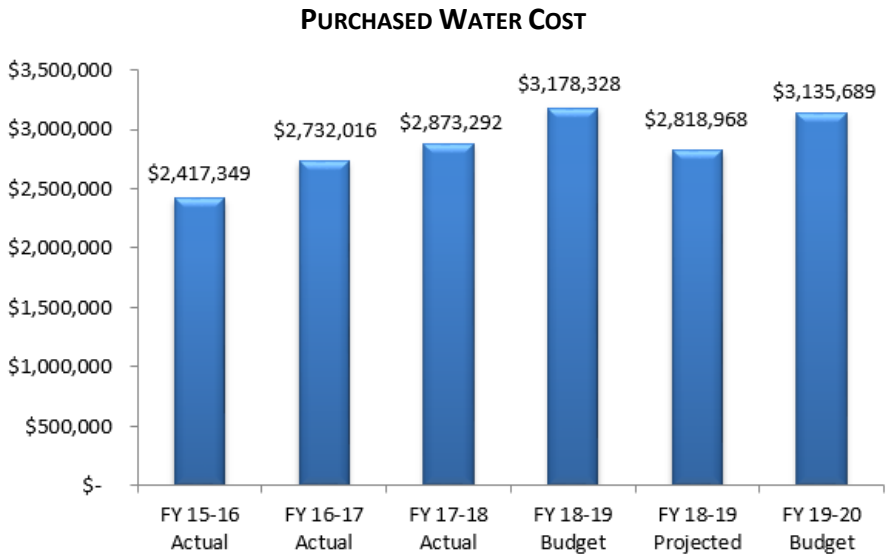


entered into on June 28th, 2002, the EGWD has agreed to purchase, on a wholesale basis, potable water supply from the SCWA. The purchased water from the SCWA is used to supply the EGWD Service Area 2 ratepayers with their water source. Under the general terms of the agreement, the cost of the wholesale 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 2019-20 Operating Budget**

conveyance of potable water actually delivered to the EGWD. The table on the pervious page shows the trend in the wholesale purchase water rate since FY 14-15. The percentage change in the wholesale purchase water rate is a direct correlation to the conservation efforts during the drought in FY 2014. As drought restrictions from FY 2014 to 2016 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 2017, the gradual increase in water consumption resulted in an increase of purchased water delivered to the EGWD, resulting in a decrease to the wholesale purchased water rate.

The table to the right shows the total annual purchased water costs since FY 2015-16. Purchased water cost has continued to increase slightly from year to year as drought restrictions have been lifted. For FY 2019-20, the EGWD expects to see water consumption and delivery continue to increase slightly, consistent with prior year trends.



**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

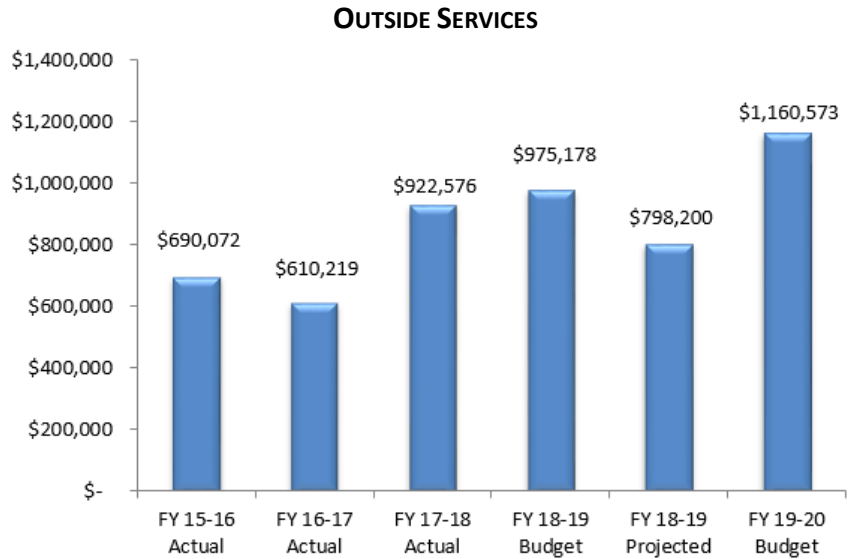
**Elk Grove Water District
Budgeted Office and Operational Accounts Detail
For the Fiscal Year ending June 30, 2020**

Account#	Description	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Projected	FY 2019-20 Requested Budget
5410	Advertising	\$ 8,129	\$ 6,420	\$ 10,615	\$ 6,000	\$ 4,224	\$ 3,500
5415	Association Dues	66,881	77,585	79,874	124,544	118,146	122,013
5420	Insurance	74,280	125,199	86,006	86,533	50,132	88,450
5425	Licenses, Certifications, Fees	3,305	3,147	2,154	3,185	2,525	6,140
5430	Repairs & Maintenance - Automotive	32,122	48,093	38,236	47,500	29,857	46,500
5432	Repairs & Maintenance - Building	10,963	25,902	29,902	34,000	25,002	53,900
5434	Repairs & Maintenance - Computers	25,235	33,518	21,208	30,000	32,810	22,630
5435	Repairs & Maintenance - Equipment	58,482	51,231	97,388	114,000	83,353	119,500
5438	Fuel	33,684	34,033	40,128	51,000	34,816	51,000
5440	Materials	63,612	157,244	122,500	125,000	73,318	125,000
5445	Chemicals	13,886	19,507	42,494	60,000	31,690	52,000
5450	Meter Repairs	7,870	6,563	27,055	30,000	76,888	64,500
5453	Permits	35,250	93,895	83,498	55,050	47,486	55,050
5455	Postage	64,104	65,102	76,355	76,700	44,178	70,200
5460	Printing	7,909	6,686	10,514	17,100	8,915	24,600
5465	Safety Equipment	4,149	13,164	7,633	31,450	5,906	27,200
5470	Software Programs & Updates	99,326	103,776	105,785	133,261	98,637	171,469
5475	Supplies	28,580	22,191	32,351	33,000	22,349	31,000
5480	Telephone	39,976	36,395	39,030	41,004	32,041	37,704
5485	Tools	6,802	22,877	5,370	10,000	11,689	10,000
5490	Clothing Allowance	9,440	9,691	8,206	9,200	7,129	7,700
5491	EGWD - Other Clothing	9,188	6,998	6,223	9,000	6,100	13,108
5493	Water Conservation Materials	3,869	-	12,289	10,000	7,301	5,000
		<u>707,042</u>	<u>969,217</u>	<u>984,814</u>	<u>1,137,527</u>	<u>854,491</u>	<u>1,208,164</u>
5495	Purchased Water	\$ 2,417,349	\$ 2,732,016	\$ 2,873,292	\$ 3,178,328	\$ 2,818,968	\$ 3,135,689

**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

OUTSIDE SERVICES FISCAL YEARS 2015-16 THROUGH 2019-20

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 2018 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 increase slightly over last year due to increased banking, contracted services and engineering costs.

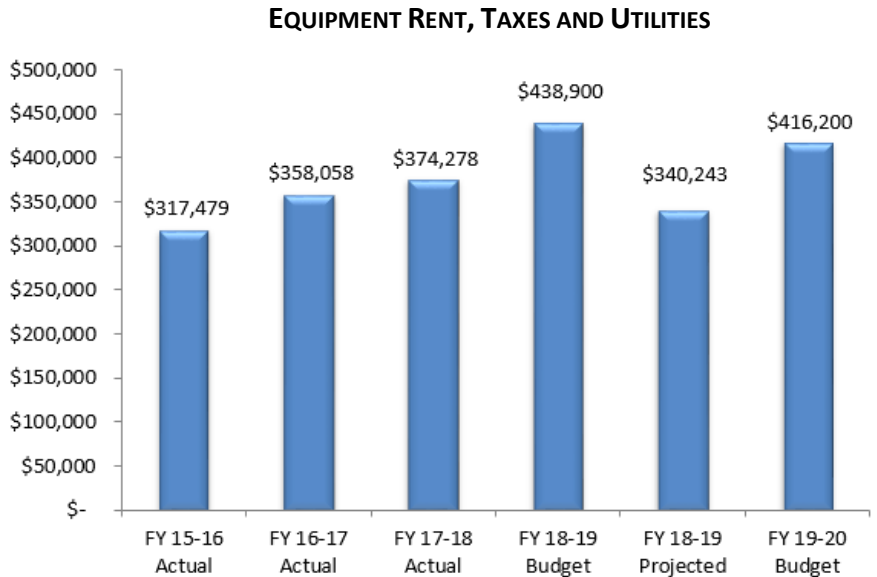


**Elk Grove Water District
Budgeted Outside Services Accounts Detail
For the Fiscal Year ending June 30, 2020**

Account#	Description	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 18-19	FY 2019-20
		Actual	Actual	Actual	Budget	Projected	Requested Budget
5505	Administration Services	\$ 5,357	\$ 1,480	\$ 3,200	\$ 3,590	\$ 3,984	\$ 3,590
5510	Bank Charges	82,979	106,873	132,426	138,808	162,185	178,808
5515	Billing Services	26,329	24,694	23,597	28,800	20,624	31,800
5520	Contracted Services	271,147	266,148	297,891	361,780	302,905	416,625
5523	Water Conservation Services	38,921	-	-	-	-	-
5525	Accounting Services	34,428	24,553	25,536	35,000	22,260	35,000
5530	Engineering	53,266	10,188	21,858	100,000	74,514	184,000
5535	Legal Services	113,798	76,958	192,023	175,000	123,025	175,000
5540	Financial Consultants	0	13,427	112,879	25,000	12,505	10,000
5545	Community Relations	15,410	15,894	8,679	16,200	8,608	21,200
5552	Misc. Medical	1,516	475	2,548	1,500	2,802	2,500
5550	Pre-employment	493	343	425	1,000	-	1,000
5555	Janitorial	6,180	6,685	7,015	9,950	6,900	16,000
5560	Bond Administration	12,042	6,782	4,220	7,050	3,800	7,050
5570	Security	7,857	12,444	51,049	22,000	22,372	28,500
5575	Sampling	18,549	43,275	39,230	49,500	31,716	49,500
5580	Board Secretary/Treasurer	1,800	-	-	-	-	-
		\$ 690,072	\$ 610,219	\$ 922,576	\$ 975,178	\$ 798,200	\$ 1,160,573

EQUIPMENT RENT, TAXES AND UTILITIES FISCAL YEARS 2015-16 THROUGH 2019-20

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 variable frequency drive (VFD) on the booster pump that delivers treated drinking water to our customers. The VFD provides an 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.



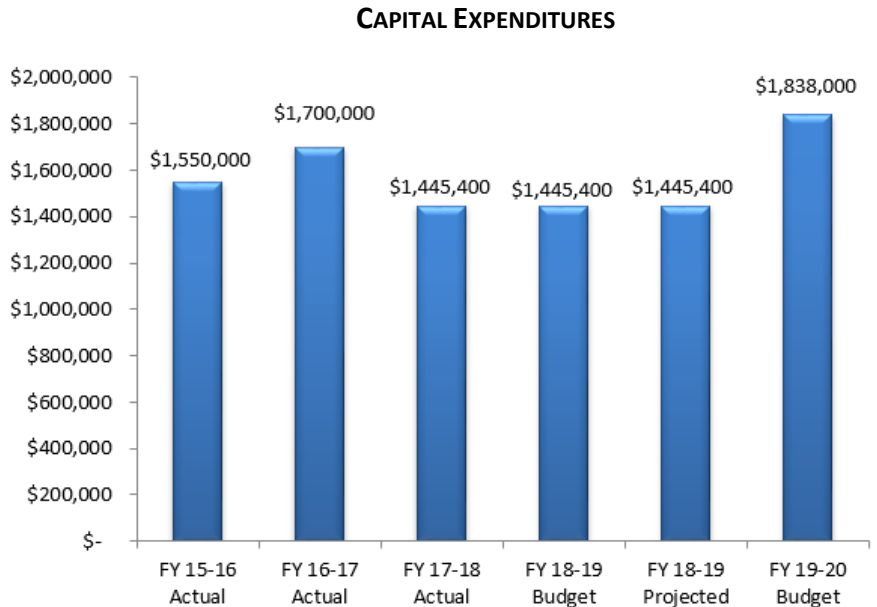
**Elk Grove Water District
Budgeted Rents, Taxes and Utilities Accounts Detail
For the Fiscal Year ending June 30, 2020**

Account#	Description	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Projected	FY 2019-20 Requested Budget
5620	Equipment Rental	\$ 13,493	\$ 20,771	\$ 23,266	\$ 19,800	\$ 14,831	\$ 17,800
5710	Property Taxes	1,328	1,299	959	1,500	1,116	1,500
5740	Electricity	284,865	314,161	320,004	384,000	301,306	362,000
5750	Natural Gas	425	601	517	600	898	900
5760	Sewer & Garbage	17,368	21,226	29,532	33,000	22,092	34,000
		<u>\$ 317,479</u>	<u>\$ 358,058</u>	<u>\$ 374,278</u>	<u>\$ 438,900</u>	<u>\$ 340,243</u>	<u>\$ 416,200</u>

CAPITAL EXPENDITURES

FISCAL YEARS 2015-16 THROUGH 2019-20

Fiscal year 2019-20 Capital Expenditures consist of funding for Repair & Replacement and Long-term Capital Improvement based on the FY 2020-24 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 2020-24 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, 2020

Account#	Description	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Projected	FY 2019-20 Requested Budget
3560	Repair & Replacement Reserve	\$ 851,472	\$ 700,000	\$ 626,000	\$ 429,000	\$ 429,000	\$ 1,408,000
3565	L-T Capital Improvement Reserve	698,528	1,000,000	1,130,000	1,016,400	1,016,400	430,000
		<u>\$1,550,000</u>	<u>\$1,700,000</u>	<u>\$1,756,000</u>	<u>\$1,445,400</u>	<u>\$1,445,400</u>	<u>\$ 1,838,000</u>

**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

FY 2019-20 CAPITAL PROJECTS LISTING

AMOUNT IN 000's

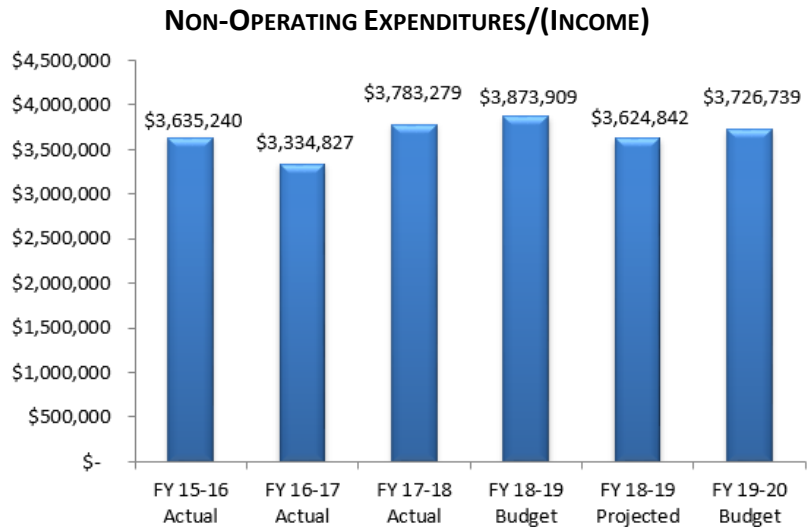
PROJECT NAME	FY19/20
SUPPLY / DISTRIBUTION IMPROVEMENTS	
Well Rehabilitation Program	\$ 98
Backyard Water Mains/Services Replacement	1,240
TREATMENT IMPROVEMENTS	
Well 3 Pump Replacement	125
Well 4D Radio Antenna	30
RRWTF Variable Frequency Drives	75
BUILDING & SITE IMPROVEMENTS / VEHICLES	
Truck Replacements	120
HVWTP Roof Replacement	20
I.T. Servers	30
UNFORESEEN CAPITAL PROJECTS	
Unforeseen Capital Projects	100
TOTAL	\$ 1,838



**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

NON-OPERATING EXPENDITURES (REVENUES) FISCAL YEARS 2015-16 THROUGH 2019-20

Non-Operating Expenditures/ (Revenues) account for debt service interest and principal payments, elections costs and any interest earned on investments. The EGWD expects the expenditures/ (revenues) in this category to remain relatively consistent with prior years.

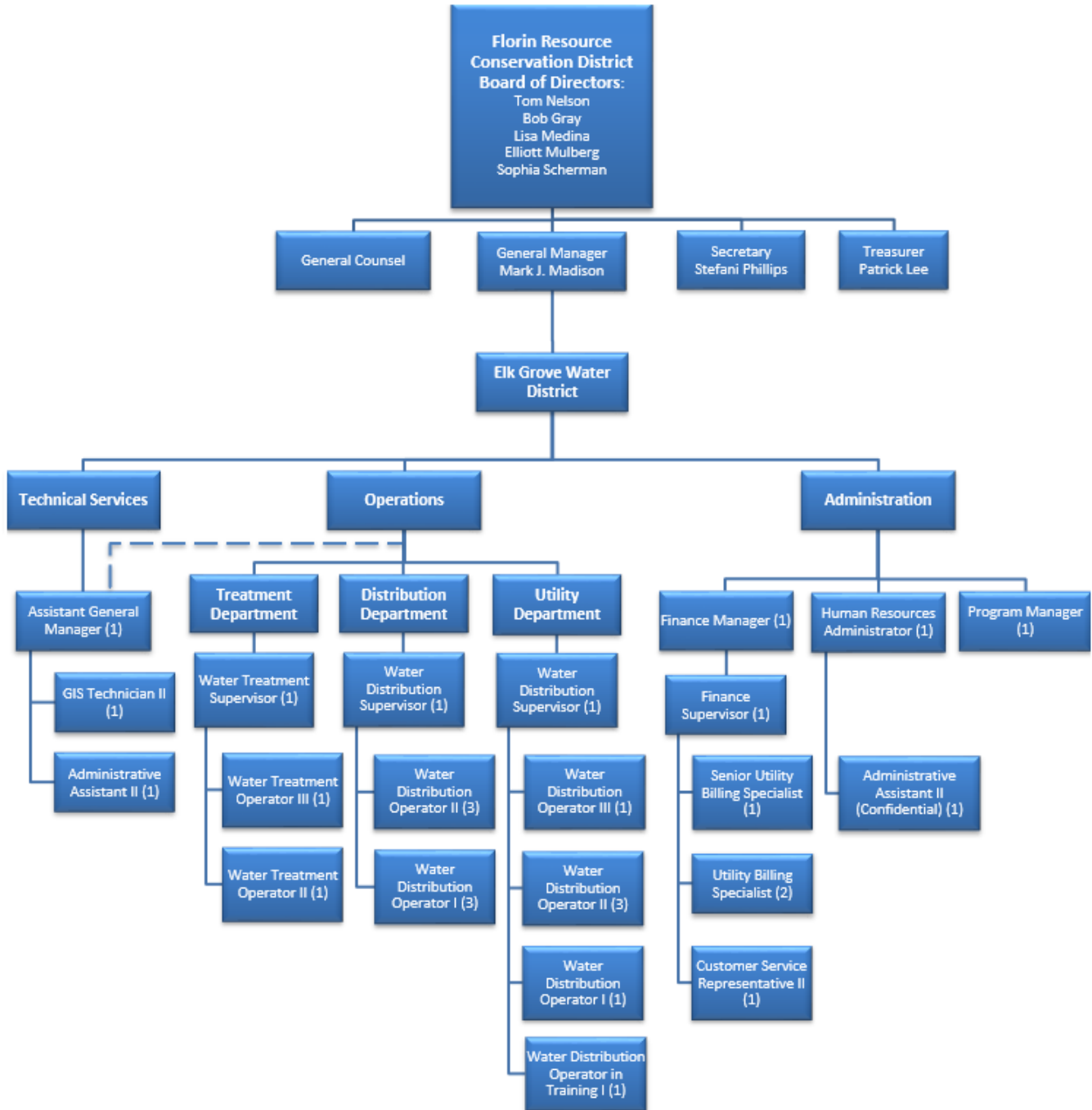


**Elk Grove Water District
Budgeted Non Operating Activity Detail
For the Fiscal Year ending June 30, 2020**

Account#	Description	FY 14-15	FY 15-16	FY 16-17	FY 18-19	FY 18-19	FY 2019-20
		Actual	Actual	Actual	Budget	Projected	Requested Budget
7300	Debt Service (Bond Interest Expense)	\$ 2,225,240	\$ 1,868,979	\$ 1,807,502	\$ 1,753,909	\$ 1,753,909	\$ 1,661,739
9920	Other Expenses (Income)	-	(54,451)	91,661	-	(18,005)	-
2500	Bond Retirement	1,430,000	1,440,000	1,990,000	2,070,000	2,070,000	2,165,000
9910	Interest Earned	(20,000)	(46,228)	(105,884)	(100,000)	(183,070)	(100,000)
9950	Election Costs	-	126,527	-	150,000	2,008	-
		<u>\$ 3,635,240</u>	<u>\$ 3,334,827</u>	<u>\$ 3,783,279</u>	<u>\$ 3,873,909</u>	<u>\$ 3,624,842</u>	<u>\$ 3,726,739</u>

ORGANIZATIONAL AND BUDGET SUMMARIES BY DEPARTMENT

ELK GROVE WATER DISTRICT ORGANIZATION CHART



Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

ELK GROVE WATER DISTRICT STAFF FTE

	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
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	1.00	-	-	-	-
Program Manager	-	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	-	-	-	-
Human Resources Administrator	-	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
Customer Service Representative I	-	-	1.00	-	-
Customer Service Representative II	2.00	1.00	1.00	-	1.00
Department Total	9.00	9.00	10.00	9.00	10.00
Technical Services					
Assistant General Manager	-	1.00	1.00	1.00	1.00
Associate Civil Engineer (Frozen)	1.00	1.00	-	-	-
Administrative Assistant II	-	1.00	1.00	1.00	1.00
GIS Technician I	1.00	-	-	-	-
GIS Technician II	-	1.00	1.00	1.00	1.00
Department Total	2.00	4.00	3.00	3.00	3.00
Operations					
Foremen	3.00	-	-	-	-
Supervisors	-	3.00	3.00	3.00	3.00
Water Distribution Operator in Training	1.00	1.00	-	-	1.00
Water Distribution Operator I	5.00	5.00	6.00	6.00	4.00
Water Distribution Operator II	5.00	4.00	4.00	3.00	6.00
Water Distribution Operator III	2.00	3.00	3.00	3.00	1.00
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	18.00	17.00	17.00
Organizational Total	29.00	31.00	31.00	29.00	30.00

**Elk Grove Water District
Fiscal Year 2019-20 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	12500	11693	10673
Number of Customers	45000	37897	29704
Budget Comparison - Fiscal Year Basis	July-June	July-June	July-June
Revenues - FY 2018-19 Budget			
Retail Water Sales	\$ 14,585,253	\$ 11,540,700	\$ 11,479,700
Other Revenues	236,000	113840	1755500
TOTAL REVENUE BUDGET	\$ 14,821,253	\$ 11,654,540	\$ 13,235,200
Expenditures - FY 2018-19 Budget			
Personnel Costs	\$ 3,714,295	\$ 3,523,217	\$ 4,720,300
Operating Costs	5,779,212	4,341,451	3,095,300
Non-Operating Costs	3,873,909	2,826,350	3,648,100
EXPENDITURE BUDGET	\$ 13,367,416	\$ 10,691,018	\$ 11,463,700
CAPITAL BUDGET	\$ 1,445,400	\$ 2,442,501	\$ 6,014,100
TOTAL EXPENDITURE BUDGET	\$ 14,812,816	\$ 13,133,519	\$ 17,477,800
REVENUES IN EXCESS OF EXPENDITURES	\$ 8,437	\$ (1,478,979)	\$ (4,242,600)
OUTSTANDING DEBT	\$ 42,075,000	\$ 20,964,732	\$ 35,300,000
FTE	29	29	47

Note: The information above is based on FY 2018-19 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 and expenditures reflected above include only the portion applicable to retail water sales.

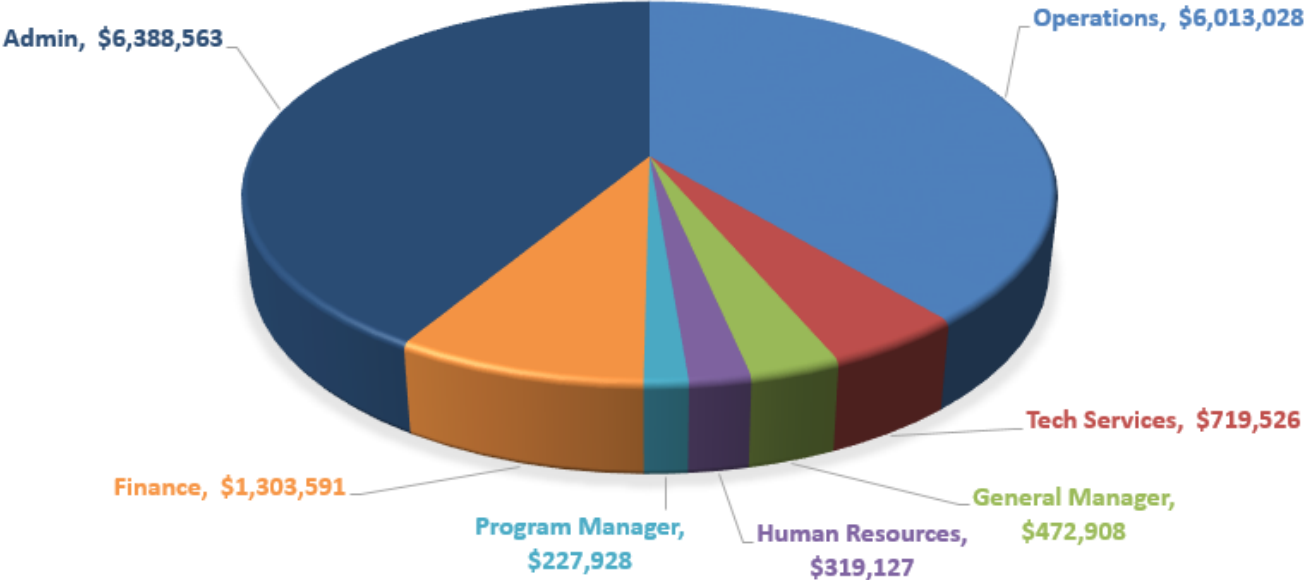
**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

**Elk Grove Water District
Summary by Departments
For the Fiscal Year ending June 30, 2020**

Expenditure	Operations	Technical Services	General Manager	Human Resources	Program Manager	Finance	Admin	Total Budget
Revenues								\$ 15,172,243
Salaries and Benefits	\$ 2,098,739	\$ 413,441	\$ 270,258	\$ 273,937	\$ 149,208	\$ 959,596	\$ 167,670	\$ 4,332,850
Seminars, Conventions and Travel	5,974	6,450	20,980	4,900	4,220	8,600	-	51,124
Office and Operational	709,408	90,635	470	3,200	38,000	79,787	286,664	1,208,164
Purchased Water	3,135,689	-	-	-	-	-	-	3,135,689
Outside Services	102,885	209,000	181,200	37,090	36,500	255,608	338,290	1,160,573
Equipment Rent, Taxes and Utilities	385,000	-	-	-	-	-	31,200	416,200
Subtotal Operational Expenditures	6,437,695	719,526	472,908	319,127	227,928	1,303,591	823,824	10,304,600
Less: Capitalized Labor	(424,667) *	-	-	-	-	-	-	(424,667)
Total Operational Expenses	6,013,028	719,526	472,908	319,127	227,928	1,303,591	823,824	9,879,933
Non-Operating Expenditures (Income)	-	-	-	-	-	-	3,726,739	3,726,739
Capital Equipment and Expenditures	-	-	-	-	-	-	1,838,000	1,838,000
Total Net Expenditures	\$ 6,013,028	\$ 719,526	\$ 472,908	\$ 319,127	\$ 227,928	\$ 1,303,591	\$ 6,388,563	\$ 15,444,672
Revenues In Excess of Expenditures, Principal Retirement and Capital Expenditures								<u>\$ (272,428)</u>

* This represents approximately 70% of salaries and benefits of the Utility Division which will be charged to Capital Projects.

EXPENDITURES BY DEPARTMENTS



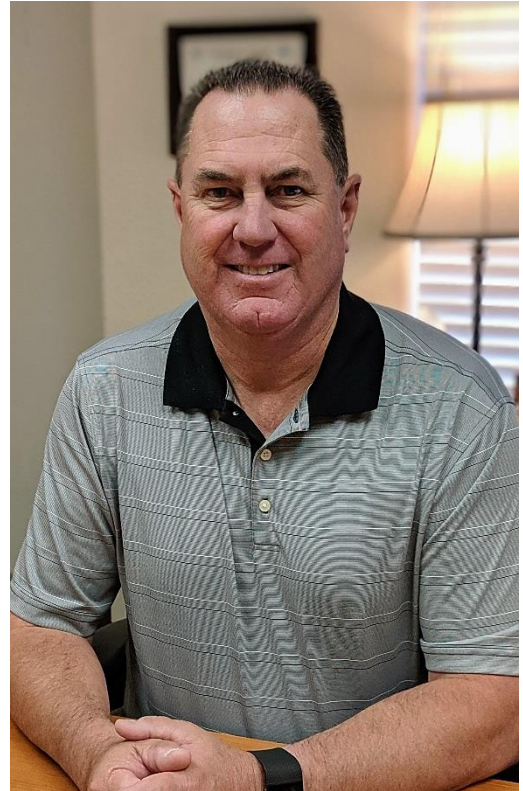
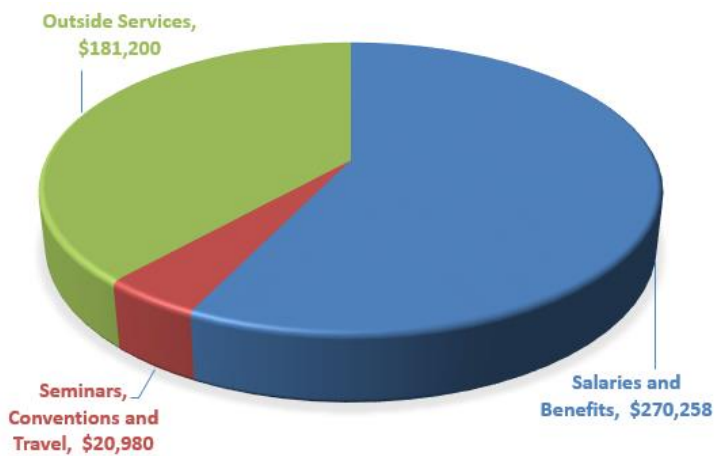
Elk Grove Water District
Fiscal Year 2019-20 Operating Budget



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 2019-20 GENERAL MANAGER EXPENDITURES



FY 2019-20 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 2019-20 CIP.

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

Specific Key Objectives

- Facilitate the acquisition of a new Administration building or property to build an Administration building.
- Complete the review and update of all Board policies.
- Complete the review and update of Board By-Laws.
- Develop and implement a District wide Regulatory Compliance and Tracking System.
- Complete the disposition of all non-desired remnant parcels owned by the FRCD/EGWD.
- Investigate the potential for a groundwater recharge project that benefits the EGWD ratepayers.
- Implement a Water Conservation Education Program in the Elk Grove Unified School District within the EGWD service area.
- Achieve the CSDA accreditation as a District of Financial Transparency.

FY 2018-19 ACCOMPLISHMENTS

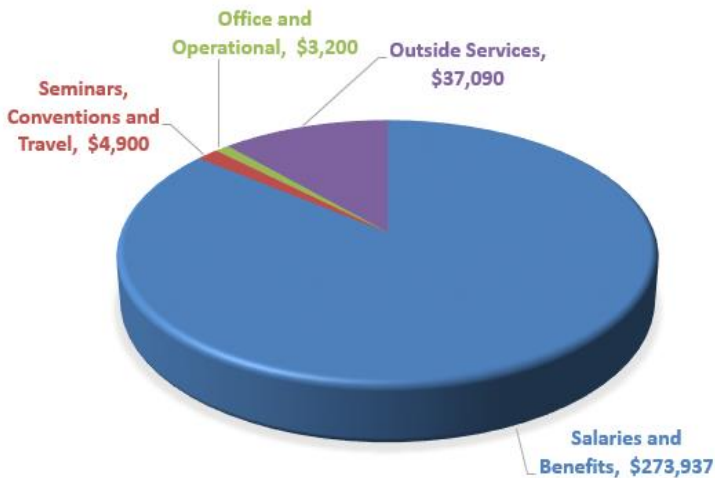
- All water facilities and programs were operated in compliance with all applicable standards.
- The District was successful at controlling costs and revenues, such that the revenues significantly exceeded expenditures at the end of the fiscal year.
- The District was awarded the Certificate of Achievement for Excellence in Financial Reporting by the GFOA for the tenth consecutive year.
- Completed and adopted a new five-year Strategic Plan for the FRCD/EGWD.
- Completed the development of a fire system backflow prevention program and adopted an updated Cross-Connection Control ordinance.
- Developed and adopted new ordinances governing water theft, claims and lawsuits, and provisions for water service.
- Completed an update to the EGWD Employee Policy Manual.
- Completed and implemented four new procurement policies for the FRCD/EGWD.
- The majority of approved CIP projects, identified in the EGWD FY 2018-19 CIP were completed with a total cost under budget.

HUMAN RESOURCES DEPARTMENT

The Human Resource Department is responsible for handling confidential personnel matters, including recruitment, hiring, training and development, policy 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 2019-20 HUMAN RESOURCE EXPENDITURES



FY 2019-20 GOALS AND OBJECTIVES

- Complete the review and update of all Board related policies.
 - Complete the review and update of all job descriptions.
 - Complete the review of staffing requirements and implement the recruitment of qualified candidates for vacant positions.
 - Develop standard operating procedures (SOP) for Board Secretary and Human Resource duties.
- Develop a comprehensive Wellness Program utilizing results of the pilot program.
 - Obtain grant funding for comprehensive wellness program.
 - Implement electronic filing and storage solution for key District documents.

FY 2018-19 ACCOMPLISHMENTS

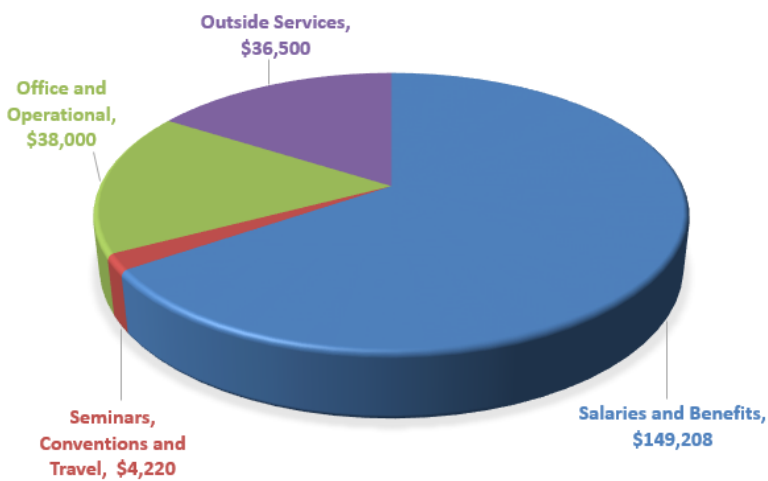
- Completed the recruitment for two Water Distribution Supervisors.
- Completed the review and updated of the Employee Policy Manual.
- Implemented a pilot Wellness Program using a grant received from the Association of California Water Agencies Joint Powers Authority.
- Implemented a Quarterly Employee Recognition Program.
- Administrative Assistant – Obtained a California Notary License and also completed the CSDA Board Secretary Certificate Program.
- Cross trained Administrative Assistants to maximize operational efficiency for support positions.

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 2019-20 PROGRAM MANAGER EXPENDITURES



FY 2019-20 GOALS AND OBJECTIVES

- Development and coordinate a Water Education Program for schools in the EGWD service area.
- Design and implement a customer emergency alert system.
- Obtain Cal OSHA 30 Certification.
- Work in tandem with local legislators to draft legislation that advance the EGWD’s mission.
- Coordinate and perform a District wide emergency response drill.

FY 2018-19 ACCOMPLISHMENTS

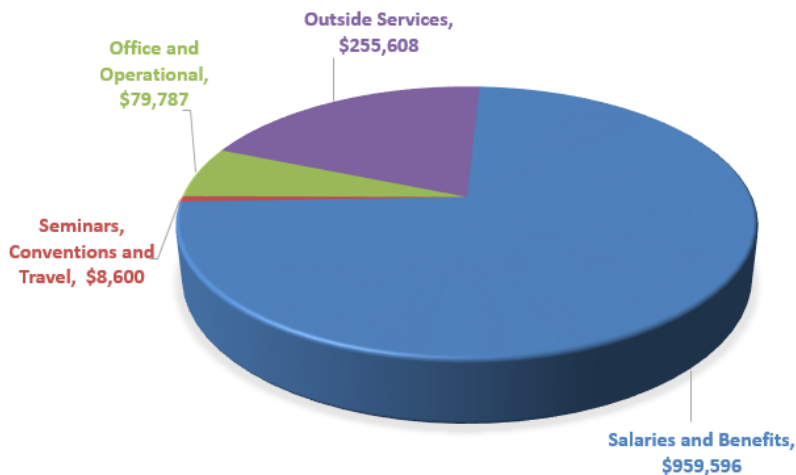
- Update Code of Safe Practices, Injury & Illness Prevention Plan and Emergency Response Plan.
- Complete the 2019-2023 Strategic Plan.
- Obtain certification as a Water Efficiency Practitioner, level 1.

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 2019-20 FINANCE EXPENDITURES



FY 2019-20 GOALS AND OBJECTIVES

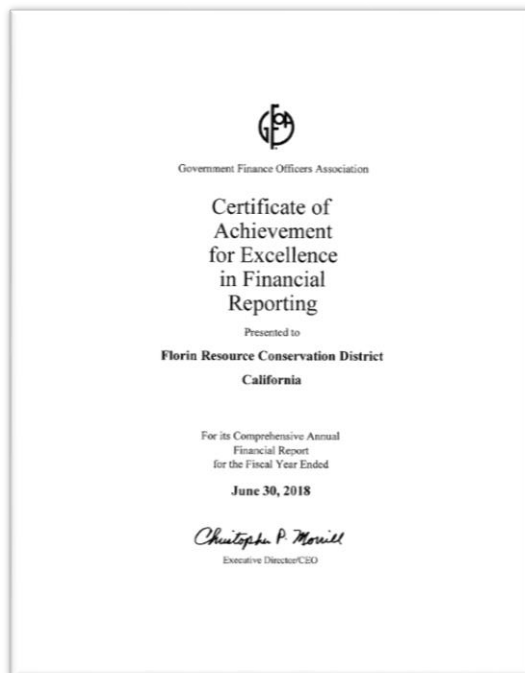
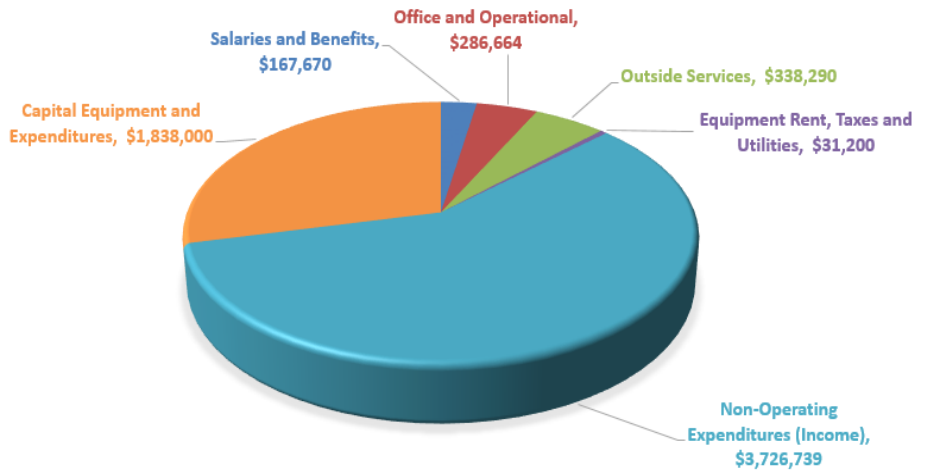
- Develop a budget consistent with the guidelines of the GFOA Distinguished Budget Presentation Award Program and submit the budget for review and evaluation.
 - Achieve the District Transparency Certificate of Excellence award from the Special District Leadership Foundation.
-
- Facilitate and complete the dissolution of the Florin Resource Conservation District Economic Development Corporation.
 - Complete the implementation of the requirements of Senate Bill 998 – Discontinuation of Residential Water Service.
 - Establish a program to encourage and increase the number of ratepayers subscribed for paperless billing.
 - Establish online bill payment consolidation services to increase the number of payments received by automated clearing house (ACH).

**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

FY 2018-19 ACCOMPLISHMENTS

- Maintained strong budget management, procurement and internal control culture to ensure EGWD meets the Board’s and the financial community’s expectations for continued strong financial performance.
- Continued to manage EGWD’s debt service, maintaining strict compliance with bond covenants.
- Continued to manage the EGWD investment portfolio and establishing a new money market account increasing investment earnings while maintaining safety and liquidity.
- Completed the review and update of the District’s procurement policies.
- Completed the review and update of the District’s credit card use policies and procedures.
- Completed the implementation of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*.
- Achieved the GFOA Certificate of Excellence in Financial Reporting for the 10th consecutive year.

FY 2019-20 ADMINISTRATIVE EXPENDITURES

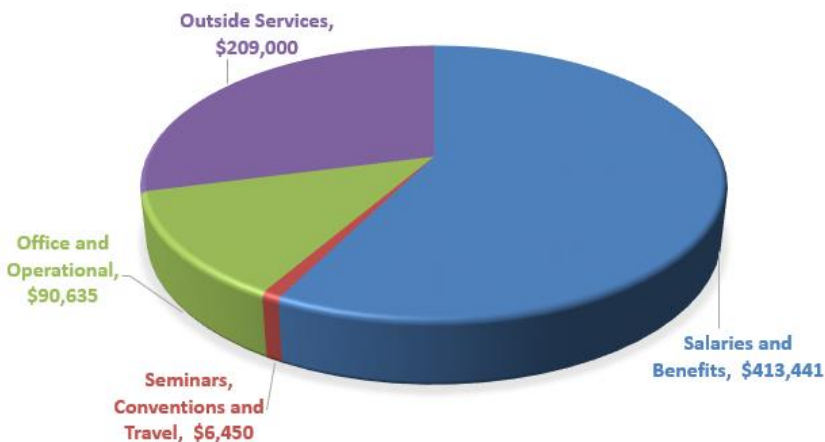


ASSISTANT GENERAL MANAGER/TECHNICAL SERVICES DEPARTMENT

The Assistant General Manager is responsible for assisting the General Manager, as directed, with all aspects of the District'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 and CIP and is responsible for planning, engineering, construction management and technical support for EGWD operations.



FY 2019-20 TECHNICAL SERVICES EXPENDITURES



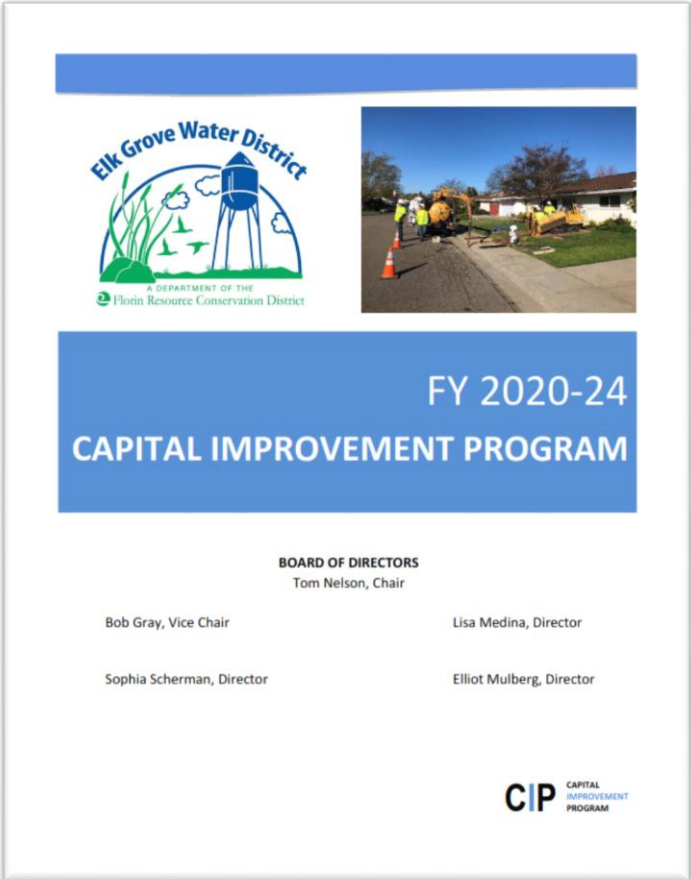
FY 2019-20 GOALS AND OBJECTIVES

- Coordinate and complete all required CIP projects identified in the FY 2019-20 CIP budget.
- Work with the Distribution Division to unidirectionally flush the Service Area 1 water distribution system.
- Update the EGWD Standard Construction Specifications and Detail Drawings.
- Complete a risk assessment of water system infrastructure around critical facilities, such as schools, daycares and senior living centers.
- Provide guidance and stakeholder representation with respect to the Regional Water Authority's (RWA) development of the Sacramento Regional Water Bank.

**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

FY 2018-19 ACCOMPLISHMENTS

- Complete all required CIP projects identified in the FY 2018-19 CIP budget.
- Develop the FY 2020-2024 CIP for the next fiscal year.
- Provide technical support as needed to the Utility Division for the construction of the Backyard Water Mains/Services Replacement project, the Railroad Water Treatment Facility Generator PLC/SCADA Upgrade project, the Well 3 Pump Replacement project, the Hampton Water Treatment Plant Generator Removal project and the Railroad Water Treatment Facility Parking Lot Repaving project.
- Provide technical support as needed to the Treatment and Distribution Divisions.
- Participate as an alternate board member on the SCGA.
- Provide guidance and stakeholder representation with respect to SCGA’s management of the South American groundwater sub-basin.
- Manage the Geographic Information System.
- Manage the Asset Management Program.



INFORMATION TECHNOLOGY

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 2019-20 GOALS AND OBJECTIVES

- 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 District’s cyber-security posture by doing monthly vulnerability scanning and handling all vulnerabilities found.
- Fully document the Disaster Recovery Plan.
- 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.
- 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%.
- Complete all desktop and laptop operating system upgrades to Windows 10.
- Deploy the Backflow Tester Portal.
- Get Data Retention reworked in line with the new policies.

FY 2018-19 ACCOMPLISHMENTS

- Installed 7,164 security patches to servers and systems.
- Completed and closed out 3,359 help desk tickets.
- 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 to new physical servers and operating systems.
- Completed the onboarding of an IT Technician to assist with daily IT systems maintenance and workload.



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 1,750 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 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.



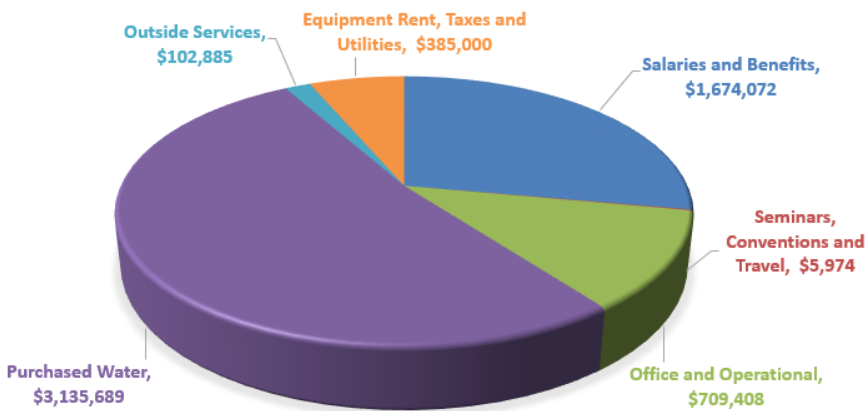
**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

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 2019-20 OPERATIONS DEPARTMENT EXPENDITURES



FY 2019-20 GOALS AND OBJECTIVES

- Conduct meter reading and maintaining a balanced program of reading each customer’s meter between 28-32 days.
- Respond to all Underground Service Alert requests within 48 hours in compliance with State law.
- Flush the entire water system using unidirectional flushing techniques.

- Construct the Backyard Water Main projects, consisting of 9,735 linear feet of new water mains.

FY 2018-19 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.

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

- Maintained all Cross-Connection Control Program requirements.
- Completed the maintenance and exercise of 1,750 fire hydrants and 1,843 valves.
- Replaced 257 water meters that were deemed to have malfunctioned.
- Posted 5,871 Notice of Pending Service Interruption tags and performed 688 shut-offs, primarily for non-payment.
- Responded to and resolved 2,813 Underground Service Alert requests.
- Maintained an average 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.



***THIS PAGE
INTENTIONALLY
LEFT BLANK***

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

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

**Elk Grove Water District
Long-Term Indebtedness to Maturity**

Payment Date	Total Principal	Total Interest	Fiscal Year Total
9/1/2019	2,165,000.00	856,619.38	
3/1/2020	-	805,119.38	3,826,738.76
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	42,075,000.00	12,951,378.20	55,026,378.20

**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

**Elk Grove Water District
Fiscal Year 2019-20
Long-Term Indebtedness
Schedule of Required Payments**

<u>Series</u>	<u>Description</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2014 A	Water Revenue Refunding Bonds	1,790,000	1,177,269	2,967,269
2016 A	Water Revenue Refunding Bonds	375,000	484,470	859,470
TOTAL DEBT SERVICE PAYMENTS		<u>\$ 2,165,000</u>	<u>\$ 1,661,739</u>	<u>\$ 3,826,739</u>

	<u>Required</u>	<u>Proposed</u>
Debt Covenant Ratio	1.15	1.38
Net Income	\$ 5,292,310	
Total Debt Service	\$ 3,826,739	

***THIS PAGE
INTENTIONALLY
LEFT BLANK***

FISCAL YEAR 2019-20 RATES AND FEES SCHEDULE

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

Use Charges:

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

Connection Size	Jan. 1, 2019	Jan. 1, 2020
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, 2019	Jan. 1, 2020
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, 2019	Jan. 1, 2020
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 2019-20 Operating Budget

New Connections: Effective January 1, 2020

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	\$ 5,170	\$ 6,096
1.5”	T&M	\$ 10,340	\$ 10,340 + T&M
2”	T&M	\$ 16,544	\$ 16,544 + T&M
3”	T&M	\$ 31,020	\$ 31,020 + T&M
4”	T&M	\$ 51,700	\$ 51,700 + T&M
6”	T&M	\$ 103,400	\$ 103,400 + T&M

Other: Effective December 19, 2018

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 hanger	\$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

***THIS PAGE
INTENTIONALLY
LEFT BLANK***

FISCAL YEAR 2019-20

SALARY SCHEDULE

**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

**ELK GROVE WATER DISTRICT
Salary Schedule
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2019**

Grade	Step I	Step II	Step III	Step IV	Step V
1	\$ 18,262.40	\$ 19,177.60	\$ 20,113.60	\$ 21,132.80	\$ 22,193.60
	\$ 1,521.87	\$ 1,598.13	\$ 1,676.13	\$ 1,761.07	\$ 1,849.47
	\$ 702.40	\$ 737.60	\$ 773.60	\$ 812.80	\$ 853.60
	\$ 8.78	\$ 9.22	\$ 9.67	\$ 10.16	\$ 10.67
2	\$ 18,699.20	\$ 19,656.00	\$ 20,633.60	\$ 21,652.80	\$ 22,755.20
	\$ 1,558.27	\$ 1,638.00	\$ 1,719.47	\$ 1,804.40	\$ 1,896.27
	\$ 719.20	\$ 756.00	\$ 793.60	\$ 832.80	\$ 875.20
	\$ 8.99	\$ 9.45	\$ 9.92	\$ 10.41	\$ 10.94
3	\$ 19,177.60	\$ 20,113.60	\$ 21,132.80	\$ 22,193.60	\$ 23,316.80
	\$ 1,598.13	\$ 1,676.13	\$ 1,761.07	\$ 1,849.47	\$ 1,943.07
	\$ 737.60	\$ 773.60	\$ 812.80	\$ 853.60	\$ 896.80
	\$ 9.22	\$ 9.67	\$ 10.16	\$ 10.67	\$ 11.21
4	\$ 19,656.00	\$ 20,633.60	\$ 21,652.80	\$ 22,755.20	\$ 23,878.40
	\$ 1,638.00	\$ 1,719.47	\$ 1,804.40	\$ 1,896.27	\$ 1,989.87
	\$ 756.00	\$ 793.60	\$ 832.80	\$ 875.20	\$ 918.40
	\$ 9.45	\$ 9.92	\$ 10.41	\$ 10.94	\$ 11.48
5	\$ 20,113.60	\$ 21,132.80	\$ 22,193.60	\$ 23,316.80	\$ 24,460.80
	\$ 1,676.13	\$ 1,761.07	\$ 1,849.47	\$ 1,943.07	\$ 2,038.40
	\$ 773.60	\$ 812.80	\$ 853.60	\$ 896.80	\$ 940.80
	\$ 9.67	\$ 10.16	\$ 10.67	\$ 11.21	\$ 11.76
6	\$ 20,633.60	\$ 21,652.80	\$ 22,755.20	\$ 23,878.40	\$ 25,084.80
	\$ 1,719.47	\$ 1,804.40	\$ 1,896.27	\$ 1,989.87	\$ 2,090.40
	\$ 793.60	\$ 832.80	\$ 875.20	\$ 918.40	\$ 964.80
	\$ 9.92	\$ 10.41	\$ 10.94	\$ 11.48	\$ 12.06
7	\$ 21,132.80	\$ 22,193.60	\$ 23,316.80	\$ 24,460.80	\$ 25,688.00
	\$ 1,761.07	\$ 1,849.47	\$ 1,943.07	\$ 2,038.40	\$ 2,140.67
	\$ 812.80	\$ 853.60	\$ 896.80	\$ 940.80	\$ 988.00
	\$ 10.16	\$ 10.67	\$ 11.21	\$ 11.76	\$ 12.35
8	\$ 21,652.80	\$ 22,755.20	\$ 23,878.40	\$ 25,084.80	\$ 26,332.80
	\$ 1,804.40	\$ 1,896.27	\$ 1,989.87	\$ 2,090.40	\$ 2,194.40
	\$ 832.80	\$ 875.20	\$ 918.40	\$ 964.80	\$ 1,012.80
	\$ 10.41	\$ 10.94	\$ 11.48	\$ 12.06	\$ 12.66
9	\$ 22,193.60	\$ 23,316.80	\$ 24,460.80	\$ 25,688.00	\$ 26,977.60
	\$ 1,849.47	\$ 1,943.07	\$ 2,038.40	\$ 2,140.67	\$ 2,248.13
	\$ 853.60	\$ 896.80	\$ 940.80	\$ 988.00	\$ 1,037.60
	\$ 10.67	\$ 11.21	\$ 11.76	\$ 12.35	\$ 12.97
10	\$ 22,755.20	\$ 23,878.40	\$ 25,084.80	\$ 26,332.80	\$ 27,643.20
	\$ 1,896.27	\$ 1,989.87	\$ 2,090.40	\$ 2,194.40	\$ 2,303.60
	\$ 875.20	\$ 918.40	\$ 964.80	\$ 1,012.80	\$ 1,063.20
	\$ 10.94	\$ 11.48	\$ 12.06	\$ 12.66	\$ 13.29

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

ELK GROVE WATER DISTRICT
Salary Schedule
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2019

Grade	Step I	Step II	Step III	Step IV	Step V
11	\$ 23,316.80	\$ 24,460.80	\$ 25,688.00	\$ 26,977.60	\$ 28,308.80
	\$ 1,943.07	\$ 2,038.40	\$ 2,140.67	\$ 2,248.13	\$ 2,359.07
	\$ 896.80	\$ 940.80	\$ 988.00	\$ 1,037.60	\$ 1,088.80
	\$ 11.21	\$ 11.76	\$ 12.35	\$ 12.97	\$ 13.61
12	\$ 23,878.40	\$ 25,084.80	\$ 26,332.80	\$ 27,643.20	\$ 29,016.00
	\$ 1,989.87	\$ 2,090.40	\$ 2,194.40	\$ 2,303.60	\$ 2,418.00
	\$ 918.40	\$ 964.80	\$ 1,012.80	\$ 1,063.20	\$ 1,116.00
	\$ 11.48	\$ 12.06	\$ 12.66	\$ 13.29	\$ 13.95
13	\$ 24,460.80	\$ 25,688.00	\$ 26,977.60	\$ 28,308.80	\$ 29,723.20
	\$ 2,038.40	\$ 2,140.67	\$ 2,248.13	\$ 2,359.07	\$ 2,476.93
	\$ 940.80	\$ 988.00	\$ 1,037.60	\$ 1,088.80	\$ 1,143.20
	\$ 11.76	\$ 12.35	\$ 12.97	\$ 13.61	\$ 14.29
14	\$ 25,084.80	\$ 26,332.80	\$ 27,643.20	\$ 29,016.00	\$ 30,472.00
	\$ 2,090.40	\$ 2,194.40	\$ 2,303.60	\$ 2,418.00	\$ 2,539.33
	\$ 964.80	\$ 1,012.80	\$ 1,063.20	\$ 1,116.00	\$ 1,172.00
	\$ 12.06	\$ 12.66	\$ 13.29	\$ 13.95	\$ 14.65
15	\$ 25,688.00	\$ 26,977.60	\$ 28,308.80	\$ 29,723.20	\$ 31,220.80
	\$ 2,140.67	\$ 2,248.13	\$ 2,359.07	\$ 2,476.93	\$ 2,601.73
	\$ 988.00	\$ 1,037.60	\$ 1,088.80	\$ 1,143.20	\$ 1,200.80
	\$ 12.35	\$ 12.97	\$ 13.61	\$ 14.29	\$ 15.01
16	\$ 26,332.80	\$ 27,643.20	\$ 29,016.00	\$ 30,472.00	\$ 31,990.40
	\$ 2,194.40	\$ 2,303.60	\$ 2,418.00	\$ 2,539.33	\$ 2,665.87
	\$ 1,012.80	\$ 1,063.20	\$ 1,116.00	\$ 1,172.00	\$ 1,230.40
	\$ 12.66	\$ 13.29	\$ 13.95	\$ 14.65	\$ 15.38
17	\$ 26,977.60	\$ 28,308.80	\$ 29,723.20	\$ 31,220.80	\$ 32,780.80
	\$ 2,248.13	\$ 2,359.07	\$ 2,476.93	\$ 2,601.73	\$ 2,731.73
	\$ 1,037.60	\$ 1,088.80	\$ 1,143.20	\$ 1,200.80	\$ 1,260.80
	\$ 12.97	\$ 13.61	\$ 14.29	\$ 15.01	\$ 15.76
18	\$ 27,643.20	\$ 29,016.00	\$ 30,472.00	\$ 31,990.40	\$ 33,612.80
	\$ 2,303.60	\$ 2,418.00	\$ 2,539.33	\$ 2,665.87	\$ 2,801.07
	\$ 1,063.20	\$ 1,116.00	\$ 1,172.00	\$ 1,230.40	\$ 1,292.80
	\$ 13.29	\$ 13.95	\$ 14.65	\$ 15.38	\$ 16.16
19	\$ 28,308.80	\$ 29,723.20	\$ 31,220.80	\$ 32,780.80	\$ 34,424.00
	\$ 2,359.07	\$ 2,476.93	\$ 2,601.73	\$ 2,731.73	\$ 2,868.67
	\$ 1,088.80	\$ 1,143.20	\$ 1,200.80	\$ 1,260.80	\$ 1,324.00
	\$ 13.61	\$ 14.29	\$ 15.01	\$ 15.76	\$ 16.55
20	\$ 29,016.00	\$ 30,472.00	\$ 31,990.40	\$ 33,612.80	\$ 35,297.60
	\$ 2,418.00	\$ 2,539.33	\$ 2,665.87	\$ 2,801.07	\$ 2,941.47
	\$ 1,116.00	\$ 1,172.00	\$ 1,230.40	\$ 1,292.80	\$ 1,357.60
	\$ 13.95	\$ 14.65	\$ 15.38	\$ 16.16	\$ 16.97

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

ELK GROVE WATER DISTRICT
Salary Schedule
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2019

Grade	Step I	Step II	Step III	Step IV	Step V
21	\$ 29,723.20	\$ 31,220.80	\$ 32,780.80	\$ 34,424.00	\$ 36,150.40
	\$ 2,476.93	\$ 2,601.73	\$ 2,731.73	\$ 2,868.67	\$ 3,012.53
	\$ 1,143.20	\$ 1,200.80	\$ 1,260.80	\$ 1,324.00	\$ 1,390.40
	\$ 14.29	\$ 15.01	\$ 15.76	\$ 16.55	\$ 17.38
22	\$ 30,472.00	\$ 31,990.40	\$ 33,612.80	\$ 35,297.60	\$ 37,044.80
	\$ 2,539.33	\$ 2,665.87	\$ 2,801.07	\$ 2,941.47	\$ 3,087.07
	\$ 1,172.00	\$ 1,230.40	\$ 1,292.80	\$ 1,357.60	\$ 1,424.80
	\$ 14.65	\$ 15.38	\$ 16.16	\$ 16.97	\$ 17.81
23	\$ 31,220.80	\$ 32,780.80	\$ 34,424.00	\$ 36,150.40	\$ 37,939.20
	\$ 2,601.73	\$ 2,731.73	\$ 2,868.67	\$ 3,012.53	\$ 3,161.60
	\$ 1,200.80	\$ 1,260.80	\$ 1,324.00	\$ 1,390.40	\$ 1,459.20
	\$ 15.01	\$ 15.76	\$ 16.55	\$ 17.38	\$ 18.24
24	\$ 31,990.40	\$ 33,612.80	\$ 35,297.60	\$ 37,044.80	\$ 38,916.80
	\$ 2,665.87	\$ 2,801.07	\$ 2,941.47	\$ 3,087.07	\$ 3,243.07
	\$ 1,230.40	\$ 1,292.80	\$ 1,357.60	\$ 1,424.80	\$ 1,496.80
	\$ 15.38	\$ 16.16	\$ 16.97	\$ 17.81	\$ 18.71
25	\$ 32,780.80	\$ 34,424.00	\$ 36,150.40	\$ 37,939.20	\$ 39,852.80
	\$ 2,731.73	\$ 2,868.67	\$ 3,012.53	\$ 3,161.60	\$ 3,321.07
	\$ 1,260.80	\$ 1,324.00	\$ 1,390.40	\$ 1,459.20	\$ 1,532.80
	\$ 15.76	\$ 16.55	\$ 17.38	\$ 18.24	\$ 19.16
26	\$ 33,612.80	\$ 35,297.60	\$ 37,044.80	\$ 38,916.80	\$ 40,851.20
	\$ 2,801.07	\$ 2,941.47	\$ 3,087.07	\$ 3,243.07	\$ 3,404.27
	\$ 1,292.80	\$ 1,357.60	\$ 1,424.80	\$ 1,496.80	\$ 1,571.20
	\$ 16.16	\$ 16.97	\$ 17.81	\$ 18.71	\$ 19.64
27	\$ 34,424.00	\$ 36,150.40	\$ 37,939.20	\$ 39,852.80	\$ 41,849.60
	\$ 2,868.67	\$ 3,012.53	\$ 3,161.60	\$ 3,321.07	\$ 3,487.47
	\$ 1,324.00	\$ 1,390.40	\$ 1,459.20	\$ 1,532.80	\$ 1,609.60
	\$ 16.55	\$ 17.38	\$ 18.24	\$ 19.16	\$ 20.12
28	\$ 35,297.60	\$ 37,044.80	\$ 38,916.80	\$ 40,851.20	\$ 42,889.60
	\$ 2,941.47	\$ 3,087.07	\$ 3,243.07	\$ 3,404.27	\$ 3,574.13
	\$ 1,357.60	\$ 1,424.80	\$ 1,496.80	\$ 1,571.20	\$ 1,649.60
	\$ 16.97	\$ 17.81	\$ 18.71	\$ 19.64	\$ 20.62
29	\$ 36,150.40	\$ 37,939.20	\$ 39,852.80	\$ 41,849.60	\$ 43,950.40
	\$ 3,012.53	\$ 3,161.60	\$ 3,321.07	\$ 3,487.47	\$ 3,662.53
	\$ 1,390.40	\$ 1,459.20	\$ 1,532.80	\$ 1,609.60	\$ 1,690.40
	\$ 17.38	\$ 18.24	\$ 19.16	\$ 20.12	\$ 21.13
30	\$ 37,044.80	\$ 38,916.80	\$ 40,851.20	\$ 42,889.60	\$ 45,032.00
	\$ 3,087.07	\$ 3,243.07	\$ 3,404.27	\$ 3,574.13	\$ 3,752.67
	\$ 1,424.80	\$ 1,496.80	\$ 1,571.20	\$ 1,649.60	\$ 1,732.00
	\$ 17.81	\$ 18.71	\$ 19.64	\$ 20.62	\$ 21.65

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

ELK GROVE WATER DISTRICT
Salary Schedule
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2019

Grade	Step I	Step II	Step III	Step IV	Step V
31	\$ 37,939.20	\$ 39,852.80	\$ 41,849.60	\$ 43,950.40	\$ 46,113.60
	\$ 3,161.60	\$ 3,321.07	\$ 3,487.47	\$ 3,662.53	\$ 3,842.80
	\$ 1,459.20	\$ 1,532.80	\$ 1,609.60	\$ 1,690.40	\$ 1,773.60
	\$ 18.24	\$ 19.16	\$ 20.12	\$ 21.13	\$ 22.17
32	\$ 38,916.80	\$ 40,851.20	\$ 42,889.60	\$ 45,032.00	\$ 47,278.40
	\$ 3,243.07	\$ 3,404.27	\$ 3,574.13	\$ 3,752.67	\$ 3,939.87
	\$ 1,496.80	\$ 1,571.20	\$ 1,649.60	\$ 1,732.00	\$ 1,818.40
	\$ 18.71	\$ 19.64	\$ 20.62	\$ 21.65	\$ 22.73
33	\$ 39,852.80	\$ 41,849.60	\$ 43,950.40	\$ 46,113.60	\$ 48,443.20
	\$ 3,321.07	\$ 3,487.47	\$ 3,662.53	\$ 3,842.80	\$ 4,036.93
	\$ 1,532.80	\$ 1,609.60	\$ 1,690.40	\$ 1,773.60	\$ 1,863.20
	\$ 19.16	\$ 20.12	\$ 21.13	\$ 22.17	\$ 23.29
34	\$ 40,851.20	\$ 42,889.60	\$ 45,032.00	\$ 47,278.40	\$ 49,649.60
	\$ 3,404.27	\$ 3,574.13	\$ 3,752.67	\$ 3,939.87	\$ 4,137.47
	\$ 1,571.20	\$ 1,649.60	\$ 1,732.00	\$ 1,818.40	\$ 1,909.60
	\$ 19.64	\$ 20.62	\$ 21.65	\$ 22.73	\$ 23.87
35	\$ 41,849.60	\$ 43,950.40	\$ 46,113.60	\$ 48,443.20	\$ 50,856.00
	\$ 3,487.47	\$ 3,662.53	\$ 3,842.80	\$ 4,036.93	\$ 4,238.00
	\$ 1,609.60	\$ 1,690.40	\$ 1,773.60	\$ 1,863.20	\$ 1,956.00
	\$ 20.12	\$ 21.13	\$ 22.17	\$ 23.29	\$ 24.45
36	\$ 42,889.60	\$ 45,032.00	\$ 47,278.40	\$ 49,649.60	\$ 52,145.60
	\$ 3,574.13	\$ 3,752.67	\$ 3,939.87	\$ 4,137.47	\$ 4,345.47
	\$ 1,649.60	\$ 1,732.00	\$ 1,818.40	\$ 1,909.60	\$ 2,005.60
	\$ 20.62	\$ 21.65	\$ 22.73	\$ 23.87	\$ 25.07
37	\$ 43,950.40	\$ 46,113.60	\$ 48,443.20	\$ 50,856.00	\$ 53,393.60
	\$ 3,662.53	\$ 3,842.80	\$ 4,036.93	\$ 4,238.00	\$ 4,449.47
	\$ 1,690.40	\$ 1,773.60	\$ 1,863.20	\$ 1,956.00	\$ 2,053.60
	\$ 21.13	\$ 22.17	\$ 23.29	\$ 24.45	\$ 25.67
38	\$ 45,032.00	\$ 47,278.40	\$ 49,649.60	\$ 52,145.60	\$ 54,745.60
	\$ 3,752.67	\$ 3,939.87	\$ 4,137.47	\$ 4,345.47	\$ 4,562.13
	\$ 1,732.00	\$ 1,818.40	\$ 1,909.60	\$ 2,005.60	\$ 2,105.60
	\$ 21.65	\$ 22.73	\$ 23.87	\$ 25.07	\$ 26.32
39	\$ 46,113.60	\$ 48,443.20	\$ 50,856.00	\$ 53,393.60	\$ 56,076.80
	\$ 3,842.80	\$ 4,036.93	\$ 4,238.00	\$ 4,449.47	\$ 4,673.07
	\$ 1,773.60	\$ 1,863.20	\$ 1,956.00	\$ 2,053.60	\$ 2,156.80
	\$ 22.17	\$ 23.29	\$ 24.45	\$ 25.67	\$ 26.96
40	\$ 47,278.40	\$ 49,649.60	\$ 52,145.60	\$ 54,745.60	\$ 57,470.40
	\$ 3,939.87	\$ 4,137.47	\$ 4,345.47	\$ 4,562.13	\$ 4,789.20
	\$ 1,818.40	\$ 1,909.60	\$ 2,005.60	\$ 2,105.60	\$ 2,210.40
	\$ 22.73	\$ 23.87	\$ 25.07	\$ 26.32	\$ 27.63

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

ELK GROVE WATER DISTRICT
Salary Schedule
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2019

Grade	Step I	Step II	Step III	Step IV	Step V
41	\$ 48,443.20	\$ 50,856.00	\$ 53,393.60	\$ 56,076.80	\$ 58,884.80
	\$ 4,036.93	\$ 4,238.00	\$ 4,449.47	\$ 4,673.07	\$ 4,907.07
	\$ 1,863.20	\$ 1,956.00	\$ 2,053.60	\$ 2,156.80	\$ 2,264.80
	\$ 23.29	\$ 24.45	\$ 25.67	\$ 26.96	\$ 28.31
42	\$ 49,649.60	\$ 52,145.60	\$ 54,745.60	\$ 57,470.40	\$ 60,361.60
	\$ 4,137.47	\$ 4,345.47	\$ 4,562.13	\$ 4,789.20	\$ 5,030.13
	\$ 1,909.60	\$ 2,005.60	\$ 2,105.60	\$ 2,210.40	\$ 2,321.60
	\$ 23.87	\$ 25.07	\$ 26.32	\$ 27.63	\$ 29.02
43	\$ 50,856.00	\$ 53,393.60	\$ 56,076.80	\$ 58,884.80	\$ 61,838.40
	\$ 4,238.00	\$ 4,449.47	\$ 4,673.07	\$ 4,907.07	\$ 5,153.20
	\$ 1,956.00	\$ 2,053.60	\$ 2,156.80	\$ 2,264.80	\$ 2,378.40
	\$ 24.45	\$ 25.67	\$ 26.96	\$ 28.31	\$ 29.73
44	\$ 52,145.60	\$ 54,745.60	\$ 57,470.40	\$ 60,361.60	\$ 63,377.60
	\$ 4,345.47	\$ 4,562.13	\$ 4,789.20	\$ 5,030.13	\$ 5,281.47
	\$ 2,005.60	\$ 2,105.60	\$ 2,210.40	\$ 2,321.60	\$ 2,437.60
	\$ 25.07	\$ 26.32	\$ 27.63	\$ 29.02	\$ 30.47
45	\$ 53,393.60	\$ 56,076.80	\$ 58,884.80	\$ 61,838.40	\$ 64,916.80
	\$ 4,449.47	\$ 4,673.07	\$ 4,907.07	\$ 5,153.20	\$ 5,409.73
	\$ 2,053.60	\$ 2,156.80	\$ 2,264.80	\$ 2,378.40	\$ 2,496.80
	\$ 25.67	\$ 26.96	\$ 28.31	\$ 29.73	\$ 31.21
46	\$ 54,745.60	\$ 57,470.40	\$ 60,361.60	\$ 63,377.60	\$ 66,539.20
	\$ 4,562.13	\$ 4,789.20	\$ 5,030.13	\$ 5,281.47	\$ 5,544.93
	\$ 2,105.60	\$ 2,210.40	\$ 2,321.60	\$ 2,437.60	\$ 2,559.20
	\$ 26.32	\$ 27.63	\$ 29.02	\$ 30.47	\$ 31.99
47	\$ 56,076.80	\$ 58,884.80	\$ 61,838.40	\$ 64,916.80	\$ 68,161.60
	\$ 4,673.07	\$ 4,907.07	\$ 5,153.20	\$ 5,409.73	\$ 5,680.13
	\$ 2,156.80	\$ 2,264.80	\$ 2,378.40	\$ 2,496.80	\$ 2,621.60
	\$ 26.96	\$ 28.31	\$ 29.73	\$ 31.21	\$ 32.77
48	\$ 57,470.40	\$ 60,361.60	\$ 63,377.60	\$ 66,539.20	\$ 69,867.20
	\$ 4,789.20	\$ 5,030.13	\$ 5,281.47	\$ 5,544.93	\$ 5,822.27
	\$ 2,210.40	\$ 2,321.60	\$ 2,437.60	\$ 2,559.20	\$ 2,687.20
	\$ 27.63	\$ 29.02	\$ 30.47	\$ 31.99	\$ 33.59
49	\$ 58,884.80	\$ 61,838.40	\$ 64,916.80	\$ 68,161.60	\$ 71,572.80
	\$ 4,907.07	\$ 5,153.20	\$ 5,409.73	\$ 5,680.13	\$ 5,964.40
	\$ 2,264.80	\$ 2,378.40	\$ 2,496.80	\$ 2,621.60	\$ 2,752.80
	\$ 28.31	\$ 29.73	\$ 31.21	\$ 32.77	\$ 34.41
50	\$ 60,361.60	\$ 63,377.60	\$ 66,539.20	\$ 69,867.20	\$ 73,340.80
	\$ 5,030.13	\$ 5,281.47	\$ 5,544.93	\$ 5,822.27	\$ 6,111.73
	\$ 2,321.60	\$ 2,437.60	\$ 2,559.20	\$ 2,687.20	\$ 2,820.80
	\$ 29.02	\$ 30.47	\$ 31.99	\$ 33.59	\$ 35.26

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

ELK GROVE WATER DISTRICT
Salary Schedule
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2019

Grade	Step I	Step II	Step III	Step IV	Step V
51	\$ 61,838.40	\$ 64,916.80	\$ 68,161.60	\$ 71,572.80	\$ 75,150.40
	\$ 5,153.20	\$ 5,409.73	\$ 5,680.13	\$ 5,964.40	\$ 6,262.53
	\$ 2,378.40	\$ 2,496.80	\$ 2,621.60	\$ 2,752.80	\$ 2,890.40
	\$ 29.73	\$ 31.21	\$ 32.77	\$ 34.41	\$ 36.13
52	\$ 63,377.60	\$ 66,539.20	\$ 69,867.20	\$ 73,340.80	\$ 77,022.40
	\$ 5,281.47	\$ 5,544.93	\$ 5,822.27	\$ 6,111.73	\$ 6,418.53
	\$ 2,437.60	\$ 2,559.20	\$ 2,687.20	\$ 2,820.80	\$ 2,962.40
	\$ 30.47	\$ 31.99	\$ 33.59	\$ 35.26	\$ 37.03
53	\$ 64,916.80	\$ 68,161.60	\$ 71,572.80	\$ 75,150.40	\$ 78,915.20
	\$ 5,409.73	\$ 5,680.13	\$ 5,964.40	\$ 6,262.53	\$ 6,576.27
	\$ 2,496.80	\$ 2,621.60	\$ 2,752.80	\$ 2,890.40	\$ 3,035.20
	\$ 31.21	\$ 32.77	\$ 34.41	\$ 36.13	\$ 37.94
54	\$ 66,539.20	\$ 69,867.20	\$ 73,340.80	\$ 77,022.40	\$ 80,891.20
	\$ 5,544.93	\$ 5,822.27	\$ 6,111.73	\$ 6,418.53	\$ 6,740.93
	\$ 2,559.20	\$ 2,687.20	\$ 2,820.80	\$ 2,962.40	\$ 3,111.20
	\$ 31.99	\$ 33.59	\$ 35.26	\$ 37.03	\$ 38.89
55	\$ 68,161.60	\$ 71,572.80	\$ 75,150.40	\$ 78,915.20	\$ 82,846.40
	\$ 5,680.13	\$ 5,964.40	\$ 6,262.53	\$ 6,576.27	\$ 6,903.87
	\$ 2,621.60	\$ 2,752.80	\$ 2,890.40	\$ 3,035.20	\$ 3,186.40
	\$ 32.77	\$ 34.41	\$ 36.13	\$ 37.94	\$ 39.83
56	\$ 69,867.20	\$ 73,340.80	\$ 77,022.40	\$ 80,891.20	\$ 84,926.40
	\$ 5,822.27	\$ 6,111.73	\$ 6,418.53	\$ 6,740.93	\$ 7,077.20
	\$ 2,687.20	\$ 2,820.80	\$ 2,962.40	\$ 3,111.20	\$ 3,266.40
	\$ 33.59	\$ 35.26	\$ 37.03	\$ 38.89	\$ 40.83
57	\$ 71,572.80	\$ 75,150.40	\$ 78,915.20	\$ 82,846.40	\$ 86,985.60
	\$ 5,964.40	\$ 6,262.53	\$ 6,576.27	\$ 6,903.87	\$ 7,248.80
	\$ 2,752.80	\$ 2,890.40	\$ 3,035.20	\$ 3,186.40	\$ 3,345.60
	\$ 34.41	\$ 36.13	\$ 37.94	\$ 39.83	\$ 41.82
58	\$ 73,340.80	\$ 77,022.40	\$ 80,891.20	\$ 84,926.40	\$ 89,169.60
	\$ 6,111.73	\$ 6,418.53	\$ 6,740.93	\$ 7,077.20	\$ 7,430.80
	\$ 2,820.80	\$ 2,962.40	\$ 3,111.20	\$ 3,266.40	\$ 3,429.60
	\$ 35.26	\$ 37.03	\$ 38.89	\$ 40.83	\$ 42.87
59	\$ 75,150.40	\$ 78,915.20	\$ 82,846.40	\$ 86,985.60	\$ 91,353.60
	\$ 6,262.53	\$ 6,576.27	\$ 6,903.87	\$ 7,248.80	\$ 7,612.80
	\$ 2,890.40	\$ 3,035.20	\$ 3,186.40	\$ 3,345.60	\$ 3,513.60
	\$ 36.13	\$ 37.94	\$ 39.83	\$ 41.82	\$ 43.92
60	\$ 77,022.40	\$ 80,891.20	\$ 84,926.40	\$ 89,169.60	\$ 93,620.80
	\$ 6,418.53	\$ 6,740.93	\$ 7,077.20	\$ 7,430.80	\$ 7,801.73
	\$ 2,962.40	\$ 3,111.20	\$ 3,266.40	\$ 3,429.60	\$ 3,600.80
	\$ 37.03	\$ 38.89	\$ 40.83	\$ 42.87	\$ 45.01

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

ELK GROVE WATER DISTRICT
Salary Schedule
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2019

Grade	Step I	Step II	Step III	Step IV	Step V
61	\$ 78,915.20	\$ 82,846.40	\$ 86,985.60	\$ 91,353.60	\$ 95,908.80
	\$ 6,576.27	\$ 6,903.87	\$ 7,248.80	\$ 7,612.80	\$ 7,992.40
	\$ 3,035.20	\$ 3,186.40	\$ 3,345.60	\$ 3,513.60	\$ 3,688.80
	\$ 37.94	\$ 39.83	\$ 41.82	\$ 43.92	\$ 46.11
62	\$ 80,891.20	\$ 84,926.40	\$ 89,169.60	\$ 93,620.80	\$ 98,300.80
	\$ 6,740.93	\$ 7,077.20	\$ 7,430.80	\$ 7,801.73	\$ 8,191.73
	\$ 3,111.20	\$ 3,266.40	\$ 3,429.60	\$ 3,600.80	\$ 3,780.80
	\$ 38.89	\$ 40.83	\$ 42.87	\$ 45.01	\$ 47.26
63	\$ 82,846.40	\$ 86,985.60	\$ 91,353.60	\$ 95,908.80	\$100,692.80
	\$ 6,903.87	\$ 7,248.80	\$ 7,612.80	\$ 7,992.40	\$ 8,391.07
	\$ 3,186.40	\$ 3,345.60	\$ 3,513.60	\$ 3,688.80	\$ 3,872.80
	\$ 39.83	\$ 41.82	\$ 43.92	\$ 46.11	\$ 48.41
64	\$ 84,926.40	\$ 89,169.60	\$ 93,620.80	\$ 98,300.80	\$103,230.40
	\$ 7,077.20	\$ 7,430.80	\$ 7,801.73	\$ 8,191.73	\$ 8,602.53
	\$ 3,266.40	\$ 3,429.60	\$ 3,600.80	\$ 3,780.80	\$ 3,970.40
	\$ 40.83	\$ 42.87	\$ 45.01	\$ 47.26	\$ 49.63
65	\$ 86,985.60	\$ 91,353.60	\$ 95,908.80	\$100,692.80	\$105,726.40
	\$ 7,248.80	\$ 7,612.80	\$ 7,992.40	\$ 8,391.07	\$ 8,810.53
	\$ 3,345.60	\$ 3,513.60	\$ 3,688.80	\$ 3,872.80	\$ 4,066.40
	\$ 41.82	\$ 43.92	\$ 46.11	\$ 48.41	\$ 50.83
66	\$ 89,169.60	\$ 93,620.80	\$ 98,300.80	\$103,230.40	\$108,388.80
	\$ 7,430.80	\$ 7,801.73	\$ 8,191.73	\$ 8,602.53	\$ 9,032.40
	\$ 3,429.60	\$ 3,600.80	\$ 3,780.80	\$ 3,970.40	\$ 4,168.80
	\$ 42.87	\$ 45.01	\$ 47.26	\$ 49.63	\$ 52.11
67	\$ 91,353.60	\$ 95,908.80	\$100,692.80	\$105,726.40	\$111,009.60
	\$ 7,612.80	\$ 7,992.40	\$ 8,391.07	\$ 8,810.53	\$ 9,250.80
	\$ 3,513.60	\$ 3,688.80	\$ 3,872.80	\$ 4,066.40	\$ 4,269.60
	\$ 43.92	\$ 46.11	\$ 48.41	\$ 50.83	\$ 53.37
68	\$ 93,620.80	\$ 98,300.80	\$103,230.40	\$108,388.80	\$113,796.80
	\$ 7,801.73	\$ 8,191.73	\$ 8,602.53	\$ 9,032.40	\$ 9,483.07
	\$ 3,600.80	\$ 3,780.80	\$ 3,970.40	\$ 4,168.80	\$ 4,376.80
	\$ 45.01	\$ 47.26	\$ 49.63	\$ 52.11	\$ 54.71
69	\$ 95,908.80	\$100,692.80	\$105,726.40	\$111,009.60	\$116,584.00
	\$ 7,992.40	\$ 8,391.07	\$ 8,810.53	\$ 9,250.80	\$ 9,715.33
	\$ 3,688.80	\$ 3,872.80	\$ 4,066.40	\$ 4,269.60	\$ 4,484.00
	\$ 46.11	\$ 48.41	\$ 50.83	\$ 53.37	\$ 56.05
70	\$ 98,300.80	\$103,230.40	\$108,388.80	\$113,796.80	\$119,496.00
	\$ 8,191.73	\$ 8,602.53	\$ 9,032.40	\$ 9,483.07	\$ 9,958.00
	\$ 3,780.80	\$ 3,970.40	\$ 4,168.80	\$ 4,376.80	\$ 4,596.00
	\$ 47.26	\$ 49.63	\$ 52.11	\$ 54.71	\$ 57.45

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

ELK GROVE WATER DISTRICT
Salary Schedule
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2019

Grade	Step I	Step II	Step III	Step IV	Step V
71	\$ 100,692.80	\$ 105,726.40	\$ 111,009.60	\$ 116,584.00	\$ 122,408.00
	\$ 8,391.07	\$ 8,810.53	\$ 9,250.80	\$ 9,715.33	\$ 10,200.67
	\$ 3,872.80	\$ 4,066.40	\$ 4,269.60	\$ 4,484.00	\$ 4,708.00
	\$ 48.41	\$ 50.83	\$ 53.37	\$ 56.05	\$ 58.85
72	\$ 103,230.40	\$ 108,388.80	\$ 113,796.80	\$ 119,496.00	\$ 125,465.60
	\$ 8,602.53	\$ 9,032.40	\$ 9,483.07	\$ 9,958.00	\$ 10,455.47
	\$ 3,970.40	\$ 4,168.80	\$ 4,376.80	\$ 4,596.00	\$ 4,825.60
	\$ 49.63	\$ 52.11	\$ 54.71	\$ 57.45	\$ 60.32
73	\$ 105,726.40	\$ 111,009.60	\$ 116,584.00	\$ 122,408.00	\$ 128,523.20
	\$ 8,810.53	\$ 9,250.80	\$ 9,715.33	\$ 10,200.67	\$ 10,710.27
	\$ 4,066.40	\$ 4,269.60	\$ 4,484.00	\$ 4,708.00	\$ 4,943.20
	\$ 50.83	\$ 53.37	\$ 56.05	\$ 58.85	\$ 61.79
74	\$ 108,388.80	\$ 113,796.80	\$ 119,496.00	\$ 125,465.60	\$ 131,726.40
	\$ 9,032.40	\$ 9,483.07	\$ 9,958.00	\$ 10,455.47	\$ 10,977.20
	\$ 4,168.80	\$ 4,376.80	\$ 4,596.00	\$ 4,825.60	\$ 5,066.40
	\$ 52.11	\$ 54.71	\$ 57.45	\$ 60.32	\$ 63.33
75	\$ 111,009.60	\$ 116,584.00	\$ 122,408.00	\$ 128,523.20	\$ 134,950.40
	\$ 9,250.80	\$ 9,715.33	\$ 10,200.67	\$ 10,710.27	\$ 11,245.87
	\$ 4,269.60	\$ 4,484.00	\$ 4,708.00	\$ 4,943.20	\$ 5,190.40
	\$ 53.37	\$ 56.05	\$ 58.85	\$ 61.79	\$ 64.88
76	\$ 113,796.80	\$ 119,496.00	\$ 125,465.60	\$ 131,726.40	\$ 138,320.00
	\$ 9,483.07	\$ 9,958.00	\$ 10,455.47	\$ 10,977.20	\$ 11,526.67
	\$ 4,376.80	\$ 4,596.00	\$ 4,825.60	\$ 5,066.40	\$ 5,320.00
	\$ 54.71	\$ 57.45	\$ 60.32	\$ 63.33	\$ 66.50
77	\$ 116,584.00	\$ 122,408.00	\$ 128,523.20	\$ 134,950.40	\$ 141,710.40
	\$ 9,715.33	\$ 10,200.67	\$ 10,710.27	\$ 11,245.87	\$ 11,809.20
	\$ 4,484.00	\$ 4,708.00	\$ 4,943.20	\$ 5,190.40	\$ 5,450.40
	\$ 56.05	\$ 58.85	\$ 61.79	\$ 64.88	\$ 68.13
78	\$ 119,496.00	\$ 125,465.60	\$ 131,726.40	\$ 138,320.00	\$ 145,246.40
	\$ 9,958.00	\$ 10,455.47	\$ 10,977.20	\$ 11,526.67	\$ 12,103.87
	\$ 4,596.00	\$ 4,825.60	\$ 5,066.40	\$ 5,320.00	\$ 5,586.40
	\$ 57.45	\$ 60.32	\$ 63.33	\$ 66.50	\$ 69.83
79	\$ 122,408.00	\$ 128,523.20	\$ 134,950.40	\$ 141,710.40	\$ 148,803.20
	\$ 10,200.67	\$ 10,710.27	\$ 11,245.87	\$ 11,809.20	\$ 12,400.27
	\$ 4,708.00	\$ 4,943.20	\$ 5,190.40	\$ 5,450.40	\$ 5,723.20
	\$ 58.85	\$ 61.79	\$ 64.88	\$ 68.13	\$ 71.54
80	\$ 125,465.60	\$ 131,726.40	\$ 138,320.00	\$ 145,246.40	\$ 152,505.60
	\$ 10,455.47	\$ 10,977.20	\$ 11,526.67	\$ 12,103.87	\$ 12,708.80
	\$ 4,825.60	\$ 5,066.40	\$ 5,320.00	\$ 5,586.40	\$ 5,865.60
	\$ 60.32	\$ 63.33	\$ 66.50	\$ 69.83	\$ 73.32

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

ELK GROVE WATER DISTRICT
Salary Schedule
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2019

Grade	Step I	Step II	Step III	Step IV	Step V
81	\$ 128,523.20	\$ 134,950.40	\$ 141,710.40	\$ 148,803.20	\$ 156,228.80
	\$ 10,710.27	\$ 11,245.87	\$ 11,809.20	\$ 12,400.27	\$ 13,019.07
	\$ 4,943.20	\$ 5,190.40	\$ 5,450.40	\$ 5,723.20	\$ 6,008.80
	\$ 61.79	\$ 64.88	\$ 68.13	\$ 71.54	\$ 75.11
82	\$ 131,726.40	\$ 138,320.00	\$ 145,246.40	\$ 152,505.60	\$ 160,139.20
	\$ 10,977.20	\$ 11,526.67	\$ 12,103.87	\$ 12,708.80	\$ 13,344.93
	\$ 5,066.40	\$ 5,320.00	\$ 5,586.40	\$ 5,865.60	\$ 6,159.20
	\$ 63.33	\$ 66.50	\$ 69.83	\$ 73.32	\$ 76.99
83	\$ 134,950.40	\$ 141,710.40	\$ 148,803.20	\$ 156,228.80	\$ 164,028.80
	\$ 11,245.87	\$ 11,809.20	\$ 12,400.27	\$ 13,019.07	\$ 13,669.07
	\$ 5,190.40	\$ 5,450.40	\$ 5,723.20	\$ 6,008.80	\$ 6,308.80
	\$ 64.88	\$ 68.13	\$ 71.54	\$ 75.11	\$ 78.86
84	\$ 138,320.00	\$ 145,246.40	\$ 152,505.60	\$ 160,139.20	\$ 168,147.20
	\$ 11,526.67	\$ 12,103.87	\$ 12,708.80	\$ 13,344.93	\$ 14,012.27
	\$ 5,320.00	\$ 5,586.40	\$ 5,865.60	\$ 6,159.20	\$ 6,467.20
	\$ 66.50	\$ 69.83	\$ 73.32	\$ 76.99	\$ 80.84
85	\$ 141,710.40	\$ 148,803.20	\$ 156,228.80	\$ 164,028.80	\$ 172,224.00
	\$ 11,809.20	\$ 12,400.27	\$ 13,019.07	\$ 13,669.07	\$ 14,352.00
	\$ 5,450.40	\$ 5,723.20	\$ 6,008.80	\$ 6,308.80	\$ 6,624.00
	\$ 68.13	\$ 71.54	\$ 75.11	\$ 78.86	\$ 82.80
86	\$ 145,246.40	\$ 152,505.60	\$ 160,139.20	\$ 168,147.20	\$ 176,550.40
	\$ 12,103.87	\$ 12,708.80	\$ 13,344.93	\$ 14,012.27	\$ 14,712.53
	\$ 5,586.40	\$ 5,865.60	\$ 6,159.20	\$ 6,467.20	\$ 6,790.40
	\$ 69.83	\$ 73.32	\$ 76.99	\$ 80.84	\$ 84.88
87	\$ 148,803.20	\$ 156,228.80	\$ 164,028.80	\$ 172,224.00	\$ 180,856.00
	\$ 12,400.27	\$ 13,019.07	\$ 13,669.07	\$ 14,352.00	\$ 15,071.33
	\$ 5,723.20	\$ 6,008.80	\$ 6,308.80	\$ 6,624.00	\$ 6,956.00
	\$ 71.54	\$ 75.11	\$ 78.86	\$ 82.80	\$ 86.95
88	\$ 152,505.60	\$ 160,139.20	\$ 168,147.20	\$ 176,550.40	\$ 185,369.60
	\$ 12,708.80	\$ 13,344.93	\$ 14,012.27	\$ 14,712.53	\$ 15,447.47
	\$ 5,865.60	\$ 6,159.20	\$ 6,467.20	\$ 6,790.40	\$ 7,129.60
	\$ 73.32	\$ 76.99	\$ 80.84	\$ 84.88	\$ 89.12
89	\$ 156,228.80	\$ 164,028.80	\$ 172,224.00	\$ 180,856.00	\$ 189,883.20
	\$ 13,019.07	\$ 13,669.07	\$ 14,352.00	\$ 15,071.33	\$ 15,823.60
	\$ 6,008.80	\$ 6,308.80	\$ 6,624.00	\$ 6,956.00	\$ 7,303.20
	\$ 75.11	\$ 78.86	\$ 82.80	\$ 86.95	\$ 91.29
90	\$ 160,139.20	\$ 168,147.20	\$ 176,550.40	\$ 185,369.60	\$ 194,646.40
	\$ 13,344.93	\$ 14,012.27	\$ 14,712.53	\$ 15,447.47	\$ 16,220.53
	\$ 6,159.20	\$ 6,467.20	\$ 6,790.40	\$ 7,129.60	\$ 7,486.40
	\$ 76.99	\$ 80.84	\$ 84.88	\$ 89.12	\$ 93.58

ELK GROVE WATER DISTRICT
General Manager Salary
Annual, Monthly, Bi-Weekly & Hourly Wage
As of July 1, 2019

General Manager	
GM	\$ 203,592
	\$ 16,966
	\$ 7,830
	\$ 97.88

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.

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.

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

C

CAC – Community Advisory Committee.

CalPERS – California Employees Public 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.

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

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.

FRCD – Florin Resource Conservation District.

FTE – Full Time Equivalent.

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

Fund Balance – The cumulative difference of all revenues and all expenditures of the fund from the time the 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.

Elk Grove Water District
Fiscal Year 2019-20 Operating Budget

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.

**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

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.

**Elk Grove Water District
Fiscal Year 2019-20 Operating Budget**

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 19, 2019

TO: Chairperson and Directors of the Florin Resource Conservation District
FROM: Patrick Lee, Finance Manager / Treasurer
SUBJECT: **Fiscal Year 2019-20 INVESTMENT POLICY GUIDELINES**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution 06.19.19.02, approving the Fiscal Year 2019-20 Investment Policy Guidelines of the Florin Resource Conservation District.

SUMMARY

By this action, the Florin Resource Conservation District (FRCD) Board of Directors (Board) will approve the Fiscal Year (FY) 2019-20 Investment Policy Guidelines (Attachment 1).

DISCUSSION

Background

State of California Government Code section 53600 et. seq., states that the authority to invest District funds is expressly delegated to the Board of Directors for subsequent re-delegation to the District Treasurer for a period of up to one (1) year. Subject to review, the Board may renew the delegation of authority each year.

Present Situation

FY 2019-20 Investment Policy Guidelines is an annual adoption of the FRCD 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 Policy Guidelines at this time.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

June 19, 2019

FY 2019-20 INVESTMENT POLICY GUIDELINES

Page 2

STRATEGIC PLAN CONFORMITY

This item conforms to the FRCD/EGWD's 2012-2017 Strategic Plan. Annual adoption of the Investment Policy Guidelines is in line with the financial stability and best business practices of the Strategic Plan.

FINANCIAL SUMMARY

There is no direct financial impact associated with this item.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Patrick Lee". The signature is written in a cursive, flowing style.

PATRICK LEE
FINANCE MANAGER / TREASURER

Attachments

RESOLUTION NO. 06.19.19.02

**A RESOLUTION OF THE FLORIN RESOURCE
CONSERVATION DISTRICT BOARD OF DIRECTORS
APPROVING THE FISCAL YEAR 2019-20 INVESTMENT POLICY
GUIDELINES OF THE FLORIN RESOURCE CONSERVATION DISTRICT**

WHEREAS, the Florin Resource Conservation District Board of Directors adopted the Fiscal Year (FY) 2018-19 Investment Policy Guidelines of the Florin Resource Conservation District (District) (“Investment Policy Guidelines”) on June 20, 2018, to guide the District, General Manager, Finance Manager, and District staff regarding District investments; and

WHEREAS, paragraph R of the Investment Policy Guidelines provides that the District shall adopt the Guidelines by resolution annually; and

WHEREAS, the Board of Directors wishes to re-adopt the Investment Policy Guidelines for the FY 2019-20.

NOW, THEREFORE, BE IT RESOLVED by the Florin Resource Conservation District Board of Directors that:

SECTION 1. Investments shall be made in accordance with the FY 2019-20 Investment Policy Guidelines of the Florin Resource Conservation District attached hereto as Exhibit “A”, and made a part hereof.

SECTION 2. The policies adopted by this resolution are in addition to and supplement any other legal requirements.

SECTION 3. The Secretary to the Board shall certify to the passage and adoption of this resolution and the same shall take effect and be in force upon its adoption.

PASSED AND ADOPTED by the Florin Resource Conservation District Board of Directors on this 19th day of June, 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Nelson
Chairperson of the Board of Directors

ATTEST:

Stefani Phillips
Secretary to the Board of Directors

EXHIBIT “A”

**FISCAL YEAR 2019-20
INVESTMENT POLICY GUIDELINES OF THE
FLORIN RESOURCE CONSERVATION DISTRICT**

[Attached behind this cover page]



**FY 2019-20 Investment Policy Guidelines
of the
Florin Resource Conservation District**

Table of Contents

A.	Investment Authority	1
B.	Delegation of Authority	1
C.	Policy	1
D.	Scope	1
E.	Prudence	1
F.	Objective	1
G.	Ethics and Conflicts of Interest	2
H.	Authorized Financial Dealers and Institutions	2
I.	Authorized and Suitable Investments	2
J.	Prohibited Investments	5
K.	Investment Pools	5
L.	Safekeeping and Custody	5
M.	Delivery	6
N.	Maximum Maturity	6
O.	Internal Control	6
P.	Other Guidelines	7
Q.	Reporting	7
R.	Investment Policy Adoption	8
	Glossary	9
	Sources	14

A. 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 Board of Directors for subsequent re-delegation to the Finance Manager/District Treasurer.

B. 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 year and may be revoked at any time, or, upon review, renewed each year.

C. Policy

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

D. Scope

This investment 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.

E. 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.

F. Objective

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

1. **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.

2. **Liquidity:** The District's investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.
3. **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.

G. 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.

H. 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.

I. 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.

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:

1. California local government agency bonds, notes, warrants or other indebtedness;
2. California State warrants, notes, bonds or other indebtedness;
3. Bonds issued by the Florin Resource Conservation District;
4. U.S. Treasury notes, bonds, bills or other certificates of indebtedness secured by the full faith and credit of the federal government;
5. 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.

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.

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):

- (1) The entity meets the following criteria:
 - (A) Is organized and operating in the United States as a general corporation.
 - (B) Has total assets in excess of five hundred million dollars (\$500,000,000).
 - (C) Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical-rating organization (NRSRO).

- (2) The entity meets the following criteria:
 - (A) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
 - (B) Has program-wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bond.
 - (C) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization (NRSRO).

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

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.

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:

1. 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.

2. The total amount invested in reverse repurchase agreements shall not exceed 20% of the base value of the portfolio.
3. 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.
4. 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.

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.

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 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 five hundred million dollars (\$500,000,000.00).

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.

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 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.

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.

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 invested funds 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.

LAIF: Deposits with the Local Agency Investment Fund, 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.

J. 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.

K. 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.

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

L. 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.

M. 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.

N. 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.

O. Internal Control

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.

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.

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.

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

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 Services Specialist.

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.

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.

P. Other Guidelines

1. **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.
2. **Competitive Bids:** Purchase and sale of securities are made on the basis of competitive offers and bids.
3. **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.
4. **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.
5. **NCD Evaluation:** Negotiable Certificates of Deposit (NCD) are evaluated in terms of the credit worthiness of the issuer, as these deposits are unsecured, and uncollateralized promissory notes. See Appendix F of Treasury Management Procedures for NCD criteria.
6. **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.
7. **TCD Evaluation:** Time Certificates of Deposit (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. See Appendix G of Treasury Management Procedures for TCD criteria.
8. **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.
9. **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.

Q. Reporting

1. **Monthly Report:** 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. **Monthly Report:** 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.
3. **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 of Directors, 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 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 months.

R. 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.

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 or 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.

**FY 2019-20 Investment Policy Guidelines
Florin Resource Conservation District**

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.

**FY 2019-20 Investment Policy Guidelines
Florin Resource Conservation District**

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.

**FY 2019-20 Investment Policy Guidelines
Florin Resource Conservation District**

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.

**FY 2019-20 Investment Policy Guidelines
Florin Resource Conservation District**

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 return 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.

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.

June 19, 2019

TO: Chairperson and Directors of the Florin Resource Conservation District
FROM: Patrick Lee, Finance Manager / Treasurer
SUBJECT: **UTILITY BILLING AND ACCOUNTING SOFTWARE REVIEW**

RECOMMENDATION

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

SUMMARY

Staff is presenting the results of the utility billing and accounting systems review, which was identified as specific key objectives in the fiscal year (FY) 2018-19 Elk Grove Water District Operating Budget. Based on the review of the Elk Grove Water District (District) utility billing and accounting software, staff and the District's information technology (IT) Consultant is recommending that the District continue to use District's billing software (TruePoint Solutions) and financial accounting software (Sage 100) for its utility billing and financial accounting needs.

DISCUSSION

Background

The FY 2018-19 Elk Grove Water District Operating Budget identified a specific key objective to have staff conduct a review of the District's accounting practices and software. This objective was later clarified to focus on TruePoint Solutions and Sage 100.

The utility billing software was to be reviewed for system limitations and operational efficiencies based on the concerns expressed by staff that certain operations were taking long amounts of time to complete and certain software updates being pushed out by the software vendor were causing the District's current procedures and processes to no longer operate properly. Concerns were also expressed that updates issued by TruePoint were causing other problems and that whenever new features were needed, the District was paying a high price for alterations to the software.

The financial accounting software was to be reviewed for system capabilities in implementing a purchase order (P.O.) and encumbrance process. It was thought that converting from an

UTILITY BILLING AND ACCOUNTING SOFTWARE REVIEW

Page 2

expense-based accounting system to an encumbrance-based accounting system would yield a more conservative management of the District's finances.

Present Situation

Utility Billing Software Review

The review of TruePoint Solutions was initiated by reaching out to various consulting firms to solicit a listing of references to agencies similar to the District, in industry and customer count, that the consulting firms has recently assisted with a system review and implementation. Due to the size and complexity of these systems it would be necessary to retain a specialized consultant to guide the District in its selection and implementation of a new billing software. Staff reached out to four (4) different consulting firms based on a list obtained from the California Society of Municipal Finance Officers (CSMFO) email thread that was sent out in 2012. The consulting firms contacted by staff were:

1. SoftResources
2. GFOA
3. Highlands Consulting Group
4. SDI Presence

The table below summarizes the references that staff received and the results of discussion with each of the references:

UTILITY BILLING AND ACCOUNTING SOFTWARE REVIEW

	Placer County Water Agency	Central Contra Costa Sanitary District		South Tahoe PUD
	SoftResources	GFOA	Highlands Consulting Group	SDI Presence
	Ron Loos- Director 425-216-4019	Mike Mucha 312-578-2285	Demetre Haralambakis 916-397-7412	Terry Hackelman - Senior VP 916-692-2001
<u>Questions</u>	Michael A. Willihnganz Director of Administrative Services	John Huie - IT Manager 925-229-7326		Paul Hughes - CFO 530-543-6211
What did you use the Consultant for?	1. Review and document current system 2. Prepare RFP, screen/interview/select vendors 3. Project implementation advisor	1. developed business process workflows 2. developed RFP for new system 3. Developed scoring sheets 4. coordinated demo's with vendors	References provided only include large State of CA Departments	Did not respond
How would you rate the level of service/expertise	Ron Loos - excellent to work with, very helpful, easy to get along with	Very professional and helpful. Always attended on-site meetings. Attentive to needs of District when interviewing and demonstration of product by vendors		
How much time did the Consultant spend?	2 years	1 year		
Did the Consultant help draft the RFP?	Yes	Yes		
Did the Consultant help with the implementation?	Served as project advisor during implementation, however, due to unforseen software implementation challenges, the implementation has been put on hold	No, coordinated everything up through the selection of the software. Implementation was managed in-house		
What was the total cost for the Consultant?	\$165K for task 1 and 2	Approximately \$140K		

Based on the discussions with Placer County Water Agency (PCWA) and Central Contra Costa Sanitary District (CCCSD), staff determined that the initial investment of bringing in a consulting firm to assist the District with a review of TruePoint and determination as to whether the District should obtain another utility billing system would be too significant. The cost incurred by the two responding agencies were in the range of \$140,000 - \$165,000 just to bring in a consulting firm to review their current billing systems, to assist with the drafting of an request for proposal (RFP), scoring the responses to the RFP and coordination of the new software implementation. This cost does not include the actual cost of purchasing the new billing software.

To continue the prudent management of District resources and to avoid unnecessary cost to the District, staff has made a determination to not yet proceed with bringing in a consulting firm to assist with the review of TruePoint and possible implementation of a new billing system. Instead, staff has decided to work directly with TruePoint in an attempt to address the concerns raised regarding the system limitations and lack of operational efficiencies.

UTILITY BILLING AND ACCOUNTING SOFTWARE REVIEW

Page 4

Staff scheduled a face to face relationship review meeting with representatives from TruePoint Solutions to express the District's concern that TruePoint Solutions was not providing the District with a product capable of addressing the needs or requirements of reporting, billing and stability. The specific items discussed were:

1. Monthly bill calculation and output file generation were taking 2-3 hours.
2. Software updates being pushed out were causing processing and operational issues.
3. Cost of annual maintenance agreement and costs for programming changes.
4. Lack of ability to generate reports at future dates with static information.
5. Lack of options available in regards to credit card processing and processors.
6. Implementation of the backflow prevention module.

The results of each item discussed is summarized below:

1. Staff expressed concerns over the fact that monthly bill calculation and output file generation were taking exceptionally long to complete. Staff confirmed that the entire monthly process takes anywhere from 2-3 hours to complete. When initially implemented, TruePoint only took approximately half an hour to an hour to complete this process. TruePoint confirmed that overtime, as more bill generating processes are completed and more data is created and stored on the servers, the bill generating process will begin to slow. TruePoint will take a look into the bill generating process and determine if creating a new "index" will assist with speeding up the bill generating process.
2. The District expressed concerns over the fact that software updates were being pushed out before proper testing. Some software updates, when pushed out, would interfere with and cause operating procedures to no longer work properly. This caused a lot of inefficiencies and would require staff to contact TruePoint Solutions to have the issues diagnosed and corrected. Going forward, TruePoint confirmed they will notify the District of any future software updates in advance and will send out software updates at least two (2) weeks in advance of planned implementation date to allow District staff to test software updates to ensure there are no disruptions or issues to the District's current operations.
3. Staff inquired as to the annual maintenance fee of \$10,500 and what the fee covered. TruePoint explained that the \$10,500 annual maintenance fee covers software updates and customer support, but does not cover any specific programming, coding changes or report writing requests by the District. These additional services are billed to the District on a per hour rate. Since the billing software is proprietary to TruePoint, the District will not be able to avoid paying additional fees for programming or coding changes, but the District will try to mitigate costs for report writing by utilizing in house IT.

UTILITY BILLING AND ACCOUNTING SOFTWARE REVIEW

Page 5

4. Staff expressed concerns over the reporting function within TruePoint and the ability to generate a report on multiple occasions in future dates and to have the reports contain static information (i.e. the information on the reports remain the same each time the report is generated regardless of when it is generated). TruePoint stated that transactions were probably being posted into closed period, thus affecting the data and balances of reports previously generated. TruePoint will review the District's current system settings to determine if any changes have been made since implementation which could be affecting the District's ability to generate a report at any given time and have the reports contain the same static information. Staff will also schedule a conference call with TruePoint to discuss the need to post transactions in TruePoint to prior dates.
5. Staff expressed concerns over the lack of support for credit card chip payment technology and the ability for customers to pay their bills by debit card. Although the District does accept credit card payments via swipe, TruePoint currently does not support credit card chip processing or debit card processing and has no plans to support these functions in the future. TruePoint feels that there is relatively low risk in credit card chip payment processing since most agencies are reviewing and requiring identification before accepting credit card payments. As for credit card processors, TruePoint's proprietary software and coding is linked with WorldPay to ensure seamless processing of payments and posting to customer accounts. If the District desires to utilize another credit card processor, the District would have to pay for the cost of programming and coding to continue to receive the seamless processing for credit card transactions and postings into TruePoint. This cost is estimated to be approximately \$40,000 - \$60,000.
6. Staff expressed interest in possibility converting over to TruePoint's Cross-Connection Control Program module. TruePoint is a progressive software, meaning updates are rolled out continuously to all software users, and any programming changes requested by one entity is rolled out to all entities. Because of this and because Sacramento Suburban Water District (SSWD) had already paid for the majority of the programming and roll out of the cross-connection control module, the District has benefited by also having this module available at no cost to the District. The District is currently looking into the possibility of discontinuing the use of its current backflow prevention program, XC2, and moving onto the TruePoint backflow prevention platform. Although there is no cost to the District for the module, there will be costs associated with data migration and customization. The District is still currently reviewing its options.

In addition to the six (6) items discussed in detail above, staff has also requested a refresher/training course on all the updates and software improvements that have been added

UTILITY BILLING AND ACCOUNTING SOFTWARE REVIEW

Page 6

to the TruePoint software since the District's implementation in 2011. TruePoint has agreed to put a course together for District staff to review these changes and to go over any process improvements that could help District staff achieve operational efficiencies. This training is anticipated to occur in August of 2019.

Financial Accounting Software Review

Staff initiated the review of Sage 100 by conducting a conference call with Rob Zarzana from Champs Systems. Champs System is the consulting vendor who assists the District with the roll out of annual software updates and systems configuration based on District needs and requirements. Per discussion with Rob, it was noted that the Sage 100 software is more intended for the use by private sector businesses and not municipalities. It was confirmed by Rob that Sage 100 does not have the capabilities to issue P.O.'s to encumber funds against budgeted expenditure line items to ensuring the proper tracking of remaining budget as not to exceed spending in any given fiscal year (FY).

In addition to this confirmation by Rob, staff further discussed and analyzed the costs and benefits for the implementation of an accounting software that would allow the District to issue P.O.'s and encumber funds against budgeted line items. The analysis is summarized below:

Pros:

1. A new system would allow the District to issue P.O.'s and encumber funds is deemed best practices.
2. The District would have the ability to track remaining budgets at any given time automatically through the software.

Cons:

1. The cost to implement a new system would be in the estimated \$250,000 - \$500,000 range.
2. The District only issues about 120 P.O.'s a year, which isn't deemed to be excessive.
3. Staff can generate a report to determine current spending against budgets through a quick analysis.
4. The cost to implement new accounting software outweighs the benefits of being able to track spending on 120 P.O.'s.

Based on the analysis summarized above, staff has deemed Sage 100 to be sufficient for the current financial operations and reporting requirements for the District. Although implementing a financial reporting system that would allow the District to issue P.O.'s and encumber funds against expenditure budgets is deemed to be best practices, the cost to implement a financial reporting software that would allow this functionality outweighs the benefits received since 1)

UTILITY BILLING AND ACCOUNTING SOFTWARE REVIEW

Page 7

the District does not issue very many P.O.'s currently; and 2) Finance staff can easily generate reports to determine spending levels at any time compared to budgeted amounts

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

This item conforms to the Florin Resource Conservation District (FRCD)/EGWD's 2012-2017 Strategic Plan of achieving financial stability through having reliable financial resources and records in order to operate in an efficient manner to provide ratepayers with excellent customer service.

FINANCIAL SUMMARY

There is no direct financial impact associated with this item.

Respectfully Submitted,



PATRICK LEE
FINANCE MANAGER / TREASURER

June 19, 2019

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

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution No. 06.19.19.03 approving the Elk Grove Water District Employee Policy Manual.

Summary

The Employee Policy Manual (Manual) has been updated to ensure policies comply with current laws and adhere to the Elk Grove Water District's (EGWD) current practices. The draft Manual's format has been changed and policy provisions have been moved to appropriate chapters for easier navigation.

Staff retained Regional Government Services (RGS) to help facilitate the draft Manual update. The law firm Liebert Cassidy Whitmore (LCW) reviewed the draft Manual and developed new policies to ensure the policy provisions were in compliance with legal requirements and current laws.

By this action, the Florin Resource Conservation District (FRCD) Board of Directors (Board) would adopt Resolution No. 06.19.19.03 approving the EGWD Employee Policy Manual (attached).

DISCUSSION

Background

Staff reviewed the draft Manual and used RGS to assist with the Manual update. Each Chapter was thoroughly reviewed by LCW, who the District uses for labor law counsel. Members of the management staff have shared the task of reviewing assigned chapters of the draft Manual. Staff also met with the respective Board Working Groups to review each chapter. Staff made appropriate revisions and redistributed the draft Manual to the respective Board Working Groups for a final review. The draft Manual was provided to all District staff members and a meeting was held to address any comments and questions from staff. The draft Manual was then disseminated to the full Board for a final review.

ELK GROVE WATER DISTRICT EMPLOYEE POLICY MANUAL

Page 2

Present Situation

The intent of revising the Manual was to ensure policies comply with current laws and adhere to the District's current practices. In an effort to navigate more easily through the Manual, the format has been changed and provisions have been moved to different chapters as appropriate. There were numerous Key changes made to the Manual, and these are listed below. Additionally, LCW developed a couple of new provisions (Catastrophic Illness Leave Donation, 5.7.1, and Hardship Leave, 6.1.5) as requested by the Board.

The Key changes to the Employee Policy Manual are as follows:

Chapter 2 – Employee Policies and Practices

- Fitness for Duty Exam, 2.6.3, provision and conformity by law, has been added.
- Modified Duty, 2.6.4, provision and conformity by law, has been added.

Chapter 3 – Professional Conduct

- Y-Rate, 3.2.3.7, provision, has been added.

Chapter 4 – Work Days and Compensation

- Punctuality and Attendance, 4.1.2, has been expanded to include provisions for Request for Time Off, 4.1.2.3, and Excessive Absences, 4.1.2.4.

Chapter 5 – Employee Benefits

- Paid Administrative Benefits, 5.5.1.2, benefits will no longer be paid out to exempt employees at separation.
- Catastrophic Illness Leave Donation, 5.7.1, LCW drafted a new provision, that allows District employees to donate leave (Personal Time Off and Vacation) accruals to other District employees who demonstrate the medical emergency and need for a prolonged absence, which is subject to GM approval.
- Clothing Allowance, 5.10.3, has been reduced from \$500 to \$350 due to the implementation of District uniforms.

ELK GROVE WATER DISTRICT EMPLOYEE POLICY MANUAL

Page 3

- Off-Duty Education, 5.10.6.2, language has been added to this provision regarding the Districts policy of educational assistance with the agreement that the employee remain employed for three (3) years following completion of coursework. (The agreement contains the language, and staff felt it should be included in the policy provision.)

Chapter 6 – Leaves of Absence

- Bereavement, 6.1.3, bereavement leave has been increased from three (3) days of paid leave to five (5) days. Employees may take up to five (5) days off paid leave, with GM approval.
- Hardship Leave, 6.1.5, LCW drafted a new provision that gives the GM discretion to grant up to five (5) days paid leave to an employee who can demonstrate significant hardship and who has exhausted all other accruals.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

Development and distribution of a Manual indirectly relates to the 2012-2017 Strategic Plan goals of Workforce Development, Customer Service and Business Practices. An employee manual also constitutes administrative policies and the Board is required to formulate and approve these policies per the FRCD Board By-Laws adopted by Resolution No. 02.24.10.02.

FINANCIAL SUMMARY

The two (2) provisions listed below may result in a financial impact to the District, however, the financial impact cannot be determined until those provisions are exercised.

These provisions include:

- Catastrophic Illness Leave Donation, 5.7.1
- Hardship Leave, 6.1.5

June 19, 2019

ELK GROVE WATER DISTRICT EMPLOYEE POLICY MANUAL

Page 4

Respectfully Submitted,



STEFANI PHILLIPS,
HUMAN RESOURCE ADMINISTRATOR

Attachments

RESOLUTION NO. 06.19.19.03

**RESOLUTION OF THE FLORIN RESOURCE
CONSERVATION DISTRICT BOARD OF DIRECTORS
APPROVING THE ELK GROVE WATER DISTRICT
EMPLOYEE POLICY MANUAL**

WHEREAS, the Board of Directors of the Florin Resource Conservation District, establishes written policies and procedures for the Elk Grove Water District employees;

WHEREAS, approved policies provide guidance and continuity of direction for Elk Grove Water District staff;

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

WHEREAS, the Board of Directors and staff review this Manual regularly and update it as necessary;

WHEREAS, the Board of Directors has been provided with proposed policies implementing the foregoing;

BE IT NOW THERE RESOLVED AS FOLLOWS:

SECTION 1. The Board of Directors hereby adopts the **ELK GROVE WATER DISTRICT EMPLOYEE POLICY MANUAL**, attached hereto as Exhibit A, effective June 19, 2019.

SECTION 2. The Board of Directors hereby authorizes the General Manager or his designee to duly implement the aforementioned adopted policy on behalf of the District, and distribute the manual to all employees.

SECTION 3. This Resolution shall serve to repeal and supersede all previous resolutions establishing written policies and procedures for Elk Grove Water District employees.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Nelson
Chairperson of the Board of Directors

ATTEST:

Stefani Phillips
Secretary to the Board of Directors

EXHIBIT “A”

**ELK GROVE WATER DISTRICT
EMPLOYEE POLICY MANUAL**

[Attached behind this cover page]



Employee Policy Manual

Adopted:

TABLE OF CONTENTS

1. Introduction

1.1 Overview

- 1.1.1 Purpose
- 1.1.2 About the District

1.2 Things to Know

- 1.2.1 Fiscal Year
- 1.2.2 Bulletin Boards

2. Employment Policies and Practices

2.1 General Policies

- 2.1.1 Equal Opportunity Employer
- 2.1.2 Reasonable Accommodation
- 2.1.3 Anti-Harassment, Anti-Discrimination, and Anti-Retaliation
- 2.1.4 Drug Free Workplace
- 2.1.5 Tobacco Free Workplace
- 2.1.6 Whistle-blower Protection
- 2.1.7 Conflict of Interest
- 2.1.8 Outside Employment
- 2.1.9 Political Activity
- 2.1.10 Confidentiality
- 2.1.11 Protecting District Security
- 2.1.12 Personal Property

2.2 Employment Classifications

- 2.2.1 At-Will Employment
- 2.2.2 Categories
- 2.2.3 Verification of Eligibility for Employment
- 2.2.4 Nepotism

2.3 Employee Reimbursements

- 2.3.1 Mileage Allowance
- 2.3.2 Travel Expenses

2.4 District Vehicles and Personal Vehicles Use

- 2.4.1 Employee Use of District Vehicles
- 2.4.2 Use of Personal Vehicles for District Purpose

2.5 Credit Card Use

- 2.5.1 Authorized Users
- 2.5.2 Use of District Credit Cards
- 2.5.3 Account Reconciliation

2.6 Job Performance

- 2.6.1 Performance Evaluation
- 2.6.2 Change in Position
- 2.6.3 Fitness for Duty Exam
- 2.6.4 Modified Duty

2.7 Employee Records and Right to Privacy

- 2.7.1 General
- 2.7.2 Employee Information
- 2.7.3 Medical Information
- 2.7.4 Access to Personnel Files
- 2.7.5 Employment Reference
- 2.7.6 Personnel Records

TABLE OF CONTENTS

2.8 Separation Procedures

- 2.8.1 Resignations
- 2.8.2 Layoffs
- 2.8.3 Exit Procedures

3. Employee Conduct

3.1 Professional Conduct

- 3.1.1 Professional Conduct
- 3.1.2 Chain of Command

3.2 Discipline

- 3.2.1 General
- 3.2.2 Unacceptable Conduct
- 3.2.3 Corrective and Disciplinary Action

3.3 Expectations

- 3.3.1 Personal Appearance
- 3.3.2 Logo Attire
- 3.3.3 Customer Relations
- 3.3.4 Limitations on Solicitations, Distributions and Access

4. Work Days and Compensation

4.1 Working Hours

- 4.1.1 Regular Hours of Work
- 4.1.2 Punctuality and Attendance
- 4.1.3 Job Abandonment

4.2 Compensation

- 4.2.1 Overview
- 4.2.2 Fair Labor Standards Act
- 4.2.3 Pay Periods
- 4.2.4 Wage Garnishment
- 4.2.5 Cost of Living Adjustment
- 4.2.6 Longevity Pay
- 4.2.7 Overtime Pay
- 4.2.8 Working Early/Staying Late
- 4.2.9 Working on Holidays
- 4.2.10 On Call Duty
- 4.2.11 Call-Out
- 4.2.12 Call Back

5. Employee Benefits

5.1 Introduction

- 5.1.1 Notice
- 5.1.2 Administration of Employee Benefits

5.2 Holidays

- 5.2.1 Observed Holidays

5.3 Personal Time Off

- 5.3.1 Personal Time Off

5.4 Sick Leave for Part-time Employees

5.5 Paid Administrative Benefits

TABLE OF CONTENTS

5.5.1 Paid Administrative Benefits

5.6 Vacation Benefits

5.6.1 Vacation Benefits

5.7 Catastrophic Illness Leave Donation

5.7.1 Catastrophic Illness Leave Donation

5.8 Integration of Other Benefits

5.8.1 Workers' Compensation

5.8.2 State Disability Insurance

5.8.3 Social Security

5.9 Insurance Benefits

5.9.1 Group Medical Insurance

5.9.2 Group Dental Insurance

5.9.3 Group Life Insurance

5.9.4 Group Vision Insurance

5.9.5 Post-Retirement Benefits

5.9.6 Retirement Disability Benefits

5.9.7 Workers' Compensation Insurance

5.10 Other Benefits

5.10.1 CalPERS Retirement Plan

5.10.2 Flexible Savings Accounts and Health Savings Accounts

5.10.3 Clothing Allowance

5.10.4 Employee Assistance Program

5.10.5 Membership in Organizations

5.10.6 On-Duty and Off-Duty Education

6. Leaves of Absence

6.1 About Leaves of Absence

6.1.1 Overview

6.1.2 Adult Literacy Programs

6.1.3 Bereavement

6.1.4 Court Appearances

6.1.5 Hardship Leave

6.1.6 Jury Duty

6.1.7 Leave of Absence Without Pay

6.1.8 Military Leave

6.1.9 New Parent Leave Act

6.1.10 Paid Family Leave

6.1.11 Pregnancy Disability Leave

6.1.12 School Related Leave

6.1.13 Substance Abuse Rehabilitation

6.1.14 Time off for Victims of Violent Crime or Domestic Violence

6.1.15 Time off to Vote

6.1.16 Volunteer Firefighters' Leave

6.1.17 Workers' Compensation Leave

7. Employee Safety

7.1 Safety

7.1.1 Injury and Illness Prevention Program

7.1.2 Personal Protective Equipment

TABLE OF CONTENTS

- 7.1.3 Workplace Violence Prevention
- 7.1.4 Pepper Spray

8. Use of Information Technology

8.1 Use of District Owned Media

- 8.1.1 Purpose
- 8.1.2 Data
- 8.1.3 Personal Use of Electronic Media
- 8.1.4 Passwords
- 8.1.5 E-mail

8.2 Use of Personal Media

- 8.2.1 Using Personal Electronics on the Job
- 8.2.2 Using Personal Electronics for Business Purposes
- 8.2.3 Security

8.3 Social Media

- 8.3.1 Social Media
- 8.3.2 Social Networking
- 8.3.3 Equipment and System Maintenance

9. Definition of Terms

9.1 Definitions

Appendices

- A. Anti-Harassment, Anti-Discrimination, and Anti-Retaliation Policy
- B. Drug Free Workplace Policy
- C. Conflict of Interest Code
- D. Travel Procedures and Expenditures Policy
- E. Credit Card Policy
- F. 9/80 Workweek Schedule Policy
- G. Workplace Violence Prevention Policy
- H. Pepper Spray Policy

1.1 OVERVIEW

1.1.1 Purpose

The purpose of this employee policy manual is to provide guidance to the employees of the Elk Grove Water District (EGWD), which will be referred to as the “District” from here on out. The General Manager is vested with the authority to administer personnel relations in accordance with the terms of this manual.

This manual highlights areas of importance to facilitate efficient and economical service to the public, as well as promote a fair and equitable system of personnel management within the District. This manual does not provide an answer to all personnel questions and issues that may arise regarding responsibilities, obligations, rights, privileges, benefits and prohibitions which, are placed upon all employees of the District.

This manual is not a contract. Accordingly, it should not be interpreted to create any expressed or implied contractual rights between the District and any employee. It is expressly understood that the contents of this manual do not constitute the terms of a contract of employment or benefits. Thus, this manual should not be construed as a guarantee of continued employment. Any verbal or written representations to the contrary are invalid and should not be relied upon by current or prospective employees.

The policies set forth in this manual replace any and all previous policy statements, whether written or oral, which differ from or are inconsistent with the policies expressed in this manual. No such prior policies or procedures shall have any force or effect after the effective date of this manual.

This manual may be revised and updated from time to time, as deemed necessary by the General Manager of the District subject to approval by the Florin Resource Conservation District (FRCD) Board of Directors.

1.1.2 About the District

Elk Grove Water District began as an investor-owned utility founded in 1893 to serve the community of Elk Grove. It was acquired by the FRCD in December 1999. The District is operating as a public entity and department of FRCD, which was duly formed and organized pursuant to the California Public Resources Code § 9151 *et seq.* The District’s service area is approximately 13 square miles.

1.1.2.1 District Values

All employees shall demonstrate and abide by the following values:

- **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.

1.1.2.2 Open Door

Management adheres to an open door policy and encourages all employees to share opinions, ideas, and thoughts about general operations, especially relating to improving efficiency, increasing productivity, devising innovative solutions, and achieving desired results. The open door policy is intended to encourage personnel at all levels of the District to express their opinions and ideas about any general item. The open door policy allows management to understand details of the District's operations and creative suggestions for improvement that might be lost in translation as the message makes its way through multiple channels.

1.1.2.3 Employee Recognition

Employees receive recognition for every five (5) years of service.

As part of the District Safety Program, individuals or the entire staff may receive awards for continuous safe work actions.

1.2 THINGS TO KNOW

1.2.1 Fiscal Year

The District operates on a fiscal year, from July 1st to June 30th. Unless otherwise noted, employee functions in this manual are based on a fiscal year.

1.2.2 Bulletin Boards

District bulletin boards are reserved for the exclusive use of the District for posting work-related notices or notices which must be posted pursuant to local, state and federal law. From time to time, special notices and information for employees will be posted by the District on the bulletin boards. Please check the boards regularly for such notices.

2.1 GENERAL POLICIES

2.1.1 Equal Opportunity Employer

The District is an equal opportunity employer and strictly prohibits unlawful discrimination by any employee. It is the policy of the District that its employment practices be administered without regard to:

- Race
- Color
- Religious creed, including religious dress and grooming practices
- Sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding and medical conditions relating to breastfeeding)
- Marital status
- Physical or mental disability
- Medical condition
- Genetic characteristics or information
- Age (over 40)
- National origin or ancestry
- Sexual orientation (including homosexuality, bisexuality, or heterosexuality)
- Military or veteran status
- Any other consideration made unlawful by applicable discrimination laws

2.1.2 Reasonable Accommodation

Absent undue hardship on the District, or direct threats to the health and safety of employee(s), the District provides employment-related reasonable accommodations to:

- Qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions;
- Employees with conditions related to pregnancy, childbirth, or a related medical condition, if they so request, and with the advice of their health care provider;
- Employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work; and
- Employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

Any employee who requires an accommodation in order to perform the essential functions of his or her job should contact the Human Resources Administrator and request an accommodation. The District will conduct an interactive process with the employee to determine whether the requested accommodation or an alternative is reasonable and can be implemented without imposing an undue hardship on the District.

2.1.3 Anti-Harassment, Anti-Discrimination, and Anti-Retaliation

The District has adopted a policy and complaint procedure against harassment, discrimination and retaliation. The purpose of this policy is to establish a strong commitment to prohibit and prevent discrimination, harassment, and retaliation in the

workplace; to define those terms; and to set forth a procedure for investigating and resolving internal complaints. Employees, applicants, unpaid interns, volunteers, officers, officials or contractors who believe they have experienced any form of harassment, discrimination, or retaliation are encouraged to report this immediately. Complaints may be made following procedures provided in Appendix A, Anti-Harassment, Anti-Discrimination, and Anti-Retaliation Policy, to the General Manager, Human Resources Administrator, by contacting the U.S. Equal Employment Opportunity Commission (EEOC), or the California Department of Fair Employment and Housing (DFEH).

2.1.4 Drug Free Workplace

It is the desire of the District that all work environments be safe, productive and free of the influence of alcohol and/or controlled substances. The District recognizes that the use of alcohol and/or controlled substances in the workplace is not conducive to safe working conditions and will not be tolerated.

Employees will not be at work under the influence of alcohol and/or controlled substances, will not use alcohol and/or controlled substances while on duty or while on paid standby time and will not sell, manufacture, distribute or provide controlled substances to any person while on duty. The District has no intention of interfering with the private lives of its employees unless involvement with alcohol and/or controlled substances off the job affects job performance or public safety.

All employees of the District, whether or not in safety sensitive positions, are subject to reasonable suspicion testing for alcohol and/or controlled substances. In addition, safety sensitive employees (the Department of Transportation's definition includes any employee who must possess a commercial driver license) are subject to pre-employment and random, alcohol and/or controlled substance testing.

Appendix B contains the District's Drug Free Workplace Policy.

2.1.5 Tobacco Free Workplace

The District is committed to providing a healthy and safe workplace for its employees and the public. In keeping with this commitment and in accordance with state law, the use of tobacco or vaping products is strictly prohibited on District premises, other than specially designated areas, in District vehicles, on District work sites, or in the presence of District customers.

2.1.6 Whistle-blower Protection

The General Manager has primary responsibility for:

- Ensuring compliance with this Manual, and ensuring that District employees do not engage in improper activities;
- Investigating allegations of improper activities; and
- Taking appropriate corrective and disciplinary actions.

Employees are encouraged to fulfill their obligation to the public and the District by disclosing in writing to their immediate supervisor, to the extent not expressly prohibited by law, improper work-related activities within their knowledge. In the event that the improper activity involves their immediate supervisor, the employee must follow the chain of command and alert the next responsible manager. Employees will

not interfere with the General Manager's responsibilities in identifying, investigating, and correcting improper work-related activities.

An employee will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding, or influencing any other person so as to deter such person from acting in good faith to report or otherwise bring to the attention of the General Manager any information that, if true, would constitute:

- A work-related violation by a District employee of any law or regulation;
- Gross waste of District funds;
- Gross abuse of authority;
- A specific and substantial danger to public health or safety due to an act or omission of a District employee;
- Use of a District office or position or of District resources for personal gain; or
- A conflict of interest of a District employee.

An employee will not use or threaten to use any official authority or influence to effect any action as a reprisal against a District employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects discussed in this section.

The District also prohibits all of the following:

- Taking any retaliatory adverse employment action against an employee because the employee has or is believed to have disclosed information to any government or law enforcement agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation (Labor Code § 1102.5(b));
- Preventing an employee from disclosing information to a government agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation (Labor Code § 1102.5(a));
- Retaliating against an employee for refusing to participate in any activity that would result in a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation (Labor Code § 1102.5(c)); and
- Retaliating against an employee because the employee's family member has, or is perceived to have, engaged in any of the protected activities listed above.

Any person who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with: 1) the General Manager, or 2) any member of the Board of Directors, if the complaint involves the conduct of the General Manager. Upon the conclusion of an investigation, the General Manager (or the Board of Directors) will take appropriate action consistent with this Manual.

2.1.7 Conflict of Interest

Pursuant to the provisions of Gov. Code § 87300, et seq. no official or employee will accept a fee, compensation, gift, payment of expenses or any other thing of monetary

value in any circumstances in which acceptance may result in or reasonably create the appearance of any one or more of the following:

- Use of public office and/or employment for personal or private gain;
- Preferential treatment of any person;
- Loss of complete independence or impartiality;
- Making a District decision outside of official channels;
- Reduction of public confidence in the integrity of the District and/or its employees; and
- Impeding government efficiency or economy.

It is the employee's responsibility to disclose and report all potential conflict of interest situations to his or her supervisor or the General Manager.

Should a District employee be approached by a contractor or supplier and offered a gift or bribe so as to enhance that contractor's or supplier's position with the District, the employee must immediately report such activity to the General Manager.

Appendix C contains the Conflict of Interest Code.

2.1.8 Outside Employment

An employee shall not engage in any paid or self-employment, activity, or enterprise which is inconsistent, incompatible or in conflict with his or her District duties, functions, responsibilities, or that of the department in which he or she is employed at the District. Part-time employees may engage in outside business employment. In order to avoid perceived or actual conflicts of interest that may arise from outside employment, all employees must obtain written approval from the General Manager prior to undertaking any outside employment (Gov. Code § 1126(a).)

2.1.9 Political Activity

District employees and officials are prohibited from engaging in political activity during working hours or on District property, with the exception that political activities may take place at Board of Director meetings. (Gov. Code § 3207.)

No District employee or official will participate in political activities of any kind while wearing clothing that identifies the employee as a District employee. (Gov. Code § 3206.)

No District employee or official may use District funds or resources to advocate a partisan position or otherwise use District funds or resources to support his or her personal political activities. (Gov. Code § 54964.)

2.1.10 Confidentiality

Employees may, during the course of their duties, acquire, develop, use or learn certain confidential, sensitive, or proprietary information (collectively "Confidential Information") concerning District operations, customers, employees, contractors, vendors, suppliers, or proposed contractors, vendors, or suppliers.

Confidential information includes, but is not limited to: personnel records, customer data, real property acquisition materials, legal memoranda, records pertaining to

pending litigation, preliminary drafts, notes or memoranda which are not typically retained in the ordinary course of business, terrorist attack risk, vulnerability assessments, information security records, or trade secrets, as defined by California Evidence Code § 1061(a)(1), whether such secrets are owned by the District or any of its contractors, vendors, or suppliers or proposed contractors, vendors, or suppliers. Employees shall not, during their employment with the District or any time in the future, directly or indirectly:

- Disclose or furnish, to any other person, firm, agency, corporation, client, business or enterprise, any confidential information acquired during their employment;
- Individually or in conjunction with any other person, firm, agency, company, client, business or corporation, employ or cause to be employed any confidential information in any manner whatsoever except in furtherance of the business of the District;
- Without the written consent of the District, publish, deliver or commit to being published or delivered, any copies, abstracts or summaries of any files, records, documents, drawings, specifications, lists, equipment and similar items relating to the business of the District, except to the extent required in the ordinary course of their duties.

2.1.11 Protecting District Security

Employees are responsible for all equipment assigned to them, including security resources such as key cards, keys, combinations, key pad PINs and passcodes. Duplication of keys is strictly prohibited.

2.1.12 Personal Property

Any loss or damage to personal property of employees that is voluntarily brought on to District premises, will be reviewed for resolution on a case by case basis.

2.2 EMPLOYMENT CLASSIFICATIONS

2.2.1 At-Will Employment

Employment at the District is at-will. At-will employment means that an employee may terminate his or her employment at any time with or without advance notice to the District and with or without cause. Likewise, the District may terminate the employment of any employee at any time with or without advance notice and with or without cause.

Except for the General Manager, no manager, supervisor or representative of the District has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to at-will employment.

2.2.2 Categories

The following is a list of the employment categories used by the District. If an individual has any questions about his or her job category, the individual should check with the Human Resources Administrator.

Employee	The term “employee(s)” shall mean all persons employed by the District. Directors are not employees. Individuals working through an employment agency (leased employees, etc.) and those working as independent contractors are not considered employees of the District and are not entitled to any employment benefits provided by the District.
Exempt Employees	Exempt employees are employees whose job duties meet the federal Fair Labor Standards Act (FLSA) requirements for overtime exemption. Exempt employees are compensated by salaries and are not eligible for overtime pay. The Human Resources Administrator will inform the employee if his or her status is exempt. Exempt employees may have job assignments that require full or part-time work.
Non-exempt Employees	Non-exempt employees are employees subject to federal FLSA overtime regulations and will be compensated for overtime hours worked in accordance with the law. Non-exempt employees must comply with District policies regarding overtime work.
Regular Full-Time Employees	Regular full time employees are employees who are normally scheduled to work and who regularly do work a schedule of 40 hours or more per work week.
Regular Part-Time Employees	Regular part time employees are employees who are regularly scheduled to and do work less than 40 hours per work week. Part time employees may be assigned a work schedule in advance or may work as needed.
Temporary Employees	Temporary employees are employees who are employed by the District for short-term assignments and who are not considered regular employees. Temporary employees are not eligible for employee benefits and may be classified as exempt or non-exempt according to job duties and method of compensation. This classification includes but is not limited to persons hired for the following reasons: seasonal peak workloads, water conservation program and emergency extra workloads.
Management Employees	Management employees are those employees specifically designated by the General Manager as responsible for the management of administration and operations. Management employees are exempt salaried employees and therefore are not eligible for overtime compensation.
Supervisory Employees	Supervisory employees are those employees specifically designated by the General Manager as responsible for monitoring the performance of at least one other individual employee. Supervisory employees may or may not be exempt employees.

2.2.3 Verification of Eligibility for Employment

The District is required by federal immigration laws to verify documentation that shows each person's identity and legal authorization to work in the United States. All offers of employment and continued employment are conditioned upon furnishing satisfactory evidence of identity and legal authorization to work in the United States and each individual must attest to his or her identity and legal authorization to work.

2.2.4 Nepotism

Relatives of employees or directors of the District will not be placed within the District as full-time employees for reasons of security, safety and/or morale. Present employees who marry one another will be permitted to continue their employment with the District only if they do not work in a supervisory relationship with one another or otherwise pose difficulties for supervision, security, safety or morale. If such employee-spouses do work in a supervisory relationship with one another, the District will attempt to reassign one of them to another position for which he or she is qualified if such a position is available. If no such position is available, then one of the employee-spouses will be required to leave the District's employment. The decision as to which employee will leave is left initially to the employee-spouses. If they do not decide which of them will leave, the District will determine based on the District's needs which employee-spouse will be required to leave the District's employment. Any separation or transfer resulting from the administration of this policy is not disciplinary and is not subject to any grievance or appeal, or pre- or post-disciplinary appeal due process.

Relatives as referred to in this policy include spouse, registered domestic partner, parents, children, brothers, sisters, grandparents, stepfather, stepmother, stepbrother, stepsister, stepchild, niece, nephew, cousin, uncle, aunt, grandchildren, and in-laws, or any member of an employee's immediate household.

2.3 EMPLOYEE REIMBURSEMENTS

2.3.1 Mileage Allowance

In the event a personal vehicle must be used, the District will reimburse expenses based on the Internal Revenue Service (IRS) current Standard Mileage rate. The Finance Manager will periodically adjust the mileage allowance to correspond to IRS guidelines. Employees must submit proof of the distance (e.g., a Google map of the route) traveled when requesting reimbursement.

2.3.2 Travel Expenses

With the General Manager's permission, employees may travel to work related conferences and similar events. No family members, friends, etc., may ride in a District vehicle at any time. Flight travel should be in coach class; if an employee wishes to upgrade, the employee is responsible for the price difference. Receipts should be itemized and presented to the Finance Manager for reimbursement of appropriate travel expenses, which may include airline tickets, hotel stays and other necessities.

Appendix D contains the Travel Procedures and Expenditures Policy.

2.4 DISTRICT VEHICLES AND PERSONAL VEHICLE USE

2.4.1 Employee Use of District Vehicles

District owned vehicles assigned to employees shall generally be restricted to District business only. Only District employees may drive or be a passenger in a District vehicle. District employees who are on-call may use the vehicle for commuting purposes and may maintain the vehicle at his or her residence, so that they may report directly to a work site. De minimis use (such as stopping for a personal errand) during the course of a commute is permitted. Any use beyond de minimis, will be subjected to the guidelines under the Internal Revenue Code and Regulations. Staff may also use District owned vehicles for District related out of town travel and may take the vehicle home on the way to or from the event.

An employee using a District owned vehicle for these purposes shall provide evidence that he or she is covered under his or her own automobile insurance policy for any claims and damages arising out of his or her personal use of the vehicle. In addition, no other individual than the employee shall operate the vehicle except in the case of an emergency.

Drivers of District owned vehicles are personally responsible for any fines or other citations for traffic violations incurred during the use of the vehicle. The privilege of driving a District owned vehicle may be revoked in the event of repeated violations.

2.4.2 Use of Personal Vehicles for District Purpose

An employee who must use his or her personal vehicle for District purposes (e.g., driving to a conference when a District vehicle is either unavailable or impractical) will be reimbursed by the District at the standard mileage rate established by the IRS.

The employee shall provide evidence that he or she is covered under his or her own automobile insurance policy for any claims and damages arising out of his or her business use of the vehicle. This information must be on file with the Human Resources Administrator.

Drivers are personally responsible for any fines or other citations for traffic violations incurred during the use of the vehicle.

2.5 CREDIT CARD USE

2.5.1 Authorized Users

Credit cards are issued to supervisory employees through the authorization of the General Manager or his or her designee.

2.5.2 Use of District Credit Cards

Employees' use of District credit cards must adhere to the District Issued Credit Card Policy, which may be found in Appendix E.

2.5.3 Account Reconciliation

Detailed receipts for all purchases must be turned in to the supervisor for reconciliation against the monthly credit card bill. Supervisors are responsible for verifying all transactions on credit accounts and for presenting credit card bills and

corresponding receipts to the Finance Department in a timely manner. Late charges on credit accounts are unacceptable.

2.6 JOB PERFORMANCE

2.6.1 Performance Evaluation

2.6.1.1 Content

The performance evaluation is designed to help employees become aware of the progress made and/or of any areas for improvement. Employees will meet with their immediate supervisor to discuss the evaluation. Each employee is encouraged to ask specific questions and to comment about his or her evaluation. The employee's signature on the evaluation will be required to acknowledge receipt of the evaluation, and that the evaluation will be placed in the employee's personnel file. If an employee refuses to sign the evaluation, the Human Resources Administrator and the supervisor will note the refusal on the evaluation and sign the notation. A copy of the evaluation will be provided to the employee. It is the responsibility of the employee to read and understand the content of the evaluation. An employee may submit written comments on the evaluation that will be included with the evaluation in the employee's personnel file.

A performance evaluation does not guarantee a merit pay increase, nor is it a promise of continued employment.

2.6.1.2 Schedule

The District will periodically review employee performance and discuss the review with the employee privately. Evaluations may be performed annually, unless otherwise specified by a supervisor. During the first six (6) months of employment, an employee may be evaluated at the completion of three (3) months and at the completion of six (6) months.

2.6.2 Change in Position

2.6.2.1 Promotion

When District employees apply for a change in position, the District considers, among other things, the following factors:

- The qualifications for that position;
- Evaluation of the candidate's competency, experience and ability to perform the work, as determined by past performance and examination of personnel records; and
- Ability to perform essential job functions of the applicable position.

The General Manager will consider the recommendations of the employee's immediate supervisors when reviewing qualifications for advancement. Change in position is effective upon approval by the General Manager, but does not change the at-will nature of the promoted employee's employment with the District. A promotion will result in a new anniversary date, determined by the date of promotion.

2.6.2.2 Lateral Transfers

A lateral transfer is where an employee moves from one (1) position to another that has the same wage range. An employee who moves to a lateral position may not necessarily be eligible for a step increase in pay, as this transfer does not constitute a promotion. Employees transferring to a different job assignment at the same level or grade do not change anniversary dates.

Such transfers may be made at the request of the District, or by the employee. An employee request will be considered and approved by the General Manager if a lateral position is vacant and only if the interests of the District are best served by doing so.

2.6.2.3 Demotion

An employee's inability to perform satisfactorily in a new position may result in a return to his or her former position, provided the former position is available. An employee may also be demoted due to unsatisfactory work performance.

2.6.3 Fitness for Duty Exam

The District may require an employee to undergo a fitness for duty examination to determine whether the employee can perform the essential functions of the job with or without reasonable accommodation when there is significant evidence that:

- a. the employee's ability to perform one (1) or more essential functions of his or her job has declined; or
- b. could cause a reasonable person to question whether an employee is still capable of performing one (1) or more of his or her essential job duties, or is still capable of performing those duties in a manner that does not cause harm to himself, herself or others.

The District may also require that a District-approved medical provider conduct the examination.

2.6.4 Modified Duty

The District encourages employees to return to work through an interactive process. Any employee may request modified duty as an accommodation when a temporary disability limits the employee's ability to perform the essential duties of his or her job. The District will consider the request consistent with federal and state laws including, but not limited to, the Americans with Disabilities Act (ADA).

2.7 EMPLOYEE RECORDS AND RIGHT TO PRIVACY

2.7.1 General

The District maintains a personnel file on each employee. A personnel file will contain only material that the District deems necessary and relevant or that is required by law. Personnel files are the property of the District, and access to the information it contains is restricted to protect employee privacy interests. Access to personnel files will be strictly limited to only those with a legitimate need to have such information for the District's business purposes, or if access is required by law, subpoena or court order.

2.7.2 Employee Information

Employees must notify the Human Resources Administrator promptly of any changes to their home address, phone number, name or number of their dependents, marital status, name change or any other such information necessary for accurate record keeping.

2.7.3. Medical Information

All medical information about an employee or applicant is kept in separate medical files and is treated as confidential. Access to employee or applicant medical information will be strictly limited to only those with a legitimate need to have such information for the District's business purposes, or if access is required by law, subpoena or court order. In the case of an employee with a disability, supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.

2.7.4 Access to Personnel Files

2.7.4.1 Inspection of File

Personnel files can be reviewed at reasonable times and at reasonable intervals, within 30 days of a written request. A former employee is entitled to inspect his or her personnel records one (1) time per year. (Labor Code § 1198.5(d).) A current or former employee and/or his or her representative, who wishes to review his or her personnel file should make a written request to the Human Resources Administrator. (Labor Code § 1198.5(b)(2)(A).)

The inspection must occur in the presence and location of the Human Resources Administrator or designee and at a time that works best (Labor Code § 1198.5(b)(1) without loss of compensation to the employee. (Labor Code § 1198.5(c)(2).

If a former employee files a lawsuit relating to a District personnel matter, the right to access personnel records may be suspended while the lawsuit is pending.

2.7.4.2 Copies

A copy of personnel records can be obtained within 30 days after the employer receives a written request. (Labor Code § 1198.5(b)(1)) A current or former employee who wishes to receive such a copy should contact the Human Resources Administrator or designee in writing. The District may charge a fee for the actual cost of copying. (Labor Code § 1198.5(b)(1); 1198.5 (b)(2)(A).)

Prior to making a copy of personnel records or allowing inspection, the District may redact the names of nonsupervisory employees. (Labor Code § 1198.5(g).) Under no circumstances will the District provide access or copying of the following categories of personnel file documents: records relating to the investigation of a possible criminal offense; letters of reference; ratings, reports, or records that were obtained prior to employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination. (Labor Code § 1198.5(h).)

2.7.4.3 Representative's Inspection

To have another person/representative inspect his or her personnel files, a current or former employee must provide the person/representative with written authorization. (Labor Code § 1198.5(e).) The General Manager or designee will notify the employee and/or representative of the date, time and place of the inspection in writing.

2.7.4.4 Personnel File Documents

No person inspecting a personnel file is permitted to add or remove any document or other item to/from the personnel file.

2.7.5 Employment Reference

All requests from outside the District for reference checks or verification of employment concerning any current or former employee must be referred to the Human Resources Administrator. Information will be released only if the employee signs an authorization for release of employment information in the form prescribed by the District, except that without such authorization the following limited information will be provided: dates of employment, classifications held, and salary range.

2.7.6 Personnel Records

The District will keep employee personnel files after the termination of employment per the District's record retention policy.

2.8 SEPARATION PROCEDURES

2.8.1 Resignations

To leave District service in good standing, an employee must file a written notice of resignation with the General Manager at least two (2) weeks before the employee leaves employment with the District. The General Manager may, however, grant good standing with less notice. "Resignation in good standing" does not include employees who resign while on suspension or while charges or disciplinary actions are pending, or resign to avoid dismissal. Resignations may not be withdrawn without the General Manager's approval.

Nothing in this Resignation Policy is intended to or should be taken to limit the at-will employment relationship between the employee and the District. Either the employee or the District can terminate employment at any time with or without cause and with or without advance notice.

2.8.2 Layoffs

The General Manager may abolish any position of employment and the employee holding such position may be laid off, transferred to a lateral position, or demoted if necessary due to lack of work, lack of funds or other economic reason, or because the necessity for a position no longer exists.

2.8.3 Exit Procedures

Upon leaving employment with the District, each employee must return all keys and other District property in as good a condition as when received (normal wear and tear excepted) including but not limited to all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials and similar items relating to the business of the District to the General Manager or his or her designee.

The employee may be asked to participate in an exit interview with the Human Resources Administrator. Each employee will be asked to sign a Personnel Action Form confirming receipt of the final paycheck and that all District property has been returned.

The Human Resources Administrator will provide each employee with information regarding any conversion or continuation rights to insurance benefits. When leaving the District, employees and their dependents may have the right to continue group medical and dental benefits at their own expense temporarily under state and federal statute, commonly known as Cal-COBRA and COBRA, respectively.

3.1. PROFESSIONAL CONDUCT**3.1.1 Professional Conduct**

District employees are expected to maintain a professional standard of conduct in the performance of their duties. Unsatisfactory performance and/or misconduct may subject an employee to discipline.

3.1.2 Chain of Command

When an employee is seeking clarification on policies, procedures, or specific assigned tasks, those questions should be directed to the employee's supervisor. The District encourages employees to follow the chain of command in these instances in order to ensure that the matter is handled at the level nearest the problem and by the individuals who are most knowledgeable. If the situation cannot be resolved satisfactorily, the matter can be escalated to the next level in the employee's chain of command.

3.2. DISCIPLINE**3.2.1 General**

District policies, practices and procedures are not intended to create a contract of employment and do not, in any fashion, alter the at-will employment relationship under which the District operates. The District has the right to terminate an employee at any time without having to prove cause or justification, and without any recourse to a grievance procedure or an appeal right. However, the District may choose to utilize discipline to address an employee's performance.

3.2.2 Unacceptable Conduct

The following is a non-exhaustive list of conduct that is prohibited:

- Falsification of employment records, employment information, or other District records.
- Incompetence, inefficiency or neglect of duty.
- Recording the work time of another employee or allowing any other employee to record his or her work time, or allowing falsification of any time sheet, either the employee's own or another's.
- Deliberate or careless damage of any District property or the property of any employee or customer.
- Participating in horseplay or practical jokes on District time or on District premises.
- Carrying firearms or any other device designed or intended to primarily function as a weapon while on duty (multi tools, pocket knives, razor knives, and other devices designed or intended primarily as tools are not deemed weapons under this policy.)
- Possessing any open container of alcohol or possession of illegal drugs while on District property or using District equipment while under the influence of any impairment substances.
- Insubordination, including but not limited to failure or refusal to obey the lawful orders or instructions of a supervisor or member of management; or use of abusive or threatening language toward a supervisor or member of management.

- Unreported, unauthorized or habitual absence or tardiness.
- Abuse of personal time off or vacation.
- Failure to report unsafe or otherwise harmful situations to a supervisor.
- Sleeping on the job.
- Failure to observe work schedules including rest and lunch periods.
- Engaging in criminal conduct.
- Discourteous treatment of the public or fellow employees.
- Causing, creating or participating in a disruption of any kind during working hours or on District property.
- Soliciting other employees for membership, funds or other similar activity in connection with any outside organization during the employee's working time or the working time of the employee solicited.
- Distributing unauthorized literature or any written or printed material during working time or in work areas. ("Working time" does not include employee meal and break periods.)
- Failure of a non-exempt employee to obtain permission to leave work for any reason during normal working hours.
- Unauthorized use of District equipment, time, materials, facilities or the District's name.
- Excessive personal telephone calls during working hours that interfere with District business.
- Failure to provide a physician's certificate when requested or required to do so.
- Wearing extreme, unprofessional or inappropriate styles of dress, jewelry or hair while working.
- Working overtime without authorization or refusing to work assigned overtime.
- Committing a fraudulent act or a breach of trust under any circumstances; dishonesty.
- Violation of policies or procedures contained in this manual or any revisions thereof.

3.2.3 Corrective and Disciplinary Action

The General Manager has sole discretion and right to determine what corrective or disciplinary action is appropriate in each situation and is not required to treat each corrective or disciplinary action as a step in a series of progressive discipline. The following are types of counseling, reprimands and discipline, which the District may impose:

3.2.3.1 Counseling Memorandum

A counseling memorandum will be provided to an employee to identify: a failure of appropriate conduct or performance issue; the performance the employee is to demonstrate in the future; and consequences for failure to correct the behavior or problem. A counseling memorandum will be retained in the supervisor's file until the completion of the evaluation year, and then documented in the employee performance evaluation, as the supervisor deems necessary.

3.2.3.2 Verbal Reprimand

A verbal reprimand is a verbal direction from a supervisory employee to discontinue inappropriate conduct or to correct a performance issue. A verbal reprimand will be documented in writing and retained in the supervisor's file until the completion of the evaluation year and then documented in the employee performance evaluation, as the supervisor deems necessary.

3.2.3.3 Written Reprimand

A written reprimand is written direction from a supervisory employee to discontinue inappropriate conduct or to correct a performance issue. A written reprimand will be retained in the employee's personnel file and documented in the employee performance evaluation. The employee has the right to have his or her written rebuttal attached to the reprimand in the employee's personnel file, if the employee submits the rebuttal to the issuing supervisory employee or to the Human Resources Administrator within five (5) business days after the reprimand is received.

3.2.3.4 Suspension Without Pay

The District may suspend an employee from his or her position without pay for cause. Documents related to a suspension shall become part of the employee's personnel file when the suspension is final and documented in the employee performance evaluation. Employees who are exempt from Fair Labor Standards Act (FLSA) overtime will only be suspended as authorized by the FLSA.

3.2.3.5 Reduction in Pay or Paid Leave

The District may reduce an employee's pay or paid leave for cause. A reduction in pay for disciplinary purposes may take one (1) of three (3) forms:

1. A decrease in base rate of pay to a lower step within the salary range;
2. A decrease in base rate of pay to an employee for a fixed period of time; or
3. Loss of accrued paid vacation or administrative leave, floating holiday, or compensatory time off.

Documents related to a reduction in pay shall become part of the employee's personnel file when the reduction in pay is final and documented in the employee performance evaluation.

3.2.3.6 Demotion

The District may demote an employee from his or her current position to a lower-level position or lower salary allocation for cause. The employee must still meet the minimum qualifications for the lower-level position. Such demoted employee shall not be eligible for a promotion for a period of six (6) months, unless an earlier date is otherwise recommended and approved by the General Manager.

A new Employee Performance Evaluation date shall be established unless otherwise recommended and approved by the General Manager.

Documents related to a demotion shall become part of the employee's personnel file when the demotion is final and documented in the employee performance evaluation.

3.2.3.7 Y-Rate

The District may choose to Y-rate an employee when he or she is reassigned to a classification with a lower wage range on the salary schedule. The process of y-rating will allow the employee's base rate to remain the same. Y-rating will automatically end once future increases bring the employee's new wage range up to a level where the employee's Y-rated wage falls within the new wage range.

3.2.3.8 Termination

The District may dismiss an employee from his or her position for cause. Documents related to the dismissal shall become a part of an employee's personnel file when the dismissal is final.

3.3 EXPECTATIONS

3.3.1 Personal Appearance

Maintaining an appropriate professional appearance is essential to employment at the District. Appropriate appearance means attire and overall appearance that reflects positively on the District, meets the day-to-day needs of the work being done, and is consistent with this policy.

As representatives of the District, employees must present a clean and professional image to customers, coworkers and management. Employees must practice good grooming and personal hygiene. Employees must dress in uniform, and appropriate safety wear if required or in a professional and appropriate manner otherwise. Appropriate footwear must be worn at all times during work hours or on stand-by duty.

Employees should check with their supervisor for guidance on questions relating to their workplace attire.

Employees who may be called on to switch job assignments during the day, must have appropriate work related changes of clothing with them for the assignment.

EXAMPLE: A meter reader on a hot day is wearing shorts and running shoes as he walks his route. He gets a call, pulling him from the meter route to help fix a leak. He changes into work pants, hard hat and steel toe boots for that job.

3.3.2 Logo Attire

Employees may only wear District uniforms for District-related business, and shall not publicly wear District uniforms during non-work hours or for purposes unrelated to the provision of services for the District. Employees who fail to comply will be subject to discipline.

In order to maintain professional appearances and to prevent non-employees from wearing disposed District clothing, all worn District uniforms must be discarded.

3.3.3 Customer Relations

The District's image to customers and the general public is critical to our success. Accordingly, each employee is responsible for ensuring that his or her personal image and the District's image is raised to the highest possible level. All employees are expected to be prompt, polite, courteous and attentive to District customers and the public.

3.3.4 Limitations on Solicitations, Distribution and Access

Employees are prohibited from soliciting for charitable, nonprofit or personal activities during work hours. Circulating materials, such as school fundraisers or charitable walk-a-thons, is permitted during meals or breaks and before or after work.

4.1 WORKING HOURS**4.1.1 Regular Hours of Work**

The regular hours of work each day are consecutive except for interruptions for meal periods. The 40 hours workweek consists of seven (7) consecutive days beginning on Friday and ending the following Friday. "Overtime" is defined as time worked in excess of 40 hours worked in a workweek or time worked in excess of nine hours worked on a regularly scheduled work day.

The District designates 9/80 workweek periods for all employees. The 9/80 work schedule consists of eight (8) work days of nine (9) hours and one (1) work day of eight (8) hours for a total of 80 hours during two (2) consecutive workweeks. The District's 9/80 work schedule, has a 30-minute meal period. For all employees working a 9/80 schedule their workweek shall begin exactly four (4) hours into their eight (8) hour shift on the day of the week that constitutes their alternative flex day off (FDO).

Appendix F contains the District's 9/80 Alternative Workweek Policy.

Employees' hours include an unpaid 30-minutes meal break, and two paid ten (10) minute breaks during each consecutive four (4) hours worked.

4.1.2 Punctuality and Attendance

Attendance and punctuality that is observant of scheduled hours on a regular basis is an essential function.

4.1.2.1 Punctuality

An employee who is not at work and ready to start working at his or her scheduled work time is considered tardy. More than three (3) instances of tardiness by a non-exempt employee during any 12 month period is considered excessive. Any unexcused absence is considered excessive. Excessive tardiness or absence is grounds for discipline, up to and including termination.

4.1.2.2 Attendance

Employees who are unable to report for work on any particular day must call their supervisor no less than 30 minutes before the beginning of the work day. Absent extenuating circumstances, employees must call in on any day they are scheduled to work and will not report to work. When an employee is absent for three (3) or more consecutive days, as a result of an injury or illness, a doctor note shall be required before the employee returns to work.

4.1.2.3 Request for Time Off

Employees shall request leave in advance with a minimum number of days' notice equal to the number of days of planned leave.

4.1.2.4 Excessive Absences

One or more absences that is not preapproved, in consecutive pay periods may be considered to be excessive and subject to review by the General Manager and may be grounds for discipline, up to and including termination.

4.1.3 Job Abandonment

A constructive resignation occurs and is effective when an employee has been absent from duty for three (3) or more consecutive working days without authorized leave. The District may consider that a constructive resignation has occurred due to the absence, or that the absence provides a reasonable basis for believing that the employee has abandoned the job.

At minimum, one (1) phone call in an attempt to speak with the employee will occur. A voice message may be left for the employee.

After being absent for three (3) consecutive working days, a written notice will be sent via U.S.P.S. Priority Mail, including a Proof of Service Form, to the employee. If known, a notice may also be sent to the employee's personal e-mail address. The employee will be given written notice, at employee's address of record, of the circumstances of the job abandonment, and an opportunity to provide an explanation for employee's unauthorized absence. The employee will be provided five (5) calendar days to respond in writing why employee's employment with the District should not be terminated due to job abandonment or to arrange for an appointment with the General Manager before final action is taken to explain the unauthorized absence and failure of timely notification. The decision of the General Manager is final.

4.2 COMPENSATION

4.2.1 Overview

The General Manager shall determine, and/or recommend, the compensation of all District employees based upon performance. Base rate of pay may be adjusted upward in a single fiscal year in an amount not to exceed five (5)% at the General Manager's discretion. Base rate of pay adjustments exceeding five (5)% in a single fiscal year will require approval by the Board of Directors. All changes in the salary schedule will be reported to the Board of Directors.

The current salary schedule is available to employees and posted on the District's website. Only the grade level and classifications, including unfilled classifications, are displayed.

Employees who have consistently rated above average on their performance evaluations, and have otherwise excelled in the performance of their job duties beyond what is ordinarily expected, may be eligible for a merit pay increase of one (1) level per year. Any decision to award a merit pay increase is made by and at the discretion of the employee's direct supervisor and the General Manager.

4.2.2 Fair Labor Standards Act

As a public agency, the District falls under the governance of the Fair Labor Standards Act (FLSA). FLSA regulates the wages paid to District employees, including overtime and recordkeeping. Information on the FLSA is posted on the District’s bulletin boards. Employees who have questions regarding the FLSA should speak with the Human Resources Administrator.

4.2.3 Pay Periods

All employees of the District are paid every other Wednesday. Time sheets for payroll are due to the Finance Department on Monday before the pay date. The biweekly payroll covers work performed to date for all employees. Direct deposit is encouraged for all employees. Further information on direct deposit is available from the Human Resources Administrator.

All employees are expected to enter their time worked every day on their time sheet, which must be turned in by 8:00 a.m. on the payroll due date. Employees should direct questions regarding payroll to their supervisors. The employee’s responsibility is to complete the time sheet accurately and submit it to their supervisor to review and approve. Failure to submit an accurate time sheet on time may result in a delay of payment or discipline, up to and including termination if the inaccuracy is intentional or due to gross negligence.

4.2.4 Wage Garnishment

The District must comply with court orders directing garnishment of wages. A garnishment will reduce the employee’s take-home pay.

4.2.5 Cost of Living Adjustment

Cost of living adjustments (COLA) may be made annually at the determination and discretion of the Board of Directors. The COLA is generally based on the average of the All Cities CPI – W, Western CPI – W, and San Francisco CPI-W.

COLAs shall be used in computing all salary related costs and shall be effective on a date designated by the Board of Directors.

4.2.6 Longevity Pay

Longevity pay is to recognize an employee’s long-term service to the District. Annual Longevity Pay amounts are based on the length of service with the District, beginning at year six (6) and capping at year 15, and at a percentage of the employee’s annual rate of base salary on their anniversary date. Employees will receive one half (0.5)% of their salary, per year, up to the 15th year where it will cap. The employee will continue to receive the Longevity Pay annually, for every year following the 15th year at the capped amount. Longevity amounts are computed by multiplying the employee’s base rate of pay by the appropriate percentage from the following table:

Years of Service	Rate of Longevity Pay
6	0.5%
7	1%
8	1.5%
9	2%

10	2.5%
11	3%
12	3.5%
13	4%
14	4.5%
15	5%

Payment shall be made during the same pay period following the employee's anniversary date in which the employee is eligible to receive longevity pay. This includes employees on workers' compensation leave.

Longevity Pay is reportable to California Public Employees Retirement Systems (CalPERS) as Incentive Pay under Special Compensation and is added to the yearly computations of an employee's annual pay, unless otherwise prescribed by law.

4.2.7 Overtime Pay

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

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

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

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

Exempt employees are not eligible for overtime pay.

4.2.8 Working Early/Staying Late

Non-exempt employees shall not enter or remain in District work areas for any purpose except to report for, be present during and to conclude a work period. Without approval by their supervisor, non-exempt employees must not begin work and clock in at his or her working area more than seven (7) minutes before they are scheduled to begin and must stop work and clock out from his or her work area no later than seven (7) minutes after their work scheduled for the day is completed. Work area does not include District parking lots, gates or other similar outside areas. Employee work time is rounded up or down to the nearest 15 minutes interval.

EXAMPLES: An employee clocks out at the end of a workday at 5:03 pm. His or her time card will be rounded down to 5:00. Another employee stays a few minutes later at his or her supervisor's request and clocks out for the day at 5:12 pm. His or her time card is rounded up to 5:15 pm.

4.2.9 Working on Holidays

Employees required to work on a scheduled holiday shall be paid time and a half of the employee's base rate of pay.

4.2.10 On-Call Duty

A schedule is maintained by a designated supervisor or designee whereby qualified operation employees are assigned on a rotational basis to be on-call on weekends, holidays, and other times outside of regular business hours for the District. Employees assigned to on-call duty are paid \$50 for an on-call period. An on-call period is 24 hours.

Employees who are assigned to on-call duty are required to receive calls, report for work whenever needed and to keep their supervisor informed of the telephone number where they can be reached. The on-call employee must respond by telephone within five minutes of receiving notification of a call-out event and must respond in person within 45 minutes.

Each qualified operation employee is eligible for on-call duty. Employees may volunteer to be added to the on-call list. If required, the District can mandate an employee to serve on-call duty. Any employees who would like to switch their scheduled on-call week(s) must find their own replacement, except in cases of illness or emergency. The employee must obtain approval from the designated supervisor or designee at least seven (7) days in advance of his or her scheduled on-call shift.

Employees serving on-call will be scheduled for weekend service for routine operations and maintenance activities necessary outside of regular business hours. Employees will be compensated from the time of their arrival at the Railroad Water Treatment and Storage Facility (RRWTSF) to the completion of their daily activities, which shall end at the RRWTSF.

4.2.11 Call-Out

Employees serving on-call are subject to a call-out event. Employees who respond to a call-out event will be compensated for travel time from their homes to the event location. An on-call, non-exempt employee who is called to work outside of his or her regularly scheduled shift shall be paid for a minimum of two (2) hours. The employee shall be paid for call-out time worked at the applicable straight-time or overtime rate.

EXAMPLE: Sam is on-call on a Thursday evening when he receives a call-out to a suspected leak. While he is at the site investigating the leak, he receives another call for a water turn-on. These two (2) calls are a single call-out and Sam will be paid a minimum of two (2) hours, plus any additional time it takes to complete the second work order.

4.2.12 Call Back

When an employee returns to work because of a District request made after the employee has completed his or her normal work shift and left the work station, the employee shall be credited with two (2) hours plus any hours of work in excess of two (2) hours in which the employee is continuously engaged in work for which he or she was called back.

The two (2) hour minimum shall apply only when an employee is required to physically return to work (e.g. leave home or another off duty location) in order to perform required duties. An employee who performs work after regular work hours, but who is not required to leave home, shall be compensated at one and a half (1.5) times pay or compensatory time as per overtime provisions.

Call back provisions, including the two (2) hour minimum, shall not apply if an employee is called to work within one (1) hour of the employee's normal starting time. An employee who is called to work within the one (1) hour prior to the normal starting time, shall be compensated under normal overtime provisions.

EXAMPLE: Fred's normal work schedule is 7:00 AM to 4:30 PM. Fred receives a call back at 6:00 AM and must come into work early. Since the call back is no more than one (1) hour prior to Fred's normal start time, Fred will not receive a two (2) hour minimum pay but one (1) hour of pay.

5.1 INTRODUCTION**5.1.1 Notice**

This chapter of the Employee Policy Manual is intended to provide a general overview of the benefits currently available to eligible employees of the District. State and/or federal laws govern some of these benefits, while others are determined by the District or governed by a benefit provider. Should there be a discrepancy between the contents of this manual and a provision of an applicable law, benefit plan, or contract, then the law, plan document, or contract will prevail.

This manual does not describe all the exclusions, limitations, or conditions of the benefit programs. Employees who wish to review any official plan documents or who have questions about employee benefits may make an appointment with the Human Resources Administrator for that purpose.

The District reserves the right to curtail, reduce, change, suspend or discontinue any non-vested benefit in its sole discretion at any time. Employees will be notified of any changes in employee benefit programs. The District's right to make these changes is not limited by an employee's length of service or by an employee's reliance on availability of benefits or any other factor. Part-time and temporary employees are not eligible for benefits unless required by law.

5.1.2 Administration of Employee Benefits

All of the employee benefit programs at the District are administered by the District or its designated administrators. The District reserves the exclusive authority and discretion to determine all issues of eligibility and all questions of interpretation and administration of each benefit program.

5.2 HOLIDAYS**5.2.1 Observed Holidays**

The District observes the following 12 paid holidays:

- January 1st, New Year's Day
- Third Monday in January, Martin Luther King's Birthday
- Third Monday in February, Presidents' Day
- Last Monday in May, Memorial Day
- July 4th, Independence Day
- First Monday in September, Labor Day
- Second Monday in October, Columbus Day
- November 11th, Veterans' Day
- Fourth Thursday in November, Thanksgiving Day
- Fourth Friday in November, Day after Thanksgiving Day
- December 25th, Christmas
- Floating Holiday

5.2.1.1 Floating Holiday

Regular full-time employees will receive one (1) floating holiday per fiscal year. This time will be credited to regular full-time employees the first full pay period in July. Regular part-time employees shall receive floating holiday time on a pro-rated basis.

Newly hired employees will receive pro-rated floating holidays based on their start date:

- a. If the start date falls after July 1st, but before December 31st, the new employee will receive one (1) floating holiday.
- b. If the start date falls after January 1st, but before June 30th, the new employee will receive a half day of floating holiday time.

Floating holidays may not be accumulated or carried over into the next fiscal year. Floating holidays may be taken at a time mutually agreeable to the employee and supervisor.

5.2.1.2 Recognized Holiday Dates

Each year, the General Manager will designate the recognized dates of District holidays. When an authorized holiday falls on a Saturday, the preceding Friday shall be observed as an authorized paid holiday; or when an authorized holiday falls on a Sunday, the following Monday shall be observed as an authorized paid holiday. If a holiday falls on a 9/80 Flex Day Off, the General Manager will determine when the holiday will be designated.

5.2.1.3 Exceptions

In the event any of the holidays occur on a day an employee is on personal time off (PTO) or vacation, the employee shall not be charged vacation or PTO time for that day.

5.3 PERSONAL TIME OFF

5.3.1 Personal Time Off

The District provides PTO to its regular full-time employees. This benefit is a method of furthering the health and general welfare, as well as establishing standards to ensure maximum and reasonable job attendance. PTO can be used for any reason.

5.3.1.1 Eligibility and Accrual

Regular full-time employees begin to accrue PTO benefits on the first day after completing their first full month of employment based on their date of hire.

EXAMPLE: An employee beginning work at the District on March 15th will begin accruing PTO benefits on April 16th.

Regular full-time employees accrue eight (8) hours of PTO benefits during each month of service in which they are actively employed by the District in a paid status.

5.3.1.2 Maximum Accrual

PTO can be accrued up to the maximum of 320 hours (8 weeks). Employees who have reached the maximum accrual will cease accruing until the employee has used enough personal time to fall under the maximum. Employees may, upon written request and approval by the General Manager, be permitted to receive a cash payment for all or part of their accrued, unused PTO balances.

5.3.1.3 Use of Personal Time Off

PTO may be granted in minimum units of a quarter hour provided such time has been earned at the time of use. Selection of PTO dates is subject to written approval from the employee's supervisor with a minimum notice of one day per each day requested.

EXAMPLE: If a regular full-time employee requests five (5) PTO days off, the employee must provide a written request five (5) business days prior to the start of requested PTO.

The use of any PTO is the responsibility of the employee and must be noted on the employee's time sheet for each pay period in which time is taken.

Upon separation from service, unused accrued PTO will be paid to regular full-time employees.

5.3.1.4 When Personal Time Off is Exhausted

If an absent employee exhausts his or her accrued PTO, the employee may request unpaid time off subject to the approval by the General Manager.

5.4 SICK LEAVE FOR PART-TIME EMPLOYEES

Part-time employees who work 30 or more days within a calendar year from commencement of employment are eligible for sick leave.

Eligible part-time employees shall accrue sick leave at the rate of one (1) hour for every 30 hours worked. Eligible part-time employees may use accrued sick leave starting on the 90th day of their employment to address the diagnosis, care or treatment (including preventive treatment) of an existing health condition. Such care or treatment may be for the employee, the employee's family member, or for an employee who is the victim of domestic violence, sexual assault or stalking to engage in protected activities, such as seeking medical attention or counseling, obtaining a restraining order, and participating in safety planning.

Eligible part-time employees may use up to 24 hours of accrued sick leave annually. Eligible part-time employees may accrue up to and carry over to the following year a maximum of 48 hours of sick leave. Accrued but unused sick leave will not be paid out upon termination of employment.

5.5 PAID ADMINISTRATIVE BENEFITS

5.5.1 Paid Administrative Benefits

The District provides paid administrative benefits to its regular full-time exempt employees. This benefit is a means of rewarding and encouraging management employees to participate in and attend meetings, activities and events on behalf of the District and to spend time outside of normal working hours otherwise in the service of the District. Paid administrative benefits is not considered vacation and is a privilege of paid time away from work.

5.5.1.1 Eligibility and Accrual

Regular full-time exempt employees are allocated 80 hours of paid administrative benefits on the first day of each fiscal year (July 1st).

New exempt employees or promoted employees will receive paid administrative benefits on the first day of their exempt status as follows:

- a. If the start date falls after July 1st, but before December 31st, the exempt employee will receive 80 hours of paid administrative benefits.
- b. If the start date falls after January 1st, but before, June 30th, the exempt employee will receive 40 hours of paid administrative benefits.

5.5.1.2 Use of Paid Administrative Benefits

Paid Administrative Benefits may be granted in minimum units of a quarter hour provided such time is available at the time of use. Selection of paid administration benefit dates is subject to written approval from the employee's supervisor with a minimum notice of one day per each day requested.

EXAMPLE: If a regular full-time exempt employee requests five (5) paid administrative benefit days off, the employee must provide a written request five (5) business days prior to the start of requested paid administrative benefits.

The use of paid administrative benefits must be recorded in the District's payroll records.

Paid administrative benefits cannot be cashed out and unused time cannot be rolled over into a new fiscal year. Upon separation of service, unused paid administrative benefits will not be paid to eligible employees.

5.6 VACATION BENEFITS

5.6.1 Vacation Benefits

The District provides vacation benefits to its regular full-time employees. This benefit is a method of furthering the health and general welfare, as well as establishing standards to ensure maximum and reasonable job attendance.

5.6.1.1 Eligibility and Accrual

Regular full-time employees begin to accrue vacation benefits on the first

day after completing their first full month of employment based on their date of hire.

EXAMPLE: An employee beginning work for the District on March 15th will begin accruing vacation benefits on April 16th.

Regular full-time employees accrue vacation benefits during each month of service in which they are actively employed by the District in a paid status.

Regular full-time employees will accrue paid vacation benefits based on a full month of service as follows:

From the beginning of year...	Until the end of year...	Hours Accrued Monthly	Equivalent Vacation Hours Accrued Yearly
1	1	3.34	40
2	4	6.68	80
5	9	10.00	120
10	14	13.34	160
15	19	16.67	200
20+		0.67+	Additional 8 hours per year

5.6.1.2 Maximum Accrual

Vacation benefits may be accrued up to a maximum of 320 hours (8 weeks). Employees who have reached the maximum accrual cease to accrue vacation benefits until they have used enough vacation time to fall under the maximum. Employees may, upon written request and approval by the General Manager, be permitted to receive a cash payment for all or part of their accrued, unused vacation benefits.

5.6.1.3 Use of Vacation Benefits

Vacation benefits may be granted in minimum units of a quarter hour provided such time has been earned at the time of use. Employees are encouraged to take five (5) consecutive vacation benefit days during each calendar year. Selection of vacation benefit dates is subject to written approval from the employee’s supervisor with a minimum notice of one day per each day requested.

EXAMPLE: If a regular full-time employee requests five (5) vacation days off, the employee must provide a written request five (5) business days prior to the start of requested vacation.

Employees must take work schedules into consideration when requesting and/or granting leave so as to insure adequate coverage.

It is the employee’s responsibility to record used vacation on his or her time sheet.

Eligible employees may take no more than 15 consecutive working days of vacation benefits in a single vacation leave unless approved by the General Manager. Upon separation from service, unused accrued vacation benefits will be paid to employees.

5.6.1.4 When Vacation Benefits are Exhausted

If an absent employee exhausts his or her accrued vacation benefits, the employee may request unpaid time off subject to the approval by the General Manager.

5.7 CATASTROPHIC ILLNESS LEAVE DONATION

5.7.1 Catastrophic Illness Leave Donation

The District has established a policy to allow employees to voluntarily donate accrued leave time to fellow employees who are incapacitated due to a medical emergency and who have exhausted all other paid leave credits, including any sick leave, PTO, vacation benefits, floating holiday time, and paid administrative benefits.

5.7.1.1 Medical Emergency

For purposes of this policy, a “medical emergency” means a medical condition of the employee or an immediate family member of the employee that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave.

5.7.1.2 Donated Leave Requests and Receipt

All leave donations and requests for receipt of donated leave must be approved by the General Manager. The General Manager may approve a donation request in full, deny it outright, or approve it at a reduced number of hours. The decision whether or not to approve a leave donation or the receipt of donated leave is made at the sole discretion of the General Manager, and is not subject to any grievance procedure.

5.7.1.3 Qualifications for Leave Donations

In order to qualify for leave donations, an employee must submit a written application describing the medical emergency to the Human Resources Administrator. The application should include appropriate verification of the need for leave from the employee’s or family member’s medical provider. The application must also specify the number of leave hours requested. The employee may, but is not required to, voluntarily include information about the nature of the medical emergency in order to inform prospective leave donors. Although an employee is ineligible to receive donated leave while he or she has accrued leave available, a donation application may be submitted prior to the anticipated date that all leave balances will be exhausted.

5.7.1.4 Medical Information

Upon receipt of a valid request for donations from an eligible employee, the Human Resources Administrator shall prepare a notice to all District employees of the eligible employee’s need for donations. Confidential

medical information shall not be included in the posted notice unless voluntarily provided by the requesting employee for this purpose.

5.7.1.5 Voluntary Donations

All donations are entirely voluntary. Donations are irrevocable, as donated leave is deemed to be surrendered to the District. The Employee shall be responsible for compliance with all applicable state and federal tax laws concerning the leave donation and the deductibility thereof.

Donations must be made in whole-hour increments.

5.8 INTEGRATION OF OTHER BENEFITS

5.8.1 Workers' Compensation

A covered employee who is entitled to receive temporary disability indemnity under the California Labor Code (Workers' Compensation) may elect to take only that portion of accumulated sick leave, PTO, or vacation benefit that, when added to the employee's disability indemnity, will equal the employee's total base salary. The election must be made by filing a request to integrate these benefits with the Human Resources Administrator prior to the end of the bi-weekly pay period.

5.8.2 State Disability Insurance (SDI)

Eligible employees are covered by State of California Disability Insurance pursuant to the California Unemployment Insurance Code. Disability insurance is payable when the employee cannot work because of illness or injury not caused by employment at the District, or when the employee is entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability payments are available from the Human Resources Administrator.

5.8.3 Social Security

District employees do not pay into Social Security. Employee wages are subject to Medicare tax.

5.9 INSURANCE BENEFITS

5.9.1 Group Medical Insurance

5.9.1.1 Coverage Effective Date

Group medical insurance coverage begins on the first day of the month following one (1) full month after employment.

EXAMPLE: If a regular full-time employee begins employment on January 4th, the medical insurance is effective on March 1st

5.9.1.2 Eligibility

Regular full-time employees and eligible part-time employees are insured by a choice of group medical plans sponsored by the District. Employees

are required to work a minimum of 20 hours per week to be eligible for group medical insurance.

Each employee should verify eligibility for coverage before undergoing treatment in order to ensure that treatment is covered.

5.9.1.3 Coverage

Employees may not opt out of group medical insurance coverage. Coverage shall be in accordance with the terms of the medical insurance plan as it exists. Employee's family members, including registered domestic partners, may participate in the medical insurance plans offered by the District. Coverage may be maintained for children to the age of 26.

For regular full-time employees and eligible part-time employees, open enrollment will be held once a year, to allow the selection of health plans. Individuals with a qualifying event, as defined by federal law, such as a change in marital status or change in number of dependents, may make a change within the individuals' medical plan by contacting the Human Resources Administrator within ten (10) days of the qualifying event to obtain the required form. Employees with a non-qualifying event, such as an address change, must also contact the Human Resources Administrator as quickly as possible.

5.9.1.4 District Contribution

The District's contribution to group medical insurance premiums will be as set forth in the District's Summary of Benefits provided to employees during open enrollment. The District reserves the right to eliminate or modify any of its benefits at any time.

For employees using the Consumer Driven Health Plan (CDHP) a Health Savings Account (HSA) is incorporated. For information on the HSA, see section 5.10.2.

Group medical insurance coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy). In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

Continuance of group medical insurance coverage upon separation from the District will be provided under COBRA.

For further information regarding annual maximum contributions or other questions regarding group medical insurance coverage, please contact the Human Resources Administrator.

5.9.2 Group Dental Insurance

5.9.2.1 Coverage Effective Date

Group dental insurance coverage begins on the first day of the month following one (1) full month after employment.

EXAMPLE: If a regular full-time employee begins employment on January 4th, the group dental insurance coverage is effective on March 1st.

5.9.2.2 Eligibility

Regular full-time employees and eligible part-time employees are insured by group dental insurance coverage sponsored by the District. Employees are required to work a minimum of 20 hours per week to be eligible for group dental insurance.

5.9.2.3 Coverage

Employees may not opt out of group dental insurance coverage. Coverage shall be in accordance with the terms of the group dental insurance plan as it exists. Employee's family members, including registered domestic partners, may participate in the group dental insurance plan offered by the District. Coverage may be maintained for dependent children to the age of 26.

5.9.2.4 District Contribution

The District will pay the group dental insurance plan premiums for eligible employees, and for eligible dependents. The District reserves the right to eliminate or modify any of its benefits at any time.

Group dental insurance plan coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy). In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

In the event of any increase in group dental insurance plan premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage at the discretion of the Board of Directors.

Continuance of group dental insurance plan coverage upon separation from the District will be provided under COBRA.

For further information regarding group dental insurance, please contact the Human Resources Administrator.

5.9.3 Group Life Insurance

5.9.3.1 Coverage Effective Date

Group life insurance plan coverage begins on the first day of the month following one (1) full month after employment.

EXAMPLE: If a regular full-time employee begins employment on January 4th, the group life insurance plan coverage is effective on March 1st.

5.9.3.2 Eligibility

Regular full-time employees and eligible part-time employees are insured by a group life insurance plan. Employees are required to enroll in the group life insurance plan. Employees are required to work a minimum of 20 hours per week to be eligible for group vision insurance coverage.

5.9.3.3 Coverage

Employees may not opt out of group life insurance plan coverage. Coverage shall be in accordance with the terms of the group life insurance plan as it exists.

Group life insurance coverage will not be covered by the District during an extended leave of absence (other than pregnancy disability leave).

5.9.3.4 District Contribution

The District will pay the group life insurance plan premium rates for eligible employees and for eligible dependents. The District reserves the right to eliminate or modify any of its benefits at any time.

Group life insurance plan coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy). In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

In the event of any increase in group life insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage at the discretion of the Board of Directors.

For further information regarding group life insurance plan coverage, please contact the Human Resources Administrator.

5.9.4 Group Vision Insurance

5.9.4.1 Coverage Effective Date

Group vision insurance plan coverage begins on the first day of the month following one (1) full month after employment.

EXAMPLE: If a regular full-time employee begins employment on January 4th, the group vision insurance plan coverage is effective on March 1st.

5.9.4.2 Eligibility

Regular full-time employees and eligible part-time employees are insured by a group vision insurance plan. Employees are required to enroll in the

group vision insurance plan. Employees are required to work a minimum of 20 hours per week to be eligible for group vision insurance coverage.

5.9.4.3 Coverage

Employees may not opt out of group vision insurance plan coverage. Coverage shall be in accordance with the terms of the group vision insurance plan as it exists. Employee's family members, including registered domestic partners, may participate in the group vision insurance plan offered by the District. Coverage may be maintained for children to the age of 26.

5.9.4.4 District Contribution

The District will pay the group vision insurance plan premium rates for eligible employees and for eligible dependents. The District reserves the right to eliminate or modify any of its benefits at any time.

Group vision insurance plan coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy). In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

In the event of any increase in group vision insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage at the discretion of the Board of Directors.

Continuance of group vision insurance plan coverage upon separation from the District will be provided under COBRA.

For further information regarding group vision insurance, please contact the Human Resources Administrator.

5.9.5 Post-Retirement Benefits

The District pays a portion of the group medical, dental, and vision insurance premiums for each eligible employee and spouse, or registered domestic partner, retiring within 120 days of separation from the District. Eligibility is based on an employee reaching 55 years of age and having 15 years continuous service with the District. Health Benefits with the District continue for a spouse upon death of the Retired employee. In the event that the Surviving Spouse obtains additional medical coverage, aside from Medicare, the medical benefit provided by the District will be terminated.

For details on current monthly maximums, please contact the Human Resources Administrator. Group medical plan coverage shall be in accordance with the terms of the group medical insurance plan.

Employees hired before October 28, 2009 had a one-time option to stay with the policy in place at that time (employee reaching 55 years of age, five (5) years of continuous service with the District, and retiring with medical only) or electing the new policy (employee reaching 55 years of age, having 15 years

of continuous service with the District, retiring with medical, and adding dental, and vision to their retirement health benefits).

5.9.5.1 Open Enrollment

Retired employees will be offered the same retirement health coverages as currently offered to active employees. Retired employees will be offered the right to change plans during annual Open Enrollment. Elections made during the Open Enrollment period remain in force for the duration of the following calendar year with the exception that if the retirement occurs after the close of Open Enrollment but before January 1st, a new plan election may be made to take effect January 1st.

Once a retired employee leaves the District's health plans, they are ineligible to return.

5.9.5.2 Premium Payments

Premium payments are due and payable to the District by the first of the month. A maximum 30-day grace period follows the due date. Non-payment of premiums may result in elimination from the plans. If eliminated, the retired employee may continue to participate only for the period mandated by COBRA and only if the premiums are paid.

5.9.5.3 Medicare

If eligible for Medicare, retired employees are required to enroll in Part A and B. The retired employee pays Part B premiums directly to Medicare. In addition, the retired employee and spouse will be automatically signed up for Medicare Part D. The retired employee pays Part D premiums. Premiums are determined by Medicare and are published on an annual basis.

5.9.5.4 Change in Geographic Location

Retired employees, who do not live within service areas of the District's health plan providers, may receive reimbursement for health insurance premiums paid. Upon receipt of proof of address outside of the service areas of the District's health plans, proof of insurance coverage and a billing itemizing premium payments, the District will reimburse the retired employees quarterly, in a dollar amount equal to the actual premium amounts paid, but not to exceed the District's Cap (Single or Two-Party) for medical and for the dental and vision premiums in place each year.

The reimbursement shall occur at the end of each quarter and is the retired employee's responsibility to submit the required paperwork.

5.9.6 Retirement Disability Benefits

The District provides retirement disability benefits to assist eligible employees who have reached 50 years of age or older and who are retired due to disability. The District provides 75% of its maximum contribution, at the level provided at the time of the disability's certification, toward continued group medical insurance coverage for the retiree and the retiree's eligible dependents. This coverage will continue for up to 15 years.

To be eligible, employees must be:

- Regularly eligible for medical benefits
- Employed by the District as a regular full-time employee for no fewer than three (3) years
- Age 50 or older and have retired due to disability

A doctor's certificate establishing eligibility for retirement disability is required. The certification must contain: the date, if known, that the condition began, the probable duration of the condition, and a statement that, due to the condition, the retiree became unable to work at all or unable to perform any one or more of the position's essential duties. Claims for this benefit must be processed through the Human Resources Administrator and approved by the General Manager.

5.9.6.1 Open Enrollment

Retired employees will be offered the same retirement health coverages as currently offered to active employees. Retired employees will be offered the right to change plans during annual Open Enrollment. Elections made during the Open Enrollment period remain in force for the duration of the following calendar year with the exception that if the retirement occurs after the close of Open Enrollment but before January 1st, a new plan election may be made to take effect January 1st.

Once the Retired employee leaves the District's health plans, they are ineligible to return.

5.9.6.2 Premium Payments

Premium payments are due and payable to the District by the first of the month. A maximum 30-day grace period follows the due date. Non-payment of premiums may result in elimination from the plans. If eliminated, the retired employee may continue to participate only for the period mandated by COBRA and only if the premiums are paid.

5.9.6.3 Medicare

If eligible for Medicare, retired employees are required to enroll in Part A and B. The retired employee pays Part B premiums directly to Medicare. In addition, the retired employee and spouse will be automatically signed up with Medicare Part D. The retired employee pays Part D premiums.

Premiums are determined by Medicare and are published on an annual basis.

5.9.6.4 Change in Geographic Location

Retired employees, who do not live within service areas of the District's health plan providers, may receive reimbursement for health insurance premiums paid. Upon receipt of proof of address outside of the service areas of the District's health plans, proof of insurance coverage and a billing itemizing premium payments, the District will reimburse the retired employees, in a dollar amount equal to the actual premium amounts paid, but not to exceed the District's Cap (Single or Two-Party) for medical and

for the dental and vision premiums in place each year. The reimbursement shall occur at the end of each quarter and is the retired employee's responsibility to submit the required paperwork.

5.9.7 Workers' Compensation Insurance

District employees are protected by Workers' Compensation Insurance while employed by the District at no cost to employees. The policy covers employees in case of occupational injury or illness. Every occupational injury or illness, no matter how slight, must be reported immediately to a supervisor. The supervisor will explain the steps that should be taken next.

5.10 OTHER BENEFITS

5.10.1 CalPERS Retirement Plan

The District's contract with the California Public Employee's Retirement System (CalPERS) provides for the following retirement benefits. CalPERS shall determine if an employee is a Classic or New CalPERS member. Extra help employees may be enrolled in CalPERS where required by law (Gov. Code, § 20305).

1. Tier 1 – Retirement benefits for classic members, meaning all employees who are not “new members” as defined by Government Code section 7522.04, shall receive the following CalPERS benefits:
 - 2.0% @ age 55 retirement formula (GC 21354)
 - Three (3) year average of final compensation (GC Section 20042)
 - Death Benefits — Basic Level (GC 21532)
 - 1959 Survivor's Benefits (Level IV) (GC 21574)
 - Continuation of Pre-Retirement Death Benefits After Remarriage of Survivor (GC 21551)
 - Military service credit as public service (GC 21024)
 - Employee Sharing Cost of Additional Benefits (GC 20516)

2. Tier 2 - New members, as defined by Government Code section 7522.04, hired on or after January 1, 2013, shall receive the following CalPERS benefits:
 - 2.0% @ age 62 retirement formula (GC 7522.20)
 - Three (3) year average of final compensation (GC Section 7522.32)
 - Other benefits as defined by the Public Employees' Pension Reform Act of 2013

5.10.2 Flexible Savings Accounts and Health Savings Accounts

Employees may redirect portions of their pre-tax salaries into a health saving account (HSA) or into funds commonly known as “cafeteria plans” or “flexible spending accounts” (FSA), up to the federally identified yearly deduction for dependent care and health benefits. This reduces the employee's taxable income, but still gives the employee use of the money for important life purchases, such as child care or medical co-pays.

5.10.2.1 Flexible Spending Account

An FSA is tax-exempt for contributions, earnings, and withdrawals for qualified yearly expenses, such as medical expenses or dependent care expenses. An FSA has a grace period of March 15th of the following year in which claims must be submitted. Unexhausted funds will remain with the District to offset costs of administering benefits.

5.10.2.2 Health Saving Account

An HSA is tax-exempt for contributions, earnings and withdrawals for qualified medical expenses. An HSA is only offered in conjunction with a Consumer Driven Health Plan (CDHP), and can be saved and used to pay for future qualified medical expenses.

5.10.2.3 Limited-Purpose Flexible Savings Account

A Limited-Purpose Flexible Savings Account (LPFSA) allows contributions of additional pre-tax dollars to use for dental and/or vision expenses. It can only be used in conjunction with an HSA. Contact the Human Resources Administrator for further information on these program.

5.10.3 Clothing Allowance

The District offers an annual reimbursement of up to \$350 for field service personnel for personal protective equipment (PPE), e.g. steel/composite toe boots. Rain clothes and coats are provided for field service personnel and paid for by the District.

All personnel may be provided with logo shirts.

5.10.4 Employee Assistance Program

Regular full-time employees and their dependents are entitled to use the District's Employee Assistance Program (EAP). EAP coverage begins on the first day of the month following one (1) full month after employment.

EXAMPLE: If a regular full-time employee begins employment on January 4th, EAP services are available as of March 1st.

The District pays the premiums for the EAP. The EAP is designed to provide eligible employees and their dependents with many services such as referrals for employer-requested assistance, personal counseling and financial assistance.

For EAP contact information, employees may contact the Human Resources Administrator. EAP is completely confidential.

5.10.5 Membership in Organizations

The District may assist employees in the payment of membership dues for organizations related to the services and operations provided by the District. The General Manager has the sole discretion to decide whether the District will contribute toward membership dues for such organizations.

5.10.6 On-Duty and Off-Duty Education

The District encourages the academic advancement of its employees in subjects related to District functions, including job-related courses leading to a degree or certification and may provide financial assistance to employees who enroll in and complete courses in accordance with this section.

Notwithstanding the provisions of this section, District employees in certain job classifications are required to obtain certain certification(s) within their first year of employment. Those failing to meet the published requirements may be subject to disciplinary action, up to and including termination. The employee's supervisor will inform the employee at the beginning of employment with the District if the employee is required to obtain one (1) or more of the above-referenced certifications.

5.10.6.1 On-Duty Education

Employees may, with prior approval and the General Manager's sole discretion, attend seminars, conferences, workshops, cross-training activities, or meetings during regular working hours that provide specific training in subjects related directly to the employee's position, or a position the employee may reasonably aspire to obtain.

General Manager approval for all training requests must be obtained prior to attendance and/or making reservations. Reasonable fees, tuition, and approved expenses will be paid by the District; however, for courses and tests required to obtain or renew a license or certification required in the class specification for their position, employees will be reimbursed for fees, tuition and approved expenses only after successfully obtaining the required license or certificate. If an employee fails a certification or licensing exam on his or her first effort, all subsequent expenses related to obtaining that certification must be paid by the employee.

5.10.6.2 Off-Duty Education

The District has adopted a Section 127 Educational Assistance Program. Educational assistance reimbursements, as well as qualified job-related reimbursements under IRC § 132(j)(8), are exempt from Federal and California income tax withholding and Medicare. Educational assistance may be available to employees who desire to obtain skills and/or knowledge that enables them to become more proficient in their present duties (§ 132(j)(8)) and/or prepare them for future assignments. Such assistance may be provided at the sole discretion of the General Manager. Any reimbursement(s) under the Section 127 program that exceed the designated amount in a calendar year will be taxable to the employee and included on their W-2 as wages.

The District's intent in adopting this policy is to provide educational assistance to employees who agree to remain employed with the District for a minimum of three (3) years after completing the coursework. An employee who voluntarily leaves District employment prior to the completion of three (3) years of continued service shall reimburse the District for the cost of educational assistance, prorated for each month of completed service, calculated from the calendar month in which the

employee successfully completes the coursework. In the event litigation is necessary to collect the reimbursement, the employee shall also reimburse the District for litigation costs including but not limited to attorney's fees, as well as interest at the legal rate.

As a condition to receiving financial assistance under this policy, employees shall sign a written agreement acknowledging the reimbursement requirements outlined above. Consult with the Human Resources Administrator for further information.

This education may occur after regular scheduled working hours at a college, vocational trade school, or through a self-study correspondence course that leads to a certificate, license, or diploma related to the general functions of the District. Generally, the District will not compensate for an employee's time expended on off-duty education.

Under special circumstances, employees may attend classes during business hours if:

1. The course is not (and will not be) available at night or through a correspondence course;
2. The course pertains to an approved degree program; and
3. The employee arranges a flexible time schedule with his or her department or immediate supervisor to make up time spent at class during normal work hours. Time spent to attend off-duty education programs will not be considered hours worked.

Only regular full-time employees who are performing their jobs satisfactorily are eligible for this program. The following off-duty education qualifies for financial assistance at the sole discretion of the General Manager:

1. Courses taken for credit toward a degree or other program related to the functions of the District.
2. Specific courses taken for credit related to District functions.
3. Specific courses taken for credit related to support District functions (e.g., accounting, administrative, welding, chemistry, computer, computer-aided drafting).
4. Specific courses resulting in or maintaining certificates or professional licenses for subjects related to District functions.
5. Self-study/correspondence courses from institutions approved in advance by the General Manager with final exams and certificates in subjects related to District functions.
6. Obtaining or retaining professional certificates or licenses.
7. Other programs deemed appropriate by the General Manager for District personnel.

6.1 ABOUT LEAVES OF ABSENCE**6.1.1 Overview**

This Manual contains only a summary of available leaves. Some leaves have detailed requirements regarding eligibility, duration, benefits, etc. Employees should contact the Human Resources Administrator for additional information.

6.1.2 Adult Literacy Programs

The District will make reasonable accommodations for any employee who reveals a literacy problem and requests assistance in enrolling in an adult literacy program unless it would result in undue hardship to the District. The District will also assist employees who wish to seek literacy education training by providing employees with the location of local literacy programs.

The District will take reasonable steps to safeguard the privacy of any employee who identifies himself or herself as an individual with a literacy problem. An employee who wishes to identify himself or herself as such an individual can contact the General Manager directly. Further, individuals who are performing satisfactorily or who can otherwise be reasonably accommodated will not be subject to termination of employment because they have disclosed literacy problems.

While the District generally encourages employees to improve their literacy skills, employees will not be reimbursed for the costs incurred in attending a literacy program. Employees may use accrued PTO or vacation to make up for work that is missed to attend literacy classes. (California Labor Code §1040-1044.)

6.1.3 Bereavement

In the event of the death of a current spouse, registered domestic partner, child (step-child), parent (step-parent, legal guardian or parental figure), brother (step-brother), sister (step-sister), grandparent, grandchild or grandparent-in-law -, mother-, father-, sister-, brother-, son-, or daughter-, an employee may take up to five (5) scheduled workdays off with pay with the approval of the General Manager.

Bereavement leave is not compensable when the employee is on a pre-approved (paid or unpaid) leave of absence, bona fide layoff, or for days falling outside the employee's regular work period.

6.1.4 Court Appearances**6.1.4.1 On-Duty Time**

Any regular employee called as a witness arising out of and in the course of District employment will be deemed to be on-duty and there will be no loss of salary, but any witness fees, not including mileage, received by the employee will be paid to the District. Employees released from witness duty during their normal duty hours will report back to work unless

employees contact their direct supervisors and receive authority not to return to work. Non-exempt employees may use accrued Personal Time Off (PTO) or vacation for the remaining hours. Exempt employees who serve less than four (4) hours of witness duty may use accrued PTO or vacation for the remaining hours.

6.1.4.2. Private Litigation

Any employee called as a witness in a private or civil matter outside the course and scope of their District employment will not be compensated by the District. Employees may use accrued PTO or vacation. It is the employee's responsibility to make arrangements for payment of witness fees from the involved parties in accordance with the California Code of Civil Procedure.

6.1.5 Hardship Leave

In extraordinary circumstances, the General Manager has the discretion to grant up to five (5) days of paid leave to an employee who needs to take time off from work due to a significant hardship, and who has exhausted all other paid leave accruals, including sick leave (if applicable), PTO, vacation benefits, floating holiday time, and paid administrative benefits.

Examples of circumstances that could demonstrate a significant hardship include, but are not limited to, the following:

- The employee was the victim of domestic violence, sexual assault, or stalking;
- The employee was a victim of a serious or violent crime;
- The employee was a victim of a major disaster or emergency.

An employee requesting discretionary hardship leave must submit in writing to the Human Resources Administrator describing the hardship in question. The General Manager may request additional information or require appropriate documentation before deciding to grant hardship leave. The requesting employee must exhaust all applicable paid leave before he or she is eligible to receive hardship leave. However, applying for hardship leave may be submitted prior to the anticipated date that leave balances will be exhausted.

The decision whether or not to grant paid leave pursuant to this section is made at the sole discretion of the General Manager, and is not subject to any grievance procedure.

The decision to grant or deny leave under this section does not affect an employee's entitlement to unpaid leave pursuant to other provisions of this Manual or applicable law. Hardship leave runs concurrently with any applicable unpaid leave provided by law.

6.1.6 Jury Duty

The District encourages employees to serve when called for jury duty. Exempt employees will receive full regular base rate of pay for up to five (5) days of jury duty, less any daily jury fees paid by the court.

Non-exempt employees will receive full regular base rate of pay while serving up to five (5) days of jury duty. The time spent on jury duty is not considered work time for purposes of calculating overtime.

Employees who have the option to call in for juror status should exercise that option. The employee will provide to his or her supervisor evidence of jury service, such as notice for jury duty and any time cards or similar appearance documents issued by the court.

6.1.7 Leave of Absence Without Pay

The General Manager may grant unpaid leaves of absence to employees in certain circumstances. It is important to request any leave in writing as far in advance as possible, to maintain contact with the supervisor and the Human Resources Administrator during a leave, and to give prompt notice if there is any change in the return date. If the leave expires and the employee fails to report for work on the scheduled return date without contacting his or her supervisor and the Human Resources Administrator, it will be assumed that the employee does not plan to return and has terminated his or her employment voluntarily. If the employee is unwilling or unable to return to work at the conclusion of any leave, employment may be terminated.

The employee must exhaust his or her accrued PTO and vacation before beginning an unpaid leave of absence. PTO and vacation are not earned during an unpaid leave of absence, and an employee on an unpaid leave of absence is not eligible for holiday pay. An unpaid leave of absence can affect an employee's medical benefit plan coverage.

Employees must present verification of their need for a leave of absence for leave approval. An approved leave of absence may be up to eight (8) weeks, unless otherwise approved by the General Manager or provided by law.

Employees cannot obtain other employment (other than military duty) or apply for unemployment insurance while on a leave of absence. Acceptance of other civilian (non-military) employment while on leave will be treated as a voluntary resignation from employment with the District.

6.1.8 Military Leave

The District provides military leaves of absence to employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state laws.

The employee shall provide their supervisor with notice of the need for military leave when they are informed of the request for duty. A copy of the military orders specifying the dates, site and purpose of the activity or mission shall be provided to the supervisor upon receipt. Within the limits of such orders, the supervisor may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave.

Employees on qualifying military leave will receive full pay to the extent provided by law. Employees on elective military leave may select to use accrued PTO and vacation during unpaid military leave. Employees on military

leave are entitled to continued health plan coverage to the extent provided by the USERRA, the Uniformed Services Employment and Reemployment Rights Act of 1994. As with other leaves of absence, failure to return to work or to re-apply within applicable time limits may result in termination of employment.

Additionally, an employee who works more than 20 hours per week and who is the spouse of a qualified member of the Armed Forces, National Guard or the Reserves may be entitled to take up to ten (10) days of unpaid leave during a period in which his or her spouse is on leave from deployment during a period of military conflict.

6.1.9 New Parent Leave Act

Under the New Parent Leave Act, the District will provide 12 weeks of unpaid, job protected leave for baby bonding purposes to qualified employees. The employee must have more than 12 months of service and have worked at least 1250 hours with the District during the 12 months period prior to starting the leave.

During this time, the District will continue the employee's health care coverage at the level and under the same conditions as existed prior to the employee taking leave.

6.1.10 Paid Family Leave

California Paid Family Leave (PFL) provides up to six (6) weeks of partial pay to employees who take time off from work to care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner) or to bond with a new child entering the family through birth, adoption, or foster care placement.

PFL is not a leave entitlement; rather, PFL is a monetary wage replacement benefit for employees taking leave that would otherwise be unpaid (e.g. New Parent Leave, Pregnancy Disability Leave, or a leave of absence without pay). This benefit is offered through State Disability Insurance (SDI) and the State of California Employment Development Department (EDD). Health care benefits are not covered while on PFL but may be covered under another provision of this Manual. For information on compensation and health care coverage, please contact the Human Resources Administrator.

The District does not employ 50 or more employees; therefore, District employees are not eligible for benefits under the Family Medical Leave Act (FMLA).

6.1.10.1 Eligibility

- Employee has earned at least \$300 from which SDI deductions were withheld during the employee's base year.
- Employee is unable to do employee's regular or customary work due to the need to provide care for a seriously ill family member or to bond with a new child.
- Employee has lost wages because employee was caring for a seriously ill family member or bonding with a new child.

6.1.10.2 Definition

A serious health condition means an illness, injury, impairment, or physical or mental condition of a patient that involves any period of incapacity (e.g., inability to work or perform other regular daily activities) or inpatient care in a hospital, hospice, or residential medical care facility and any subsequent treatment in connection with such inpatient care; or continuing treatment by a physician/practitioner.

Unless complications arise, cosmetic treatments, the common cold, influenza, earaches, upset stomach, minor ulcers, and headaches other than migraines, are examples of conditions that do not meet the definition of a serious health condition for purposes of PFL.

SDI may require an independent medical examination of the care recipient to determine initial or continuing eligibility.

6.1.10.3 Applying for Paid Family Leave

An employee must apply directly to SDI for PFL benefits. An employee may apply through the Employment Development Department (EDD) website or by submitting a paper application to SDI.

An employee must complete and submit a claim form no earlier than the first day family leave begins, but no later than 49 days after family leave begins or the employee may lose benefits.

SDI will notify the District that an employee is receiving PFL benefits.

6.1.11 Pregnancy Disability Leave

6.1.11.1 Temporary Disability

A pregnant employee will be allowed to be absent for the period during which, in the opinion of their attending physician and, where necessary, a District designated physician, the employee is temporarily disabled because of pregnancy, childbirth or a related medical condition.

When an employee is disabled due to pregnancy, the employee will furnish the District a certification from their health care provider. The certification must include a statement that the employee is disabled due to pregnancy, the date on which the employee became disabled due to pregnancy, the probable duration of the period or periods of disability, and an explanatory statement that, due to disability, the employee is unable to work at all or is unable to perform any one (1) or more of the essential functions of their position without undue risk to themselves, the successful completion of their pregnancy, or to other persons.

6.1.11.2 Time of Leave Request

When an employee's leave is foreseeable and at least 30 days' notice has been provided, and if a medical certification is requested, the employee must provide it before the leave begins.

When this is not possible, the employee must provide the requested

certification to the District within the time frame requested by the District within 15 calendar days, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

An employee is eligible for PDL upon commencement of employment. There is no length-of-service requirement for PDL.

6.1.11.3 Compensation During Leave

PDL is without pay. However, the employee may use accrued PTO or vacation. PDL will be treated as any other disability leave and may entitle the employee to short-term / long-term disability benefits or additional unpaid leave requested by the employee and granted by the General Manager.

6.1.11.4 Benefits During Leave

In accordance with the State of California's Pregnancy Disability Leave law, an employee on PDL is entitled to up to four (4) months (17 1/3 weeks) of job-protected leave for the time that the employee is disabled due to pregnancy and/or childbirth. PDL does not need to be taken in one (1) continuous period of time.

If the employee is disabled by pregnancy, coverage will continue for up to four (4) months for each pregnancy (as opposed to each leave year).

While on PDL, the employee is entitled to continued coverage in the District's group health insurance and supplemental policies to the same extent as when the employee was working. As such, in order to maintain coverage, employees are required to pay timely the full employee contribution to maintain their group health plan coverage, either through payroll deduction or by paying the District directly. The District may recover premiums it paid to maintain health coverage, if an employee does not return to work following PDL.

PTO, sick leave, and vacation do not accrue while an employee is on unpaid PDL.

Whenever an employee is also receiving PFL and PDL these leaves will run concurrently.

Part-time employees are eligible for leave on a pro-rated basis.

6.1.11.5 Reinstatement

Upon the expiration of PDL and the District's receipt of a written statement from the health care provider that the employee is fit to return to duty, the employee will be reinstated to their original or an equivalent position, so long as it was not eliminated for a legitimate business reason during the leave.

If the employee's original position is no longer available, the employee will be assigned to an open position that is substantially similar to the employee's original position in terms of job content, status, pay, promotional opportunities, and geographic location.

If upon return from leave an employee is unable to perform the essential functions of their job because of a physical or mental disability, the District will initiate an interactive process with the employee in order to identify a potential reasonable accommodation.

An employee who fails to return to work after the termination of their leave will lose their reinstatement rights.

6.1.11.6 Lactation

In accordance with California Labor Code § 1030, the District will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. The break time, if possible, will run concurrently with the employee's regular break time.

In accordance with California Labor Code § 1031, the District will make all reasonable efforts to provide the employee with the use of a room or other location, other than the restroom, in close proximity to the employee's work area, for the employee to express milk in private.

6.1.12 School Related Leave

Pursuant to the Family School Partnership Act (Labor Code § 230.8), any District employee who is a parent, guardian or grandparent having custody of one (1) or more children in kindergarten or grades 1 through 12 or attending a licensed day care facility will be allowed up to 40 hours each calendar year, not to exceed eight (8) hours in any calendar month, without pay, to participate in activities of the school of their child, or to find, enroll, or reenroll his or her child in a school or with a licensed child care provider. The employee must provide reasonable advance notice of the planned absence. This leave may also be used to address a child care provider or school emergency, if the employee gives notice to the employer. The employee may be required to use PTO, vacation and/or compensatory time off to cover the absence. The District may require the employee to provide documentation from the school as verification that the employee participated in school activities on a specific date.

6.1.13 Substance Abuse Rehabilitation

If an employee decides to voluntarily enter a substance abuse rehabilitation program, he or she may be eligible for an unpaid leave of absence to participate in the program. The District will take reasonable steps to safeguard the privacy of any employee who identifies himself or herself as an individual with a dependency problem. An employee who wishes to identify himself or herself as such an individual can contact a supervisor or manager of his or her choice directly. (California Labor Code § 1025)

While the District generally encourages employees to take action to treat dependency problems, employees will not be reimbursed for the costs incurred

in attending a rehabilitation program. Employees may, however, use accrued PTO or vacation time during a requested leave.

When recommended by a Substance Abuse Professional (SAP) pursuant to Department of Transportation regulations, participation in and completion of the rehabilitation program is mandatory. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to sign a return-to-duty agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one (1) year or longer than five (5) years.

NOTE: Health insurance plans may provide coverage for rehabilitation costs. Health benefits information can be obtained from the District's Human Resources Administrator.

6.1.14 Time Off for Victims of Violent Crime or Domestic Violence

In accordance with California Labor Code § 230.1-230.2, any District employee who is a victim of domestic violence or sexual assault is entitled to take time off from work to seek relief (such as a temporary restraining order) or other assistance to help safeguard the health, safety, or welfare of the employee and/or his or her child. The employee must provide reasonable advance notice of the intent to take leave for this reason unless advance notice is not feasible. An employee may be required to provide documentation establishing the right to such time off.

Leave for this purpose is unpaid, though an employee may choose to use any available accrued paid leave.

The District will make every effort to maintain the confidentiality of the employee.

6.1.15 Time Off to Vote

In accordance with California Election Code, § 14000, employees are eligible for paid time off for the purpose of voting if they do not have sufficient time outside of working hours to vote. The intent of the law is to provide an opportunity to vote to workers who would not be able to do so because of their jobs.

Subject to the conditions above, an employee may take up to two (2) hours off to vote in a statewide election, without any loss of pay, if the employee is scheduled to work during voting hours (typically 7 AM to 8 PM). In general, a "statewide election" is defined as one (1) in which all voters in the state have an opportunity to vote on at least one (1) common race or issue. An employee is entitled to take as much time as actually needed to vote, but only up to two (2) hours of that time will be paid.

Time off for voting may be taken only at the beginning or end of the employee's regular work shift unless other arrangements are approved in advance by the General Manager. If the employee needs time off to vote, the employee must notify his or her supervisor at least two (2) working days prior to the election. The employee must note on the employee's time card the time approved for voting purposes.

An employee who serves as an election official in a local, special or statewide election, is eligible for an unpaid leave on the day of the election. Employees should give supervisors as much notice as possible if they plan to serve as an election official. (California Government Code § 19844.7)

6.1.16 Volunteer Firefighters' Leave

If an employee is a registered volunteer firefighter who intends to perform emergency duty during work hours, the employee should alert his or her supervisor so that the District is aware that the employee may have to take time off to perform emergency duty. In the event the employee is a volunteer firefighter and needs to take time off for emergency duty, he or she should alert the supervisor before leaving District premises. (California Labor Code § 230.3-230.4) Time off for volunteer firefighter duty is unpaid leave, but employees may use accrued PTO or vacation.

6.1.17 Workers' Compensation Leave

All employees will be covered by the workers' compensation laws of the state. Employees who are absent from work by reason of an injury or illness covered by workers' compensation, will continue in pay status under the following provisions.

The District may integrate PTO, sick leave, vacation, and then compensatory time, with temporary disability payments for an employee who is eligible for workers' compensation. The employee will continue in pay status and receive his or her pay until his or her accumulated paid leave and authorized compensatory time hours have been depleted to the nearest hour. Any employee who is eligible for temporary disability payments under the workers' compensation law will, for the duration of such payments, receive only that portion of the employee's regular salary that, together with said payments, will equal the employee's regular salary.

7.1 SAFETY**7.1.1 Injury and Illness Prevention Program**

The District is concerned about the safety of all employees and is committed to maintaining a safe work environment. District, State, and Federal law requires that employees be provided a working environment free from recognized safety hazards, and with proper tools and equipment necessary to accomplish work assignments in a safe manner. To achieve a safe work environment the District has adopted an Injury and Illness Prevention Program (IIPP). All employees shall be familiar with the IIPP and are responsible for implementing safe practices, policies and procedures. Employees are expected to always act in the safest manner possible to protect themselves and others, therefore the District encourages every employee to take action to prevent unsafe working conditions. All supervisors maintain a copy of the IIPP and it is available upon request.

7.1.2 Personal Protective Equipment**7.1.2.1 Supervisor Responsibility**

Supervisors are responsible for training their employees on the use of Personal Protective Equipment (PPE). Employees are required to wear all PPE as required by their job function without exception.

Some employees are required to wear steel or composite toe cap boots. Additionally, employees who perform meter reading, who opt to wear tennis shoes, must have steel or composite toe cap tennis shoes.

7.1.2.2 Safety Compliance Standards

All boots and tennis shoes shall meet safety compliance standards and be identified with the ASTM F2413-11 number. ASTM F2413-11 is the Standard Specification for Performance Requirements for Protective (Safety) Toe Cap Footwear, which covers the minimum requirements for the design, performance, testing and classification of protective footwear. The identifying number for compliant shoes can be found on the inside of the tongue.

Employees are responsible for maintaining their PPE in good condition and replacing damaged items in a timely manner so as not to create safety hazards.

7.1.2.3 Failure to Comply

Failure to use required personal protective equipment is a violation of CAL-OSHA requirements and will result in disciplinary action up to and including termination of employment with the District.

7.1.2.4 Reimbursable Personal Protective Equipment

Boots and tennis shoes as defined in this section are reimbursable through the clothing allowance as defined in Section 5.10.3.

7.1.3 Workplace Violence Prevention

The goal of the District is to provide every employee a safe work environment. To this end it is the District's policy that violence, or the threat of violence, in the workplace will not be tolerated in any form. It is inappropriate to use violence, or threats of violence, for any reason or to in any way interfere with providing a safe workplace. Employees are expected to conduct themselves in accordance with the policies and regulations of the District.

7.1.3.1 Personal Safety

The District will provide reasonable accommodations to ensure the personal safety of its employees from outside parties. If a situation occurs where an employee feels they are in danger, they should remove themselves from the situation and immediately report the incident to a supervisor. The District will obtain a restraining order if necessary to protect employees from abuse by an individual not employed by the District if the threat is the result of District employment.

An Employee should notify the Human Resource Administrator if a restraining order is in effect either protecting or restraining the employee or if the employee is connected in any way to a potentially violent non-work situation. Copies of any protective or restraining order must be provided to the Human Resource Administrator.

Appendix G contains the District's Workplace Violence Prevention policy.

7.1.4 Pepper Spray

The District is concerned with the welfare and safety of its employees in the field, especially in situations where employees may be confronted by a stray and/or aggressive animal. To address possible encounters with potentially dangerous animals, the District supports field staff's use of pepper spray for self-defense purposes. Pepper spray has been proven to be an effective form of self-protection when encountering dangerous animals. The spray does not kill the animal, but when properly applied, stops the animal and provides the user with time to safely leave the area.

Pepper spray is a chemical with an active ingredient derived from the cayenne pepper plant. Use of pepper spray solely for self-defense purposes is allowed by state law in accordance with Penal Code § 22810.

Employees working in the field who have received authorization from the General Manager and completed the required training are authorized to carry and use pepper spray as a self-defense measure while on duty. Pepper spray is considered an available self-defense option to facilitate an employee's withdrawal from an assault or attack by an animal.

Appendix H contains the District Pepper Spray policy.

8.1 Use of District Owned Media

8.1.1 Purpose

This section defines standards, procedures and restrictions for employees who use District devices for business purposes. The District uses various forms of electronic communication, including, but not limited to personal and laptop computers, e-mail, telephones (landlines and mobile), fax machines, and online services (Internet and Intranet). All electronic communications, including all software and hardware, remain the sole property of the District. Employees shall have no expectation of privacy while using District owned equipment.

8.1.2 Data

Employees are required to protect the integrity of District data, which may include proprietary or other confidential information. An employee who allows, either deliberately or inadvertently, a breach in District technology security or confidentiality may be subject to disciplinary action, up to and including termination of employment.

8.1.3 Personal Use of Electronic Media

Access to the Internet and other types of District paid computer access is to be used for District-related business. Minimal personal use of e-mail and Internet is permitted as long as it does not interfere with job performance. Communication systems are not to be used in ways that may be disruptive, offensive to others, or harmful to morale. For example, anything that may be construed as harassment, discrimination, or retaliation of others based on any protected category shall not be displayed or transmitted.

Employees should consider all transmissions to be of a permanent nature, such that the District will be able to retrieve and read or view them at a later time. Therefore, all communications on District computers and systems should be composed with the belief that they will be subject to the same review as written communication.

Employees are not permitted to access the electronic communications of any other employee or third party unless directed to do so by District management.

Employees may not install personal software on District computer systems. All electronic information created by an employee using any means of electronic communication furnished by the District is and shall remain the property of the District. Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, discrimination, harassment or related actions will be subject to disciplinary action, up to and including termination.

8.1.4 Passwords

The District reserves the right to inspect District owned equipment and systems at any time, to access and review electronic files, messages, mail, etc., and to monitor the use of electronic communications. The District will override all passwords if it becomes necessary.

The Systems Administrator shall be responsible for the administration of access controls to all District computer systems.

Each user's computer and network access is protected by a personal confidential password to be determined by the user. It is the user's responsibility to maintain the confidentiality of their password. Individual users can be held accountable for the use of their account by others.

Each user shall be responsible for all computer transactions made with the user's password. A user may not use another user's password to gain access to the computer system without authorization nor may a user offer the use of their privileges for another user's access. Users with a need to access a coworker's files should contact their Department Manager.

Users are expected to log out or lock the screen when leaving a workstation for an extended period. To prevent unauthorized access every user is expected to log off the computer every day at the close of the workday.

Employees are not to share passwords with anyone, including supervisors. Passwords should be changed every 90 days. Strong passwords include:

- Both upper and lower case characters
- Both numeric and special characters as well as letters
- No personal information, such as family names or birthdates

8.1.5 E-Mail

Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs or Trojan horse code. Some personal use of e-mail is acceptable but should be stored in a separate folder from business items.

Employees shall have no expectation of privacy in any email that they send or receive using the District's email system. If an employee receives an offensive message, he or she shall report the matter to the Systems Administrator.

8.1.5.1 Brown Act Compliance

E-mail messages sent to a quorum of the District board or committee subject to the Brown Act, should be of an informational nature only and should not solicit feedback or encourage separate communication amongst a quorum.

8.2 Use of Personal Media

8.2.1 Using Personal Electronics on the Job

Using personal electronic devices such as mobile phones is discouraged during work hours, unless the employee is working independently and on a task that generally is not considered hazardous. Employees are encouraged to use their work breaks and lunch time to return personal calls. Supervisors are responsible for determining when it is appropriate for employees to use personal electronic devices and advising employees accordingly.

8.2.1.1 Use of Electronic Devices While Driving

Employees are expected to adhere to the California Vehicle Code, including those regulations regarding the use of electronic devices while driving. California Vehicle Code § 23123 requires the use of a hands-free device while driving.

8.2.2 Using Personal Electronics for Business Purposes

Employees in leadership roles are required to use mobile phones for business purposes and if so, will receive a monthly stipend to help cover their costs. Likewise, some employees, depending upon job function, may use personally-owned devices to connect with District systems. The District reserves the right to refuse this access. Prior to use on the District network, all personal devices must be inspected by the Systems Administrator, who will verify that the device is appropriate and contains no harmful software or viruses. This inspection may be repeated whenever the Systems Administrator determines it is necessary.

Use of a personal device for business purposes does not entitle the employee to the District's systems support. If the device requires repair or other maintenance, it is the sole responsibility of the employee.

8.2.3 Security

All employees using personal devices for the benefit of the District, must employ security measures to protect data from being compromised. This includes using password access, encryption and physical control of the devices. Confidential District information should not be stored on any personal device, unless authorized by the General Manager.

If a personal device is lost or stolen, inform the Systems Administrator immediately. The District may then wipe District information remotely and lock the device to prevent access by anyone except for the Systems Administrator. If there is any suspicion that the device's security has been compromised in any way, notify the Systems Administrator immediately.

8.3 Social Media

8.3.1 Social Media

Social media are forms of electronic communications (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos).

8.3.2 Social Networking

Social networking is the creation and maintenance of personal and business relationships especially using online platforms.

The District views social networks such as web-based discussions or conversation pages and other forms of social media such as Facebook, LinkedIn, Twitter, YouTube, etc., as significant platforms for communication. This policy establishes direction for employees in regard to social networking etiquette and prohibited communications.

Employees are advised to not publicize their place of employment on their social networking profiles, except for LinkedIn. Employees shall not engage in conduct that

is unbecoming to the District. All employees have an obligation to the District to ensure that any communication they make, including social networking communications, must not impact the reputation of the District negatively or disrespect the District, its customers, or its vendors. Employees may publicly speak on behalf of the District only when authorized by the General Manager. Employees should direct inquiries from news media regarding District business to the General Manager.

8.3.2.1 Prohibited Communications

Examples of Prohibited Communications:

- Employees shall not use the District logo in posts unless given consent by the General Manager.
- Employees shall not link posts to the District's website or post District material on a social media site without consent by the General Manager.

This list contains examples only and is not intended to be, nor is it, an exhaustive list of prohibited communications. All District policies that regulate employee conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, and protecting confidential and/or proprietary information. The absence of, or lack of explicit reference to, a specific site does not limit the extent of the application of this policy. Where no policy exists, employees should use their professional judgment and take the most sensible action possible. Consult with your manager or supervisor if you are uncertain.

8.3.2.2 Employee Privacy

The District is prohibited by law from requiring or requesting an employee or applicant for employment to disclose a username or password for the purpose of accessing personal social media, to access personal social media in the presence of the employer, or to divulge any personal social media. The District is also prohibited from discharging, disciplining, threatening to discharge or discipline, or otherwise retaliating against an employee or applicant for not complying with a request or demand by the District that violates this provision.

Violations of this policy will result in discipline, up to and including termination, depending on the severity of the situation and its impact on the District.

8.3.3 Equipment and System Maintenance

The Systems Administrator is responsible for ensuring all District electronic communications equipment and systems are properly maintained and secure. Accordingly, the Systems Administrator will, from time to time, define maintenance, operational and access standards for user compliance.

Users are prohibited from connecting accessories and from modifying the settings or programs to any District-issued computers, unless otherwise authorized by the Systems Administrator. Users with issues or problems regarding District-owned information systems and technology resources should contact the Systems Administrator through the help desk and not attempt to repair problems themselves.

8.3.3.1 Security and Virus Protection

The Systems Administrator is responsible for maintaining security and anti-virus software on the District network and on all District computers. Users shall not download and/or install any programs, antivirus software or other type of software without approval from the IT Department.

All users must promptly perform updates to operating systems, security and anti-virus programs as requested by IT personnel.

8.3.3.2 Remote Access

Users are prohibited from accessing the District Information Systems and Technology Resources internal network from a remote location (a location not physically connected to the District network) unless specifically authorized by the Department Manager or General Manager. Authorized remote access users should only access District systems in a manner specified by the Systems Administrator, and are subject to the following:

- Remote access users shall be responsible for maintaining District security at all times.
- At no time shall unauthorized users have access to internal District networks or files.
- Storage of confidential District information on any non-District owned device is strictly prohibited.
- Remote access users shall exercise due diligence in ensuring non-District devices used to connect to the District systems are free from viral infections. Exercise due diligence means, a) ensuring an antivirus/antimalware application is installed on the device and is up-to-date and that daily quick scans are run. Additionally the antivirus/antimalware application should be configured to run scans when external drives or devices are attached to the system.
- Support will be provided only for District devices used for remote access.
- Personal devices used for remote access will not be serviced by the District.
- The District will not be liable for damage to personal devices nor the data stored on them.
- Storing District information in cloud-based storage services is prohibited unless specifically authorized by the Department Manager or General Manager.
- At no time shall confidential or sensitive District information be stored in a cloud-based storage service.
- Authorized users of cloud-based storage services must provide account information (user name and passcode) to the Systems Administrator and give the District permission to access the site at any time.
- All activity during a remote session is subject to District policies.

9.1 Definitions**9.1.1 AT-WILL EMPLOYEE**

An at-will employee serves at the pleasure of the District, and can be terminated at any time without cause and without the opportunity to appeal. All employment with the District is “at-will,” meaning that both the employee and the District, through action of the General Manager, have the right to terminate employment at any time with or without advance notice, and with or without cause.

9.1.2 BIWEEKLY PAY PERIOD

Employees shall be paid biweekly (every other week) in direct proportion to actual hours worked. Forty (40) hours shall constitute a workweek; eighty (80) hours shall constitute a pay period.

9.1.3 BUSINESS DAY

A business day is any day in which the District’s main administration office is open for business.

9.1.4 CALPERS

California Public Employees Retirement System.

9.1.5 CATASTROPHIC ILLNESS

A catastrophic illness is a severe illness requiring prolonged care or recovery and may disable an employee from working, creating a financial hardship.

9.1.6 CONFLICT OF INTEREST

A situation in which an employee is in a position to derive personal benefit from actions or decisions made during the course of business.

9.1.7 CONTINUOUS EMPLOYMENT

The period of actual service commencing with the employee’s hire date and continuing until broken by resignation or dismissal for the purpose of determining eligibility for paid leave and eligibility for performance step advancement.

9.1.8 COST OF LIVING ADJUSTMENT (COLA)

The COLA is an increase to all wages to keep up with the rate of inflation. The COLA is approved at the discretion of the Florin Resources Conservation District Board of Directors.

9.1.9 DEMOTION

The change in classification of a regular employee from a position in one class to another class having a lower maximum rate of pay

9.1.10 EMPLOYEE

Any person employed by the District. Board of Directors are not employees. Individuals working through an employment agency and those working as independent contractors are not considered employees of the District and are not entitled to any employment benefits provided by the District.

9.1.11 EXEMPT EMPLOYEE

Employees whose job duties meet the Federal Fair Labor Standards Act (FLSA) requirements for overtime exemption. Exempt employees are compensated by salaries and are not eligible for overtime pay.

9.1.12 FAIR LABOR STANDARDS ACT (FLSA)

The FLSA is a federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.

9.1.13 HIRE DATE

The beginning date of the employee's current period of continuous employment with the District.

9.1.14 HOLIDAY/HOLIDAY PAY

A declared holiday, constituting eight (8) or nine (9) hours dependent on what day the holiday falls on, is granted as time off with pay for regular full-time employees.

9.1.15 INJURY ILLNESS PREVENTION PROGRAM

The IIPP is a basic written workplace safety program. Title 8 of the California Code of Regulations (T8CCR) section 3203, requires every employer to develop and implement an effective IIPP.

9.1.16 INTERACTIVE PROCESS

The interactive process is a collaborative effort involving an employer and employee to determine if the employee can return to work subsequent to an occupational or non-occupational injury, disease or disorder.

9.1.17 LATERAL TRANSFERS

A lateral transfer is where an employee moves from one position to another that has the same wage range.

9.1.18 LAYOFF

Termination of employment of an employee without prejudice for any of the following reasons:

- Necessity due to lack of work, funds, or other economic reason
- Necessity for a position no longer exists

9.1.19 LOGO ATTIRE

Clothing/hats adorned with the District's name or symbol.

9.1.20 MODIFIED DUTY

Modified duty is an offer for a temporary work assignment made to a worker who is recovering from an illness or injury and who has received clearance from a physician to return to work under specific limitations.

9.1.21 NEOPOTISM

In the business world, nepotism is the practice of showing favoritism toward an employees' family members or friends in economic or employment terms.

9.1.22 NON-EXEMPT EMPLOYEE

Employees subject to Federal FLSA overtime regulations and are compensated for overtime hours worked in accordance with the law. Non-exempt employees must comply with District policies regarding overtime work.

9.1.23 OVERTIME

Time worked in excess of 40 hours in a work week or time worked in excess of nine (9) hours worked on a regularly scheduled work day.

9.1.24 PAY PERIOD

Fourteen (14) calendar days as designated by the District.

9.1.25 PROMOTION

The change of a regular employee to a position in a class allocated to a wage range where the top step is a higher maximum rate of pay than the top step of the class that the employee formerly occupied.

9.1.26 REASONABLE ACCOMODATION

Reasonable accommodation is assistance or changes to a position or workplace that will enable an employee to do his or her job despite having a disability. Under the Americans with Disabilities Act (ADA), employers are required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship.

9.1.27 REASSIGN

To assign a new duty, a different classification or department.

9.1.28 RECLASSIFICATION

The act of changing a position by raising it to a higher class or reducing it to a lower class on the basis of significant changes in the nature, difficulty or responsibility of the duties performed in the position.

9.1.29 REGULAR WORK HOURS

The 40-hour workweek consists of seven (7) consecutive days beginning on Friday and ending the following Friday.

9.1.30 REGULAR FULL-TIME EMPLOYEES

Employees normally scheduled to work and who regularly do work a schedule of 40 or more hours per week.

9.1.31 REGULAR PART-TIME EMPLOYEES

Employees who are regularly scheduled to work and do work less than 40 hours per work week. Part time employees may be assigned a work schedule in advance or may work as needed.

9.1.32 RESIGNATION

The voluntary termination of employment with the District.

9.1.33 SAFETY SENSITIVE

Safety sensitive positions have public safety implications, such as operating water resources.

9.1.34 TEMPORARY EMPLOYMENT

Individuals hired by the District for short term assignments and who are not considered regular employees. Temporary employees are not eligible for employee benefits and may be classified as exempt or non-exempt according to the job duties and method of compensation.

9.1.35 TERMINATION

Employment dismissed for cause.

9.1.36 WORK WEEK

The 9/80 work week begins on the employee's eight (8) hour day exactly four (4) hours after the scheduled start time and ends 168 hours later, at the same time on the same day during the following week. Thus, the first half of the employee's eight (8) hour day (or four hours) will be on one (1) FLSA workweek and the second half (typically four hours) will be on the subsequent FLSA workweek. This results in 40 straight time hours per FLSA workweek.

9.1.37 Y-RATE

The process by which an employee's base rate of pay is not decreased when either: 1) the employee is reassigned to a classification with a lower range on the salary schedule; or 2) the wage range for the employee's classification is set to a lower range on the wage schedule. Y-rating will automatically end once future increases bring the employee's new classification wage range up to a level where the employee's Y-rated wage falls within the new classification wage range.

APPENDIX A

ANTI-HARASSMENT, ANTI-DISCRIMINATION, AND ANTI-RETALIATION POLICY

I. PURPOSE

The District is committed to providing an atmosphere free of harassment, discrimination, and retaliation in employment. This policy provides an organizational action plan and workplace conduct guidelines to maintain such an environment; further defines what is meant by those terms; provides avenues for reporting discrimination, harassment, or retaliation; and provides a procedure for investigation and resolution of employee complaints.

II. POLICY

- A. Harassment or discrimination on the basis of any of the following is unlawful and will not be tolerated:
- Race or color,
 - Religion or creed,
 - Disability, mental and physical,
 - Sex and gender (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding and related medical conditions),
 - Ancestry or national origin,
 - Citizenship status,
 - Medical condition (cancer history and diagnosis),
 - Genetic characteristics or information,
 - Marital status,
 - Age (over 40),
 - Sexual orientation (including homosexuality, bisexuality, or heterosexuality),
 - Military and veteran status, or
 - Membership in any other legally protected category.
- B. This policy applies to all employees, applicants, unpaid interns, volunteers, vendors or independent contractors involved in the operations of the District. The District will not tolerate harassment discrimination, or retaliation against or by employees, members of the public, or anyone conducting business with the District.
- C. Disciplinary action up to and including termination will be instituted for prohibited behavior by employees. Action will be taken on a case by case basis for applicants, unpaid interns, volunteers, vendors or independent contractors for prohibited behavior.
- D. Protected activity includes making a request for an accommodation for a disability; making a request for accommodation for religious beliefs; making a complaint under this policy; opposing or reporting violations of this policy; or participating in an investigation under this policy.
- E. Employees found to be retaliating in violation of this policy will be subject to disciplinary action up to and including termination. Action will be taken on a case by case basis for applicants, unpaid interns, volunteers, vendors or independent contractors for retaliating in violation of this policy.

III. HARASSMENT, DISCRIMINATION, AND RETALIATION DEFINED

A. Harassment

1. Harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation will not be tolerated, whether or not it is severe enough to be unlawful. Harassment includes conduct that has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening, or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties, or any other condition of employment or career development. This policy prohibits harassment in any form, including, but not limited to:
 - a. Oral or written harassment such as epithets, derogatory comments, slurs, unwanted sexual advances or invitations, race-oriented stories or jokes, or inappropriate comments on appearance (including dress or physical features) or gender identification.
 - b. Visual harassment such as derogatory posters, photography, cartoons, drawings or gestures.
 - c. Physical harassment such as assault, touching, impeding or blocking movement, or interfering with work directed at an employee because of his or her sex or any other protected basis.
2. Sexual harassment includes any unsolicited, offensive or unwelcome sexual advances, requests for sexual favors, and other oral or written, visual, or physical conduct of a sexual nature which occurs under any of the following circumstances:
 - a. Submission to such conduct is made by expressing or implicating a term of condition of an individual's employment;
 - b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual;
 - c. Other examples of sexual harassment include unwelcome sexual flirtation or propositions, verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, and the display or use in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons or calendar illustrations.
3. Sexual harassment also includes gender-based harassment by a person of the same gender. Prohibited sexual harassment may not always be motivated by sexual desire. Such conduct has the potential to negatively affect an employee's work performance.

B. Discrimination

This Policy prohibits treating individuals unequally because of the individual's protected category as defined in this Policy.

C. Retaliation

1. Any adverse treatment of an employee, applicant, unpaid intern, volunteer, vendor, or independent contractor, which occurs because that person has:
 - Reported harassment or discrimination,
 - Has participated in the complaint and investigation process, or
 - Has otherwise engaged in a protected activity.
2. Retaliation against an employee for engaging in protected activity is strictly prohibited. If an employee believes to have been subjected to any such retaliation, he or she is required to report it in accordance with the complaint procedures that follow.

V. HARASSMENT INVOLVING THE PUBLIC

The District strictly prohibits harassment of any member of the public by any person conducting District business or otherwise representing the District.

Dealing with the public can be challenging and sometimes contentious. While employees are expected to interface with the public as their duties dictate (sometimes in difficult or even volatile situations), employees are not expected to endure actual harassment by members of the public. If an employee feels that he or she is being subjected to harassment by a member of the public, the employee should report such harassment to his or her supervisor, the Human Resources Administrator or any District supervisor with whom the employee feels comfortable speaking. Employees will not be penalized for refusing to tolerate harassment from a member of the public.

VI. COMPLAINT PROCEDURE

- A. Employees may have legitimate claims of harassment even if they have not lost a job or some other economic benefit. Harassment that unreasonably impairs working ability or emotional well-being at work violates this policy and will not be tolerated even when the harassment does not rise to the level of unlawful harassment.
- B. Employees who believe they have been subjected to harassment, discrimination, or retaliation on the job because of a prohibited basis, are encouraged to immediately use the procedure outlined in this policy to file a complaint and have it investigated. The District requires all employees to report conduct prohibited by this policy whether or not they are personally involved. It is important that employees inform the District as soon as possible about any prohibited harassment, discrimination, or retaliation.
 1. Employee Responsibilities
All employees are required to report any incidents of harassment, discrimination, and retaliation forbidden by this policy immediately so that complaints can be quickly and fairly resolved. Any individual who feels comfortable doing so should let a fellow employee know when that employee's behavior or comments are offensive or unwelcome, even if the situation does not rise to the level of a violation of this policy. However, individuals are not required to handle these situations on their own. Individuals may report to his or her supervisor, the Human Resources Administrator,

or any District supervisor with whom the individual feels comfortable speaking to for any of the following:

- An individual is not comfortable handling a situation directly with another employee;
- An individual believes that he or she has been or is being harassed, discriminated, or retaliated against; or
- An individual is aware or suspects that another person has been harassed, discriminated, or retaliated against.

The District provides a workplace complaint form that employees can use to submit and document complaints. Employees are encouraged to submit complaints in writing, but they are not required to use this form. Employees should feel free to submit complaints orally, if they choose. The workplace complaint form may be found as Attachment A.

2. Supervisor Responsibilities

Each supervisor has the responsibility of maintaining a work environment free of harassment, discrimination, and retaliation. This responsibility includes being available to discuss this policy with the employees they supervise and to assure the employees that they are not required to endure any form of prohibited harassment, discrimination, and retaliation.

If someone reports a harassment allegation to a supervisor, it is the responsibility of the supervisor to take immediate action by documenting the incident(s) and reporting the allegation of harassment to the Human Resources Administrator.

Any supervisor who fails to take appropriate action to report or address harassment, discrimination, or retaliation can and will be disciplined up to and including termination.

3. Investigation

The District will investigate all complaints of harassment, discrimination, and retaliation in a prompt, objective, and thorough manner. This investigation can include interviews of those with relevant knowledge where appropriate. The District's investigation will be designed to maintain, to the extent possible, the privacy and confidentiality of all parties involved. The Human Resources Administrator is responsible for directing an investigation into such allegations and for facilitating the imposition of appropriate remedial action, where warranted.

After completion of the investigation, the District will communicate the confidential findings (i.e., "sustained," "not sustained," or "inconclusive") to the complainant, the alleged harasser, and members of management with a legitimate need to know.

If there is a finding that harassment, discrimination, or retaliation in violation of this policy has occurred, the District will take appropriate and immediate action. This may include imposing discipline, up to and including termination. The specific action taken will depend upon the specific circumstances.

Employees are urged to contact the Human Resources Administrator if they have any questions or concerns about this policy.

4. Reporting and Performance Standards

An employee, job applicant, unpaid intern, volunteer, or contractor who makes a complaint of discrimination, harassment, or retaliation is in no manner excused or exempt from the same performance standards to which others performing the same or similar work are held accountable. All job performance standards will be maintained throughout and following any investigation undertaken as a result of this procedure. Failure to meet job-related performance standards may be grounds for disciplinary action.

5. Other Complaint Options

Complaints of unlawful harassment may be filed with the California Department of Fair Employment and Housing (DFEH) and/or the federal Equal Employment Opportunity Commission (EEOC). These agencies may accept, investigate and prosecute complaints. DFEH provides additional information regarding the legal remedies and complaint process available through the government agencies.

California Department of Fair Employment and Housing (DFEH): (800) 884-1684 or www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC): (800) 669-4000 or www.eeoc.gov

VII. CONFIDENTIALITY

Every effort possible will be made to assure the confidentiality of complaints made under this policy. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible. The District will not disclose a completed investigation report except, as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

ATTACHMENT A – Workplace Complaint Form



WORKPLACE COMPLAINT FORM

Please check one: Informal Complaint Formal Complaint

Section I

Employee's Name (Complainant)	
Address	
Work Phone	
Home Phone	
Position / Title	
Department	
Supervisor's Name	

SECTION II

Please list the Employee Policy that you believe has been violated: _____

SECTION III

Please list the accused by name and title. Also, please include his/her Department:

Name:	Title:	Department:

SECTION IV

- Please list date(s) and location(s) of workplace incident.
- Please list each incident separately.
- Please describe the specific act(s) or omission(s) which is alleged to be inappropriate as clearly and completely as possible.

INCIDENT #1

Date of Incident _____

Time of Incident _____

Location of Incident _____

Description of incident: _____

APPENDIX B

DRUG FREE WORKPLACE POLICY

I. PURPOSE

In compliance with the Drug Free Workplace Act of 1988, the District has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and/or controlled substance abuse poses a threat to the health and safety of the Districts employees and to the security of the equipment and facilities. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited in the workplace and District vehicles. For these reasons, the District is committed to the elimination of alcohol and/or controlled substance use and abuse in the workplace. A violation of this policy will subject the employee to disciplinary action, up to and including termination.

II. POLICY

This policy establishes the District's goal to provide a safe and drug free work environment for employees.

III. EMPLOYEE ASSISTANCE PROGRAMS (EAP)

The District provides an EAP that offers counseling and treatment of drug- and/or alcohol-related problems.

IV. PROHIBITED CONDUCT

- A. Employees may not have any alcohol and/or controlled substances in their bodily system during working hours, on-call duty, or being subject to call back. Additionally, the manufacture, distribution, possession, or use of controlled substances by any employee in any District workplace or wherever District business is performed is prohibited. (41 U.S.C. §§ 8102-8103; Gov. Code § 8355(a)(1).)
- B. Employees are required to notify their supervisor or the Human Resources Administrator before beginning work when taking medications that may affect the employee's ability to safely and efficiently and/or competently conduct his or her job duties. The employee does not need to report the specific medication or the employee's underlying medical condition.
- C. Failure to notify the Human Resources Administrator of any criminal conviction for a drug violation that occurred in the workplace within five (5) days after such conviction is prohibited. (41 U.S.C. §§ 8102-8103.)

V. DEFINITIONS

- A. Being under the influence of controlled substances and/or alcohol means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.
- B. For purposes of this policy, "controlled substances" includes any drug not legally obtainable under either state or federal law, or both, or any drug that is legally obtainable but not legally obtained or used. This includes prescription drugs obtained illegally and prescription drugs not being used for the prescribed purpose or being used in excess of

the prescribed dosage. It does not include prescription drugs possessed and used under a valid prescription.

- C. Further, the District's safety sensitive classifications will be held to the federal standards under the Department of Transportation (DOT) as applicable.

VI. DRUG AND ALCOHOL TESTING

- A. The District has discretion to test applicants and employees for alcohol and drug use, using an outside laboratory, under the following circumstances:

- 1. Pre-Employment

- All individuals offered employment in a safety sensitive position must submit to a pre-employment drug and alcohol test prior to hiring. All offers of employment for safety sensitive positions are contingent upon successful completion and passing of a drug test. If the applicant is under age 18, a consent form must be signed by the employee's parent or guardian prior to screening

- At the applicant's request, any positive test result may be retested independently and at the applicant's expense. Applicants whose test results are positive for the use of controlled substances or alcohol intoxication will be deemed to have failed the pre-employment physical examination;

- 2. Post-Accident

- Post-accident drug and alcohol testing will be required if an employee is involved in an accident and there is a reasonable suspicion that drug or alcohol use may have been a factor or cause;

- 3. Random

- Random drug and alcohol testing of employees may be required where permitted by state and federal law; or

- 4. Reasonable Suspicion

- The District may require a blood test, urinalysis, or other drug and/or alcohol screening of those employees who are reasonably suspected of using or being under the influence of drugs or alcohol at work, under the following circumstances:

- a. Reasonable suspicion to test exists if, based on objective factors, a reasonable person would believe that the employee is under the influence of drugs or alcohol at work. Examples of objective factors, include, but are not limited to: unusual behavior, slurred or altered speech, body odor, red or watery eyes, untidy appearance, unsteady gait, lack of coordination, sleeping on the job, a pattern of abnormal or erratic behavior, a verbal or physical altercation, puncture marks or sores on skin, runny nose, dry mouth, dilated or constricted pupils, agitation, hostility, confused or incoherent behavior, paranoia, euphoria, disorientation, inappropriate wearing of sunglasses, tremors, an accident involving agency property or equipment, or other evidence of recent drug or alcohol use.

- b. Document and Analysis: In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion in writing and analyze the matter with the Human Resources Administrator. Any reasonable suspicion

testing must be pre-approved by the Human Resources Administrator or General Manager.

- c. Testing Protocol: If the documentation and analysis show that there is a reasonable suspicion of drug or alcohol abuse at work, upon approval by the Human Resources Administrator, the employee will be relieved from duty, and transported to the testing facility and to the employee's home after the test. The employee will be placed on sick or other paid leave until the test results are received.
- B. Employees who refuse or fail to take a lawfully required drug and/or alcohol test, those who fail a drug and/or alcohol test, those who refuse to consent, in writing, to take a drug and/or alcohol test, those who tamper with or otherwise attempt to improperly influence the result of a drug and/or alcohol test, or those who otherwise violate this policy are subject to immediate termination of employment in the first instance.
- C. The District reserves the right to conduct reasonable searches of offices, lockers, storage areas, furniture, District vehicles and other places under the common control of the District and its employees, and to enlist the assistance of law enforcement personnel in connection with the enforcement of this policy.

VI. CONVICTION FOR DRUG-RELATED OFFENSE

An employee who is convicted under a federal or state criminal drug statute relating to any conduct prohibited by this policy will be deemed to have violated this policy. Upon receiving notice of an employee conviction for any such violation, the District will either (a) take appropriate disciplinary action in accordance with this policy, and/or (b) require the employee to participate in and satisfactorily complete a drug abuse assistance, rehabilitation or counseling program. Employees will notify the Human Resources Administrator of any conviction under a criminal drug statute.

APPENDIX C

CONFLICT OF INTEREST CODE

CONFLICT OF INTEREST CODE OF THE FLORIN RESOURCE CONSERVATION DISTRICT (Amended September 25, 2018)

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted 2 Cal. Code of Regs. Section 18730 which contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, regulation and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Florin Resource Conservation District** (the "**District**").

All Officials and Designated Positions required submitting a statement of economic interests shall file their statements with the **Board Secretary** as the District's Filing Officer. The **Board Secretary** shall make and retain a copy of all statements filed by Members of the Board of Directors and the General Manager, and forward the originals of such statements to the Clerk of the Board of Supervisors in the County of Sacramento. The **Board Secretary** shall retain the originals of the statements of all other Officials and Designated Position and shall make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code Section 81008.)

**CONFLICT OF INTEREST CODE
OF THE
FLORIN RESOURCE CONSERVATION DISTRICT**

(Amended September 25, 2018)

EXHIBIT “A”

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3(b), are NOT subject to the District’s Code, but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments¹:

Members of the Board Directors

Treasurer

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Assistant General Manager	1, 2
Associate Civil Engineer	2, 3, 5
Finance Manager	1, 2, 4
Finance Services Specialist II	2, 3, 5
Finance Supervisor	2, 3, 5
General Counsel	1, 2
General Manager	1, 2
GIS Technician I	5
GIS Technician II	5
Human Resources Administrator	5
Human Resources Specialist	5
Management Analyst	2, 4
Operations Manager	5
Program Manager	4
Water Distribution Supervisor	5
Water Treatment Supervisor	5
Consultant and New Positions ²	

² Individuals providing services as a Consultant defined in Regulation 18700.3, or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

EXHIBIT “B”

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the Designated Position must disclose for each disclosure category to which he or she is assigned.³

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type utilized by the District.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Position’s department, unit or division.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency’s jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

APPENDIX D

TRAVEL PROCEDURES AND EXPENDITURES POLICY

I. PURPOSE

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

II. POLICY

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

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

III. GENERAL GUIDELINES

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

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

IV. PROCEDURES

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

V. AUTHORIZED TRAVEL

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

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

5. Participation in regional, state and national organizations whose activities affect the District's interests;
6. Attendance of functions of local civic or community organizations where there is a clear nexus between the event and the employee's job.

VI. UNAUTHORIZED EXPENSES

The following personal expenditures shall not be reimbursed:

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

VII. TRANSPORTATION

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

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

VIII. TRAVEL TIME AND HOURS WORKED

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

the workplace to begin his or her shift. For example, if an employee is directed to pick up supplies on their way into the office, the employee shall record hours from the time they make the stop to pick up those supplies to the time they arrive at the worksite through the completion of their shift, less normal meal periods

IX. LODGING

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

X. MEAL EXPENSES

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

- D. District funds cannot be used to purchase alcohol, tobacco, or other related costs.

XI. MISCELLANEOUS EXPENSES

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

XII. CASH ADVANCES

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

XIII. SPOUSES AND GUESTS

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

XIV. EXPENSES TO ACCOMMODATE DISABILITIES

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

XV. RATES

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

XVI. UNFORESEEN AND UNCONTROLLABLE NATURAL EVENTS

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

APPENDIX E

CREDIT CARD POLICY

I. PURPOSE

The purpose of this policy is to establish guidelines for the District to issue credit cards to employees for covering expenses related to authorized travel and enabling a cost-effective, convenient and streamlined method of purchasing items.

II. POLICY

A credit card may be issued to an individual who is a regular employee of the District and agrees to be held liable to the credit card company for all charges while conducting official District business. Credit cards are issued through the authorization of the General Manager or his or her designee.

III. PROCEDURES FOR OBTAINING CREDIT CARDS

- A. The District may establish a credit card in the name of the District employee, with an approved financial institution provider, for District business use only. The cardholder will receive monthly statements.
- B. The Finance Department shall establish procedures and forms for implementing and monitoring a credit card purchasing program through a financial institution provider that includes, but is not limited to, the following:
 - 1. A dollar limitation on the credit card;
 - 2. A dollar limitation of purchasing authority assigned to the cardholder per transaction made with the credit card;
 - 3. A dollar limitation of purchasing authority assigned to the cardholder for the total of all charges made during each monthly billing cycle;
 - 4. Merchant category blocking.

IV. AUTHORIZED CREDIT CARD USE

- A. Cardholders are authorized to use their credit card to purchase merchandise or services required as a function of their duties at the District.
- B. A purchase made with a credit card may be made in-store, by telephone, fax, and internet or U.S. mail. A purchase order may be required per established procurement policies and procedures.
- C. If a credit card is issued for the purpose of covering expenses related to authorized travel, upon billing or no later than ten days of the billing date, the employee using a credit card shall submit a fully itemized travel expense log. Any charges against the credit card not properly identified on the travel expense log shall be paid by the employee by check or cash.

V. UNAUTHROIZED AND/OR INAPPROPRIATE CREDIT CARD USE

Credit cards shall not be used to purchase items for non-District purposes, even if the cardholder intends to reimburse the District. Unauthorized and/or inappropriate credit card use includes, but is not limited to:

- Items for personal use;
- Cash advances;
- Non-business related food and beverages for an individual employee. (However, authorized cards may allow for food and non-alcoholic beverages for business-related meetings and travel in compliance with travel policies and after obtaining approval for special expenses);
- Alcoholic beverages or tobacco;
- Weapons of any kind or explosives;
- Relocation expenses;
- Entertainment; and
- Recreation.

VI. DISCIPLINARY ACTION

- A. A cardholder who makes an unauthorized purchase with the credit card will be subject to revocation of the credit card, potential disciplinary action including restitution to the District for unauthorized purchases, possible card cancellation, up to and including termination and criminal prosecution.
- B. If any item purchased with a credit card is not acceptable, arrangements must be made for a return for credit or an exchange. A cash refund or check is prohibited unless the vendor insists that a refund must be made by cash or check, then the funds must be deposited immediately with the District Finance Department.
- C. If, for any reason, disallowed charges are not repaid before the credit card billing is due and payable, the District shall have a prior lien against and a right to withhold any and all funds payable to the employee.
- D. Any employee who has been issued a credit card by the District shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the Finance Manager. The District shall have unlimited authority to revoke use of any credit card issued under this section, and, upon such revocation order being delivered to the credit card company, shall not be liable for any costs.

VII. RESPONSIBILITY AND ACCOUNTABILITY

It is the responsibility of each individual cardholder to:

1. Safeguard the credit card and associated account number at all times; lost or stolen credit cards shall be reported immediately to the credit card agency and the District Finance Department;
2. Keep credit card in a secure location at all times;
3. Prevent unauthorized persons from using the credit card and or associated account number;
4. Obtain and retain original itemized receipts for goods and services purchased. All forms of canceled checks and copies of credit card bills do not substitute for original receipts. An employee may be allowed to file an affidavit in lieu of receipt if the original is lost or not obtained;
5. Review in a timely manner, monthly statements from the financial institution for accuracy and ensuring all transactions posted are legitimate transactions made by

the cardholder. Receipts and/or packing slips must be attached to the monthly statement. The cardholder must sign the statement certifying all the charges;

6. Submit the statement and receipts to the District Finance Departments within ten (10) business days of the billing date for payment processing;
7. Surrender the credit card and corresponding support documentation to the Human Resources Administrator upon separation from the District.

VIII. PERIODIC REVIEWS

The District Finance Department shall conduct periodic reviews for proper card use. Credit card records will be audited from time to time.

APPENDIX F

9/80 WORKWEEK SCHEDULE POLICY

I. PURPOSE

To set forth the District's policy and procedure governing the establishment and administration of an available 9/80 workweek schedule.

II. POLICY

The District has designated a 9/80 workweek schedule for all employees. If at any time the District determines the work schedules and/or workweek periods offered must be changed, affected employees will be notified of the change at least one (1) pay period in advance of the change. Scheduling of a 9/80 work schedule, including the selection of work days, work times, and the Flex Day Off (FDO), shall be done by management based on business needs. Employees may, however, request consideration for an alternate schedule and FDO. Written management approval is required.

III. 9/80 WORKWEEK SCHEDULE

A. Work Schedule

The 9/80 work schedule shall consist of eight (8) work days of nine (9) hours and one (1) work day of eight (8) hours for a total of eighty (80) hours during two (2) consecutive workweeks. For non-exempt employees, the eight (8) hour work day must be on the same day of the week as the employee's regular FDO. The District's 9/80 work schedule provides FDO on alternating Fridays.

Under the Federal Fair Labor Standards Act (FLSA), the workweek is defined as "a fixed and regularly recurring period of seven (7) consecutive 24-hour periods (168 hours)." When an employee is assigned to a 9/80 schedule, the 9/80 work week begins on the employee's eight (8) hour day exactly four (4) hours after the scheduled start time and ends 168 hours later, at the same time on the same day during the following week. Thus, the first half of the employee's eight (8) hour day (or four hours) will be on one (1) FLSA workweek and the second half (typically four hours) will be on the *subsequent* FLSA workweek. This results in 40 straight time hours per FLSA workweek, and 80 hours per two-week pay period.

All employees have every other Friday as a designated FDO. The District has two (2) work schedules where the first begins at 7:00 AM and the second begins at 7:30 AM. The time in which an employee begins work dictates the time in which a work period begins.

Work Shifts and Workweek		
If your shift begins at...	Then your workweek begins on...	And ends on...
7:00 a.m.	11:00 a.m. Friday	The following Friday at 10:59 a.m.
7:30 a.m.	11:30 a.m. Friday	The following Friday at 11:29 a.m.

On the Fridays that the District is open, the District has a set meal period for Field Staff from 11:00 A.M. to 11:30 A.M., and Administration Staff from 11:30 A.M. to 12:00 P.M.

B. Pay Periods

Employees should be aware that pay periods may not coincide with the designated FLSA workweek. For purposes of assessing overtime, management determines whether the employee worked over nine (9) hours on a scheduled work day or 40 hours within the FLSA workweek, regardless of the pay period.

IV. HOLIDAYS, PERSONAL TIME OFF AND JURY DUTY

A. Holidays

Employees who are eligible for holiday pay will be paid for the appropriate workday hours in which the holiday falls, in accordance with the 9/80 work schedule.

B. Leave

Time off from work using accrued vacation, sick, or other paid leave banks or bereavement leave will be charged one (1) hour for every hour taken. Time off from work on the eight (8) hour work day will be charged at eight (8) hours. Time off from work on the nine (9) hour work day will be charged nine (9) hours.

C. Jury Duty

An employee shall not be entitled to jury duty pay, or to overtime pay or compensatory time off for jury duty on the FDO.

V. OVERTIME

A. Overtime Earned

When a non-exempt employee is on a 9/80 work schedule, overtime for hours exceeding nine (9) hours in a scheduled work day or 40 hours in a workweek will be based on the FLSA workweek. Overtime will be paid at one and one half rate of an employee's regular rate of pay.

B. Overtime Paid

The 9/80 FLSA workweeks may not correspond with the District's pay periods. Therefore, where adjustments to overtime compensation cannot be calculated until the completion of the employee's workweek (e.g., when they occur in the last half of the 8-hour day), a one (1) pay period—delay in the employee receiving the additional compensation may occur.

VI. TRANSITIONING TO OR FROM A 9/80 WORK SCHEDULE

When an employee transitions from a different work schedule to a 9/80 alternate work schedule, there will be a change to the beginning of the FLSA workweek. This results in a situation in which four (4) hours fall in both the old workweek and the new workweek. The following procedures are designed to avoid an overtime obligation during this change. Any deviation from these procedures must be approved in advance by management.

A. Transitioning to a 9/80 Alternate Work Schedule

For a non-exempt employee, the transition to a 9/80 alternate work schedule will be set to begin during a 36-hour calendar workweek, when a FDO occurs. Four (4) hours in the new FLSA workweek will overlap with the prior 40-hour calendar workweek, but

because the following calendar week will contain 36 hours, this will result in 40 hours of straight time in the first new FLSA workweek.

B. Transitioning to a Normal 40 Hour Work Schedule

For a non-exempt employee, the transition back to a normal 40-hour workweek (e.g. "10/80" or "4/10") from a 9/80 work schedule will be set to begin the week following a 36-hour calendar workweek. This will result in 40 hours of straight time in both the prior FLSA 9/80 workweek and the new regular FLSA calendar week.

APPENDIX G

WORKPLACE VIOLENCE PREVENTION POLICY

I. PURPOSE

The goal of the District is to provide every employee a safe work environment.

II. POLICY

Safety and security of employees is of vital importance to the District. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect the District or which occur on District property, will not be tolerated. Any act or threat of violence should be documented and reported to a supervisor immediately.

The prohibition against threats and acts of violence applies to all persons involved in District operations including, but not limited to District personnel, contract and temporary workers, and anyone else on District property. Violations of this policy by any individual may result in disciplinary action, up to and including termination, and/or legal action as appropriate.

III. DEFINITIONS

Workplace violence is defined as any conduct that causes an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property. Specific examples of workplace violence include, but are not limited to, the following:

1. Threats or acts of physical harm directed toward an individual, his or her family, friends, associates, or property;
2. Bullying behavior, i.e., acts or verbal comments that could 'mentally' hurt or isolate a person in the workplace; repeated incidents or a pattern of behavior intended to intimidate, offend, degrade, or humiliate a particular person or group of people; the assertion of power through aggression;
3. The destruction of, or threat of destruction of District property or another employee's property;
4. Fighting, challenging another person to fight, or participating in dangerous or threatening horseplay;
5. Striking, punching, slapping, or assaulting another person;
6. Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise;
7. Harassing or threatening phone calls;
8. Surveillance;
9. Stalking;
10. Possessing a weapon(s) on District property or in District vehicles. "Weapon" is defined as a firearm, unauthorized chemical agent, club or baton, knife, or any other device, tool, or implement that can cause bodily harm if used as a weapon or displayed in such a manner to cause harm or threaten a person with harm.

IV. INCIDENT REPORTING PROCEDURES

1. Any District employee, who is a victim of any violent threatening or harassing conduct, who is a witness to such, or who receives a report of such conduct, whether the alleged perpetrator is a District employee or non-employee, must immediately report to their supervisor or the Human Resources Administrator. Employees also should notify the Human Resources Administrator of any restraining order in effect, or if a potentially violent nonwork-related situation exists that could result in violence in the workplace.

Anyone who fears for the safety of person(s) at the scene of the violent act should call law enforcement immediately.

2. The Human Resources Administrator will document the incident, including the employee name(s), date/time, location, incident description, witness name(s) and statements, description of unidentified parties, description of the act(s) and/or behavior(s) arising from the incident, action taken, and provide any other relevant information regarding the incident.
3. The Human Resources Administrator will take appropriate steps to provide security, such as:
 - a. Placing the employee alleged to have engaged in workplace violence on Administrative Leave, pending investigation;
 - b. Any threatening or potentially violent person will be requested to leave the site; or
 - c. Immediately contacting an appropriate law enforcement agency.

V. INVESTIGATION

The Human Resources Administrator will investigate the violations of the policy as necessary.

VI. PREVENTION

The District will enforce this policy by:

1. Training supervisors on their responsibilities under this policy;
2. Assuring that reports of workplace violence are addressed and documented accurately and timely;
3. Notifying the Human Resources Administrator and/or law enforcement authorities of any incidents;
4. Making all reasonable efforts to maintain a safe and secure workplace; and
5. Maintaining records and documents of follow up actions taken related to reports of workplace violence.

APPENDIX H

PEPPER SPRAY POLICY

I. PURPOSE

The District is concerned with the welfare and safety of its employees in the field, especially in situations where employees may be confronted by a stray and/or aggressive animal. To address possible encounters with potentially dangerous animals, the District supports field staff's use of pepper spray for self-defense purposes. Pepper spray has been proven to be an effective form of self-protection when encountering dangerous animals. The spray does not kill the animal, but when properly applied, stops the animal and provides the user with time to safely leave the area.

II. POLICY

The District supports field staff's use of pepper spray for self-defense purposes when encountering dangerous animals. Pepper spray is a chemical with an active ingredient derived from the cayenne pepper plant. Exposure to pepper spray in aerosol form has physiological effects including inflammation and swelling of the mucus membranes of the eyes, nose, and throat and involuntary closure of the eyes. Pepper spray, also known as oleoresin capsicum (OC), is available commercially in containers that can be used for self-defense purposes. Use of pepper spray solely for self-defense purposes is allowed by state law in accordance with Penal Code § 22810.

III. AUTHORIZATION

- A. Employees may request authorization by the General Manager to carry pepper spray while on duty.
- B. Authorized employees who have completed the required training may carry pepper spray.
- C. The District will supply the pepper spray container.
- D. Training will be performed by the Safety Program Manager or approved instructor and will include:
 - 1. Review of this policy
 - 2. The instructions accompanying the pepper spray container,
 - 3. Penal Code § 22810, and
 - 4. Usage training.

IV. PROCEDURES

- A. Usage Criteria
 - 1. Pepper spray may be used for self-defense when an employee reasonably believes that it is necessary to protect him- or herself from an imminent physical threat posed by an animal. Pepper spray may be used to incapacitate an attacking animal in order to avoid physical harm and facilitate escape from danger.

2. Employees should use verbal techniques to de-escalate a confrontation, if possible, before resorting to deployment of pepper spray.
3. Once the attacking animal is incapacitated, use of pepper spray is no longer justified.

B. Usage Procedures

1. Whenever possible, employees should be upwind from the attacking animal before using pepper spray, and should avoid entering the spray area.
2. Employees should maintain a safe distance from the attacking animal of between four (4) and six (6) feet.
3. A single spray burst of between one (1) and three (3) seconds should be directed at the attacking animal's eyes, nose, and mouth. Additional burst(s) may be used if the initial or subsequent burst proves ineffective.

C. Effects of Pepper Spray and Staff Response

1. Within several seconds of being sprayed with pepper spray, the animal will normally display symptoms of temporary blindness and have difficulty breathing, and will have a burning sensation in the throat and lungs.
2. Employees should retreat to a safe distance from the attacking animal and immediately call 9-1-1 to request law enforcement assistance.
3. Employees should encourage bystanders to move to a safe location, as applicable.

D. Reporting Procedures

1. Any intentional, or unintentional, use of pepper spray shall be reported to the supervisor on the day of the incident, either by phone or in person.
2. A written Incident Report shall be completed by the employee by the end of the next work day and submitted to their supervisor.

E. Inspection and Replacement

1. Pepper spray devices shall be maintained in an operational and charged state by authorized employees or vendors.
2. Employees are responsible for following the manufacturer's instructions for care and storage of the pepper spray container.
3. Employees are responsible for requesting replacement of a damaged, inoperable, or empty device.
4. District issued pepper spray containers must be safely stored in the authorized employee's locker at the District while employees are not on shift.

June 19, 2019

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

RECOMMENDATION

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

SUMMARY

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

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

DISCUSSION

Background

Per the Board's direction during the February 21, 2018 Board meeting, staff will report on the outside agency meetings that occurred since the previous Board meeting. This report has been designed to list the notable meetings attended, by either staff or Board members, and the report will be given orally by the staff or Board members in attendance.

Present Situation

The notable outside agency meetings attended since March 15 were as follows:

5/21-5/22	CSDA Legislative Days	(Jones)
5/22	RWA Special Board Meeting	(Kamilos, Madison)
6/10	SCGA Special Board Meeting and Strategic Plan Workshop	(Kamilos)
6/12	SCGA Regular Board Meeting	(Kamilos)
6/19	RWA Legislative Advocacy Program Meeting	(Jones)

OUTSIDE AGENCY MEETINGS REPORT

Page 2

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

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

The District's Strategic Plan addresses responsible business practices and the importance of providing the community with safe drinking water. Specifically, the Plan recommends an ongoing goal of partnering with Regional Water Authority (RWA) and other regional organizations. Attendance at these meetings, and this monthly report, assists EGWD in maintaining sound business practices, delivering safe drinking water, and meeting all regulatory and legal requirements.

FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully submitted,



MARK J. MADISON
GENERAL MANAGER

MJM/mm

June 19, 2019

TO: Chairperson and Directors of the Florin Resource Conservation District
FROM: Sarah Jones, Program Manager
SUBJECT: **LEGISLATIVE UPDATE**

RECOMMENDATION

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

SUMMARY

There are several bills introduced in the 2019-20 legislative session that could potentially impact Florin Resource Conservation District/Elk Grove Water District (FRCD/EGWD). The State Senate and Assembly Appropriations Committees recently held their suspense file hearings where they took action on over 1,000 bills. May 31, 2019 was the deadline to pass bills in the respective house where it was introduced. The bill will also need to pass in the alternate house and be signed by the governor to become law.

The water tax alternative Senate Bill (SB) 669 sponsored by Association of California Water Agencies (ACWA), that would establish a drinking water trust to fund safe and affordable water, was held in committee at the suspense file hearings so therefore is officially dead. ACWA is in strong support of the Senate's budget proposal which continuously allocates \$150 million per year to fund safe and affordable drinking water. There has been a Legislative Counsel Opinion stating that the Senate budget proposal is an equally or more secure source of funding than funding sourced from a water tax. The hope is that this issue will be resolved in the budget process. The deadline for the legislature to pass a budget bill is June 15, 2019 at midnight. The deadline for the Governor to approve the state budget is July 1, 2019.

DISCUSSION

Background

The State Senate and Assembly Appropriations Committees recently held their suspense file hearings where they took action on over 1,000 bills. These special hearings occur twice a year and are unlike any other hearings in the Capitol. No testimony was presented at the suspense file hearings (author or witness) and the bills were dispensed with at an extremely rapid pace, approximately one (1) bill every five (5) seconds. The suspense file in the Assembly includes all fiscal bills with an annual cost to the State of more than \$150,000. In the Senate, the suspense file includes all fiscal bills with an annual cost of

LEGISLATIVE UPDATE

Page 2

more than \$50,000. Suspense file bills are considered in each house after the May Revise to the State Budget has been prepared and the Appropriations Committees have a better sense of available revenue.

Bills that are not held in suspense move to the floor, if passed on the floor they leave the house of origin and start the process over (Senate bills go to the Assembly and vice versa). May 31, 2019 was the deadline to pass bills in the respective house where it was introduced. The bill will also need to pass in the alternate house and be signed by the governor to become law. For the purposes of this report “passed” indicates the bill left the house of origin and is still “alive.” Below is a list of other key bills and their outcomes:

AB 217 (Garcia, E): Safe Drinking Water for All Act- **passed with amendments**- Establishes a \$1 billion trust fund and assesses \$.50 per connection charge to public agencies to fund safe and affordable drinking water projects. California Special Districts Association (CSDA) position is oppose unless amended. ACWA’s/ Regional Water Authority’s (RWA) position is oppose unless amended.

AB 849 (Bonta): Local Agency Redistricting-**passed with amendments**. This bill adds significant new requirements for consideration when a public agency is going through the redistricting process following a federal census. This bill requires a specific minimum number of public hearings to seek public input on the process along with posting requirements and translation services. The amendments discussed in the Committee remove special districts from the requirements of the bill. CSDA anticipates removing opposition once the amendments are officially in print.

AB 1184 (Gloria): Public Agency Email Retention Policy- **passed with amendments**. Requires every public agency to retain all emails related to agency business for two (2) years. CSDA is opposed to this bill.

AB 1486 (Ting): Local Agencies: Surplus Land- **passed with amendments**. Requires public agencies to offer a right of first refusal to affordable housing developers, schools, and parks before disposing of surplus land or entering discussions or negotiations with potential buyers. Invalidates transfers of land where an agency did not follow the proper disposal procedures.

This bill is problematic because it would invalidate any transfer or conveyance of land for value where a public agency did not comply with the requirements of the Surplus Land Act (SLA). With the inclusion of “informal negotiations” as a trigger for the requirements of the SLA under Assembly Bill (AB) 1486, public agencies could be sued and have a land sale invalidated merely based on an informal conversation. This provision would

LEGISLATIVE UPDATE

Page 3

make public agencies' land less marketable when buyers are aware a purchase could be invalidated. CSDA is opposed unless amended. ACWA's position is not favor unless amended.

ACA 1 (Aguiar-Curry): Local Infrastructure and Housing Funding- **passed**. Provides for a new 55 percent voter threshold for local agencies to pass special taxes or general obligation bonds for certain infrastructure and housing projects. CSDA supports this bill.

SB 13 (Wieckowski): Development Impact Fee Prohibitions- **passed with amendments**. Prohibits local agencies from charging development impact fees on accessory dwelling units (ADUs) smaller than 750 square feet and drastically limits the fees that may be charged to larger ADUs. CSDA opposes this bill.

SB 200 (Monning): Safe and Affordable Drinking Water Fund – **passed with amendments**. Establishes the Safe and Affordable Drinking Water Fund to help water systems provide an adequate and affordable supply of safe drinking water in both the near and the long term. The bill states that monies will be deposited into the fund upon appropriation by the Legislature. This bill is tied to the Senate budget proposal, the fund mentioned in the legislation would be the recipient of the \$150 million allocation in the Senate budget proposal for safe and affordable drinking water.

SB 266 (Leyva): Pensions: Disallowed Compensation- **passed with amendments**. Requires employers who entered into a Memorandum of Understanding (MOU) with an employee bargaining unit, and if what was agreed upon in the MOU that was considered pensionable compensation for the employees is ultimately determined by the pension system to not qualify as a pensionable benefit, and the employee retires, then the employer would make direct payments to the retiree in amount disallowed by the pension system. CSDA opposes this bill.

AB 417 (Arambula): Agricultural and Rural Prosperity Act- **passed with amendments**. The bill would require the secretary to prepare and submit to the Governor and the Legislature a comprehensive study on the economic impacts on the state's agricultural industry resulting from the implementation of the Sustainable Groundwater Management Act, as provided. The bill would require the secretary to create a position within the department's executive office to assist the secretary in carrying out the purposes of these provisions. The bill would create within the Department of Food and Agriculture Fund the Rural Economic Development Account, consisting of public and private monies that are deposited in the account, and would make monies in the account available, upon appropriation by the Legislature, to carry out the purposes of these provisions. This bill was amended to exclude the provision requiring economic analysis of Sustainable

LEGISLATIVE UPDATE

Page 4

Groundwater Management Act (SGMA), therefore ACWA has changed their position from favor to watch.

SB 414 (Caballero): Small System Water Authority Act of 2019- **held (died)**. Would create the Small System Water Authority Act of 2019 and state legislative findings and declarations relating to authorizing the creation of small system water authorities that will have powers to absorb, improve, and competently operate noncompliant public water systems. The bill, no later than March 1, 2020, would require the state board to provide written notice to cure to all public agencies, private water companies, or mutual water companies that operate a public water system that has either less than 3,000 service connections or that serves less than 10,000 people, and are not in compliance, for the period from July 1, 2018, through December 31, 2019, with one or more state or federal primary drinking water standard maximum contaminant levels, as specified.

AB 533 (Holden): Income taxes: exclusion: water conservation and efficiency programs: water runoff management improvement program- **held as 2-year bill**. The Personal Income Tax Law and the Corporation Tax Law, in conformity with federal income tax law, generally defines "gross income" as income from whatever source derived, except as specifically excluded, and provides various exclusions from gross income. This bill would provide an exclusion from gross income for any amount received as a rebate, voucher, or other financial incentive issued by a local water agency or supplier for any water conservation or efficiency program or water runoff management improvement program, as provided. This bill would take effect immediately as a tax levy.

AB 292 (Quirk): Recycled water: raw water and groundwater augmentation- **passed**. Current law requires the State Water Resources Control Board (SWRCB), on or before December 31, 2023, to adopt uniform water recycling criteria for direct potable reuse through raw water augmentation, as specified. This bill would eliminate the definition of "direct potable reuse" and instead would substitute the term "groundwater augmentation" for "indirect potable reuse for groundwater recharge" in these definitions. The bill would require, on or before December 31, 2023, the state board to adopt uniform water recycling criteria for raw water augmentation.

SB 518 (Wieckowski): CA Public Records Act Lawsuits- **passed**. Eliminates the negative impacts for plaintiffs involved in a California Public Records Act lawsuit that do not accept the terms of a pre-trial settlement offer, and do not prevail in court at a level greater than the pre-trial offer, known as a Section "998 offer." CSDA opposes this bill.

SB 669 (Caballero): Safe Drinking Water Fund- **held (died)**. Would establish the Safe Drinking Water Fund in the State Treasury and would provide that monies in the fund are

LEGISLATIVE UPDATE

Page 5

continuously appropriated to the SWRCB. The bill would require the state board to administer the fund to assist community water systems in disadvantaged communities that are chronically noncompliant relative to the federal and state drinking water standards and do not have the financial capacity to pay for operation and maintenance costs to comply with those standards, as specified.

AB 402 (Quirk): Passed with amendments. Authorizes the SWRCB to assess fees on all public water systems in order to subsidize regulatory oversight costs of local primacy agencies (LPAs). The Senate Environmental Quality Committee will consider the bill at its June 19 hearing. ACWA's State Legislative Committee held an emergency meeting on June 5 and took an oppose-unless-amended position.

AB 441 (Eggman): Water: underground storage- held (died). Under existing law, the right to water or to the use of water is limited to that amount of water that may be reasonably required for the beneficial use to be served. Existing law provides for the reversion of water rights to which a person is entitled when the person fails to beneficially use the water for a period of five (5) years. Existing law declares that the storing of water underground, and related diversions for that purpose, constitute a beneficial use of water if the stored water is thereafter applied to the beneficial purposes for which the appropriation for storage was made. This bill would revise the above declaration to additionally provide that certain uses of stored water while underground constitute beneficial use. The bill would provide that the forfeiture periods of a water right do not apply to water being beneficially used, as provided, or being held in storage for later beneficial use.

SB 134 (Hertzberg): Water conservation: water loss performance standards- passed. The board shall not issue an information order, written notice, or conservation order pursuant to Section 10609.26 if both of the following conditions are met:
 (a) The board determines that the urban retail water supplier is not meeting its urban water use objective solely because the volume of water loss exceeds the urban retail water supplier's standard for water loss. (b) Pursuant to Section 10608.34, the board is taking enforcement action against the urban retail water supplier for not meeting the performance standards for the volume of water losses.

Safe and Affordable drinking water funding

The water tax alternative bill sponsored by ACWA, SB 669 that would establish a drinking water trust to fund safe and affordable water was held in committee at the suspense file hearings. The bill is officially dead. ACWA's is in strong support of the Senate's budget

LEGISLATIVE UPDATE

Page 6

proposal which allocates a \$150 million per year to fund safe and affordable drinking water in the state to assist failing water systems.

There has been a Legislative Counsel Opinion stating that the Senate budget proposal is an equally or more secure source of funding than funding sourced from a water tax. The Legislative Counsel is considered bipartisan and unbiased. The opinion matters because the environmental justice groups that have been advocating for the water tax are still advocating for the tax on the basis that it would be a more secure source of funds. This Legislative Counsel opinion effectively ends that argument. This essentially knocks down the last remaining policy argument against the Senate Budget proposal. Additionally, Sierra Club, a prominent environmental group has recently come out in favor of the Senate budget proposal.

This leaves only a political reason for supporting a water tax and opposing the Senate budget proposal. The good news on that front is that there are more Assembly Democrats stating that they will not support a water tax on a regular basis. A non-water tax solution is not a done deal, but things are moving strongly in favor of the Senate's budget proposal. The hope is that this issue will be resolved in the budget process. The deadline for Legislature to pass a budget bill is June 15, 2019 at midnight. The deadline for the Governor to approve the state budget is July 1, 2019.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

Tracking active legislation complies with the District's Regulatory Compliance goals of the 2012-2017 Strategic Plan.

FINANCIAL SUMMARY

There is no direct financial impact associated with this report.

Respectfully submitted,



SARAH JONES
PROGRAM MANAGER