

REGULAR MEETING OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS

Agenda

Tuesday, August 15, 2023

6:30 PM

Compliance with Government Code Section 54957.5

Public records, including writings related to an agenda item for an open session of a regular meeting of the Florin Resources Conservation District that are distributed less than 72 hours before the meeting, are available by email request. In addition, such writings may be posted, whenever possible, on the Elk Grove Water District website at www.egwd.org. The Board will discuss all items on the agenda and may take action on any item listed as an "Action" item. The Board may discuss items that do not appear on the agenda but will not act on those items unless there is a need to take immediate action and the Board determines by a two-thirds (2/3) vote that the need for action arose after posting of the agenda. If necessary, the Meeting will be adjourned to Closed Session to discuss items on the agenda listed under "Closed Session." At the conclusion of the Closed Session, the meeting will reconvene to "Open Session."

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Public Comment

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

Page Numbers

1. Proclamations and Announcements

Associate Director Comment

Public Comment

2. Consent Calendar

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

- | | |
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| a. Minutes of Regular Board Meeting of July 18, 2023 | 7-11 |
| b. Accounts Payable Check History – July 2023 | 12-14 |
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| e. Bond Covenant Status for FY 2023-24 – July 2023 | 17 |
| f. CASH - Detail Schedule of Investments– July 2023 | 18 |
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| h. Major Capital Improvement Projects – July 2023 | 20 |

Associate Director Comment

Public Comment

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

3. Year to Date Revenues and Expenses Compared to Budget – July 2023

(Stefani Phillips, Board Secretary)

Associate Director Comment

Public Comment

Recommended Action/Information: Information only.

4. Rosenberg’s Rules of Order – Amendment to the Bylaws of the Florin Resource Conservation District

(Bruce Kamilos, General Manager)

24-67

Associate Director Comment

Public Comment

Recommended Action/Information: Adopt Resolution No. 08.15.23.01, amending the Bylaws of the Florin Resource Conservation District section 8.2 (a) to refer to Rosenberg’s Rules of Order in place of Robert’s Rules of Order.

5. Fiscal Year 2023-24 Operating Budget Amendment – Sacramento Regional Water Bank Participation

(Bruce Kamilos, General Manager)

68-88

Associate Director Comment

Public Comment

Recommended Action/Information: Adopt Resolution No. 08.15.23.02, amending the Fiscal Year 2023-24 Operating Budget to appropriate an additional \$28,000 from operating reserves to fund expenditures in excess of revenues for Fiscal Year 2023-24 to support the Florin Resource Conservation District’s participation in the development of the Sacramento Regional Water Bank.

6. Acceptance of Developer-Installed Infrastructure

(Patrick Lee, Finance Manager)

89-91

Associate Director Comment

Public Comment

Recommended Action/Information: Approve the acceptance of developer installed infrastructure that were donated to the District in Fiscal Year 2022-23 as District-owned and operated assets.

7. Professional Services Agreement with SoftResources for Enterprise Resource Planning System Selection Consulting Services 92-127
(Patrick Lee, Finance Manager)

Associate Director Comment

Public Comment

Recommended Action/Information: Authorize the general manager to execute a professional services agreement with SoftResources for an amount not-to-exceed \$67,900 for Enterprise Resource Planning system selection consulting services.

8. Election for Sacramento Local Agency Formation Commission Special District Commissioner 128-138
(Stefani Phillips, Board Secretary)

Associate Director Comment

Public Comment

Recommended Action/Information: Elect Director Paul Lindsay for Special District Commissioner for Office No. 7 on the Sacramento Local Agency Formation Commission.

9. Association of California Water Agencies Board Officers' Election 139-148
(Bruce Kamilos, General Manager)

Associate Director Comment

Public Comment

Recommended Action/Information: 1. Elect Cathy Green and Ernesto Avila, respectively, for President and Vice President of the Association of California Water Agencies.

2. Elect to perform electronic voting in the future.

10. Association of California Water Agencies Region 4 Board of Directors Election 149-151
(Bruce Kamilos, General Manager)

Associate Director Comment

Public Comment

Recommended Action/Information: Elect Association of California Water Agencies Region 4 nominating committee's recommended slate.

11. General Manager's Report 152-163
(Bruce Kamilos, General Manager)

Associate Director Comment

Public Comment

Recommended Action/Information: Information only.

12. Elk Grove Water District Operations Report – July 2023
(Bruce Kamilos, General Manager)

164-212

Associate Director Comment

Public Comment

Recommended Action/Information: Information only.

13. Directors Comments

Adjourn to Regular Meeting – September 19, 2023

August 15, 2023

TO: Chair and Directors of the Florin Resource Conservation District

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

SUBJECT: **CONSENT CALENDAR**

RECOMMENDATION

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

SUMMARY

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

By this action, the Florin Resource Conservation District (FRCD) Board of Directors will approve FRCD Consent Calendar items a – 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

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

August 15, 2023

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**

Tuesday, July 18, 2023

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

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

Directors Present: Tom Nelson, Paul Lindsay, Lisa Medina, Elliot Mulberg, Sophia Scherman
Directors Absent: None
Staff Present: Bruce Kamilos, General Manager; Patrick Lee, Finance Manager/
Treasurer; Stefani Phillips, Human Resources Administrator/Board
Secretary; Travis Franklin, Program Manager; Donella Murillo, Finance
Supervisor; Ben Voelz, Associate Engineer; Amber Kavert, Human
Resources Technician
Staff Absent: None
Associate Directors Present: Kim Martin, Robert Stresak
Associate Directors Absent: None
General Counsel Present: Andrew Ramos, Bartkiewicz, Kronick & Shanahan
Consultants Present: Theresa Jurotich, Raftelis

Public Comment

No comment.

1. Proclamations and Announcements

Nothing to report.

2. Public Hearing and Consideration of the 2024-2028 Water Rate Study and Adoption of New Water Service Rates and Private Fire Protection Service Rates

Finance Manager Patrick Lee presented the item to the Florin Resource Conservation District (District) Board of Directors (Board) before introducing Theresa Jurotich with Raftelis to give a short overview of how the water rate study was conducted.

Chair Tom Nelson opened the public hearing.

Five (5) members of the public spoke during the hearing. General Manager Bruce Kamilos encouraged the public members to reach out to him to further explore their questions and concerns.

Chair Nelson closed the public hearing.

Board Secretary Stefani Phillips stated there were five (5) protest letters received from members of the public.

MSC (Lindsay/Medina) to adopt Ordinance No. 07.18.23.01, approving the 2024-2028 Water Rate Study Report and adopting the new water service rates and private fire protection service rates prescribed by the study. 5/0: Ayes: Lindsay, Nelson, Medina, Mulberg and Scherman

3. **Public Hearing and Consideration of the 2024 Capacity Fee Study and Adoption of New Water Connection Fees**

Mr. Lee presented the item to the Board.

Chair Nelson opened the public hearing.

No comments were made.

Chair Nelson closed the public hearing.

MSC (Lindsay/Scherman) to adopt Ordinance No. 07.18.23.02, approving the 2024 Capacity Fee Study and revising the Elk Grove Water District water connection fees as prescribed by the study. 5/0: Ayes: Lindsay, Nelson, Medina, Mulberg and Scherman

4. **Consent Calendar**

- a. Minutes of Regular Board Meeting of June 20, 2023
- b. Accounts Payable Check History – June 2023
- c. Board and Employee Expense/Reimbursements – June 2023
- d. Active Accounts – June 2023
- e. Bond Covenant Status for FY 2022-23 – June 2023
- f. CASH - Detail Schedule of Investments– June 2023
- g. Consultants Expenses – June 2023
- h. Major Capital Improvement Projects – June 2023

Items a and e were pulled for questions.

Vice-chair Paul Lindsay provided direction to staff to change the word “asked” to “directed” in the minutes for item 6. General Manager Employment Agreement Amendment of the June 20, 2023, Regular Board Meeting.

Director Elliot Mulberg asked about the Bond Covenant status. Staff provided answers to his questions.

MSC (Mulberg/Scherman) to approve Florin Resource Conservation District Consent Calendar items a-h with amendments. 5/0: Ayes: Lindsay, Nelson, Medina, Mulberg, and Scherman

5. **Florin Resource Conservation District Associate Director Appointment**

Ms. Phillips presented the item to the Board.

In summary, an application for Associate Director to the Board was submitted by Robert Stresak. He submitted all required documents per the Associate Directors Policy. Mr. Stresak was a member of the last two (2) Water Rate Study Community Advisory Committee. The Board provided positive feedback about Mr. Stresak.

MSC (Lindsay/Medina) to appoint Robert Stresak as Associate Director to the Florin Resource Conservation District Board of Directors. 5/0: Ayes: Lindsay, Nelson, Medina, Mulberg and Scherman.

6. Elk Grove Water District Fiscal Year 2022-23 Quarterly Operating Budget Status Report

Mr. Lee presented the item to the Board.

In summary, revenues collected through the fourth quarter of the fiscal year total \$15,914,508, which is 100.26% of the \$15,873,385 annual budget. The revenues are \$192,271 or 1.19% below the same quarter of the prior year due to an overall reduction in consumption for the months of July, August, and September 2022 because of conservation efforts and then an increase in rainfall during the months of January, February, and March, resulting in less water consumption.

7. Elk Grove Water District Fiscal Year 2022-23 Quarterly Capital Reserve Status Report

Mr. Lee presented the item to the Board.

In summary, through the fourth quarter of Fiscal Year 2022-23, the District expended \$2,314,581 for capital projects and \$1,887 on elections costs, leaving a remaining total reserve balance on June 30, 2023, of \$17,101,488.

8. Rosenberg's Rules of Order – Amendment to the Bylaws of the Florin Resource Conservation District

Mr. Kamilos presented Rosenberg's Rules of Order (Rosenberg's Rules) to the Board.

In summary, the District stipulates using Robert's Rules of Order (Robert's Rules) as a guide on all points not specified in the Amended and Restated Bylaws of the Florin Resource Conservation District (Bylaws). Robert's Rules was written in 1876 for the purpose of chairing or running a parliament. In contrast, Rosenberg's Rules was written in the 21st century as a simple, concise, and easy-to-understand guide for running board meetings of local government agencies. Staff recommended revising section 8.2(a) of the Bylaws to refer to Rosenberg's Rules in place of Robert's Rules as shown in the strikeout version of the Bylaws.

After some discussion, the Board moved to table the item until the next board meeting, pending General Counsel Andrew Ramos providing a presentation on Rosenberg's Rules.

MSC (Mulberg/Medina) to table amending the Bylaws of the Florin Resource Conservation District section 8.2 (a) until general counsel provides a presentation on Rosenberg's Rules of Order. 5/0: Ayes: Lindsay, Nelson, Medina, Mulberg and Scherman.

9. Trench Plate Purchase

Associate Engineer Ben Voelz presented the item to the Board.

In summary, following the adoption of the District's Fiscal Year (FY) 2023-24 Operating Budget and FY 2024-2028 Capital Improvement Program (CIP), staff solicited bids from three (3) companies for the procurement of 40 new six-foot by ten-foot steel trench plates. Currently, the District rents 40 six-foot by ten-foot steel trench plates at a discounted rate of \$5 per plate per day. This equates to a rental expense of \$73,000 per year. This cost is likely to increase over time. The current average rental cost of trench plates from companies in the Sacramento area is between \$8 to \$10 per plate per day. The payout for purchasing trench plates as opposed to renting them is no more than two (2) years at the current rental rate. If the rental rate increases, then the payout period would be even less. Trench and Traffic Supply was the lowest responsive, responsible bidder with a bid amount of \$117,450.00.

MSC (Scherman/Medina) to authorize the General Manager to execute a purchase order in the amount of \$117,450.00 to Trench and Traffic Supply to procure 40 new six-foot by ten-foot steel trench plates. 5/0: Ayes: Lindsay, Nelson, Medina, Mulberg and Scherman.

10. Backhoe Loader Purchase

Mr. Voelz presented the item to the Board.

In summary, the District currently owns a 2006 Caterpillar, Inc. (CAT) model 420E backhoe loader that is shared by both the Distribution and Utility crews. The backhoe loader is primarily dedicated to the Utility crew for water main replacement projects. When the backhoe is needed for leak repair or maintenance, the Distribution crew must borrow the backhoe from the Utility crew until the work is completed. Using the average amount of leaks over the past four (4) years, the backhoe is borrowed by the Distribution crew for an average 236.25 hours per year. This results in a substantial loss of production for the Utility crew. Purchasing a new backhoe loader is included in the approved FY 2023-24 CIP budget.

Director Mulberg asked why staff went sole source for the backhoe loader. Mr. Voelz explained that Holt is the only CAT dealer in the region and that the District already owns and knows how to properly use CAT products. He also mentioned that Holt is the District's maintenance service provider for the CAT equipment.

MSC (Lindsay/Medina) to authorize the General Manager to execute a purchase order in the amount of \$209,462.77 to Holt of California to procure a new backhoe loader. 5/0: Ayes: Lindsay, Nelson, Medina, Mulberg, and Scherman.

11. Amendment to District Procurement Policies Purchasing Thresholds

Mr. Kamilos presented the agreement to the Board.

In summary, the District adopted the Purchase of Goods and Services from Outside Vendors Policy (Purchasing Policy) and the Professional and Consultant Services Agreements Policy (Professional Services Policy) back in 2018-2019. Both policies contain threshold limits for costs related to purchases of goods and services and professional and consultant services. Costs for goods and services and professional and consultant services have risen since the policies were adopted. To bring the policies current with rising costs, staff recommended raising the threshold limit from \$3,000 to \$5,000 between minor and intermediate purchases of goods and services, and for the acquisition of professional and consultant services.

Director Mulberg asked if staff would split jobs into smaller orders to keep under the threshold amount to use the same vendor without bidding. Mr. Lee pointed to Section 5 of the District's Purchasing Policy which states, "It is against District policy to split into smaller orders the purchase of goods or services for the purpose of evading the competitive bidding provisions of this policy".

MSC (Scherman/Medina) to adopt: 1. Resolution No. 07.18.23.02, amending the Purchase of Goods and Services from Outside Vendors Policy to increase the cost threshold between "minor purchases" and "intermediate purchases" from \$3,000 to \$5,000 and 2. Resolution No. 07.18.23.03, amending the Professional and Consultant Services Agreements Policy to increase the cost threshold by which professional and consultant services may be acquired from \$3,000 to \$5,000. 4/1: Ayes: Nelson, Medina, Mulberg and Scherman Noes: Lindsay

12. Legislative Matters and Potential Direction to Staff

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

13. General Manager's Report

Mr. Kamilos presented the item to the Board. This month, he explained that the State Water Resource Control Board will be conducting a public hearing regarding proposed hexavalent chromium maximum containment level (MCL) regulations. He explained all the District's wells are under the proposed hexavalent chromium MCL.

Mr. Kamilos also asked for direction from the Board to nominate John Woodling to the Association of California Water Agencies Groundwater Committee. The Board directed Mr. Kamilos to nominate Mr. Woodling.

14. Elk Grove Water District Operations Report – June 2023

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

Mr. Franklin explained to the Board how the District keeps the field workers safe during days of high heat.

15. Directors Comments

Director Mulberg asked staff to provide an update on the Groundwater Recharge program at a future meeting.

Adjourn to Regular Board Meeting on August 15, 2023.

Respectfully submitted,



Stefani Phillips, Board Secretary

AK/SP

Check History Report

**7/1/2023 to 7/31/2023
Elk Grove Water District**

Check Number	Check Date	Vendor Number	Name	Check Amount	Explanation
057754	7/5/2023	EG FORD	ELK GROVE FORD	65,943.20	2023 Ford F350 - Distribution
057755	7/12/2023	ACWA JP	ACWA JPIA	15,901.94	Workers' Compensation - Quarter 4
057756	7/12/2023	AMAZON	AMAZON CAPITAL SERVICES	160.27	
057757	7/12/2023	AQUA ME	AQUA-METRIC SALES, CO.	8,502.72	(2) Invoices - Meters
057758	7/12/2023	BACK TE	BACKFLOW TECHNOLOGIES, INC	260.00	Contracted Services - Backflow Testing - Treatment
057759	7/12/2023	BRENNTA	BRENNTAG PACIFIC, INC	2,493.24	Materials - Treatment
057760	7/12/2023	BSK4	BSK ASSOCIATES	1,421.00	Sampling - Treatment
057761	7/12/2023	BUD'S	BUD'S PLUMBING SERVICE, INC	159.00	Drain issues Admin building
057762	7/12/2023	CCPPM	CCPPM	107.79	Business Cards - Board of Directors
057763	7/12/2023	CHECK P	CHECK PROCESSORS, INC	328.50	
057764	7/12/2023	CINTAS	CINTAS	140.08	
057765	7/12/2023	CINTAS2	CINTAS	180.29	
057766	7/12/2023	COUNTY4	SACRAMENTO COUNTY UTILITIES	1,010.81	
057767	7/12/2023	DATAPRO	DATAPROSE LLC	6,641.27	Monthly Billing & Postage - June 2023
057768	7/12/2023	DELPHIA	DELPHIA CONSULTING, LLC	330.00	Contracted Services - HR
057769	7/12/2023	DMV	DMV	8.00	
057770	7/12/2023	GRAINGE	GRAINGER	27.11	
057771	7/12/2023	JAYS	JAY'S TRUCKING SERVICE	4,500.00	(2) Invoices - Materials & Dump Fees - CIP Water Main Replacement Project
057772	7/12/2023	NORCAL	NOR*CAL ASPHALT	95,168.00	(3) Invoices - CIP Projects - Asphalt/Paving, Resurfacing & Replacement
057773	7/12/2023	OREILLY	O'REILLY AUTO PARTS	43.49	
057774	7/12/2023	PACE	PACE SUPPLY CORP	2,007.08	(2) Invoices - Materials - Distribution
057775	7/12/2023	PEST	PEST CONTROL CENTER INC	85.00	
057776	7/12/2023	PRE ALL	PREFERRED ALLIANCE, INC	83.00	
057777	7/12/2023	RAFT	RAFTELIS	130.00	Water Rate and Connection Fee Study
057778	7/12/2023	ROOCO	ROOCO RENTS	1,125.50	Materials - CIP Water Main Replacement Project
057779	7/12/2023	SHELL	WEX BANK	3,808.40	Fuel
057780	7/12/2023	SIERRA	SIERRA OFFICE SUPPLIES	249.54	
057781	7/12/2023	TEICH A	TEICHERT AGGREGATES	715.37	(2) Invoices - Materials - CIP Water Main Replacement Project
057782	7/12/2023	TRE&TRA	TRENCH & TRAFFIC SUPPLY	2,895.25	(2) Invoices - Rental Equipment - CIP Water Main Replacement Project
057783	7/12/2023	USABLU	USA Bluebook	487.48	Materials - Treatment
057784	7/12/2023	VERIZON	VERIZON WIRELESS	585.95	
057785	7/12/2023	WALKER	WALKER KREATIVE	1,900.00	Social Media Public Outreach Campaign
057786	7/12/2023	ACWAJPI	CB&T/ ACWA-JPIA	63,575.22	Medical Benefits - August 2023
057787	7/12/2023	BAY 3	BAY ALARM COMPANY	2,332.25	Monthly Security Monitoring - MOC/ADMIN - JUNE
057788	7/12/2023	BG SOLU	SOLUTIONS BY BG INC.	9,350.20	Daily Tasks/Help Tickets
057789	7/12/2023	COVER A	COVERALL NORTH AMERICA, INC	1,549.00	Janitorial Services -ADMIN/OPS
057790	7/12/2023	CR KAED	KATHLEEN EDDY	125.87	Account Closed - Customer Refund
057791	7/12/2023	CRF FN3	FIDELITY NATIONAL TITLE	77.32	Account Closed - Customer Refund
057792	7/12/2023	CRF FN4	FIDELITY NATIONAL TITLE	15.19	Account Closed - Customer Refund
057793	7/12/2023	CRF JFO	JUDITH FORD	105.22	Account Closed - Customer Refund
057794	7/12/2023	CRF WLE	WANDA LEDESMA	63.18	Account Closed - Customer Refund
057795	7/12/2023	CRFCVE	CENTRAL VALLEY ENGINEERING &	2,427.44	Construction Meter Permit - Refund
057796	7/12/2023	CRFFID1	FIDELITY NATIONAL TITLE	296.33	Account Closed - Customer Refund
057797	7/12/2023	DAC	DAC	1,500.00	*Annual Fee EC - EMMA
057798	7/12/2023	JPIA	ACWA/JOINT POWERS INSURANCE	57,528.38	*Annual Property Insurance
057799	7/12/2023	JPIA	ACWA/JOINT POWERS INSURANCE	782.00	*Annual Excess Crime Insurance
057800	7/12/2023	LIFE ST	LIFE STORAGE #669	247.00	Monthly Storage Rental

057801	7/12/2023	PIT 6	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	179.33	
057802	7/12/2023	REPUBLI	REPUBLIC SERVICES #922	472.58	Waste, Recycle, Organic - ADMIN
057803	7/12/2023	REPUBLI	REPUBLIC SERVICES #922	1,844.08	Waste, Recycle, Organic - OPS
057804	7/12/2023	RWA	REGIONAL WATER AUTHORITY	30,276.00	*Annual RWA Membership Fees
057805	7/12/2023	RWA	REGIONAL WATER AUTHORITY	14,567.00	*Annual Water Efficiency Category 1 Program
057806	7/12/2023	SIERRA	SIERRA OFFICE SUPPLIES	106.78	
057807	7/19/2023	COUNTY	COUNTY OF SACRAMENTO	547,547.08	Sacramento County Water Billings - May & June 2023
057808	7/19/2023	CS AA	CARD SERVICES	695.53	Training, Materials, Safety Equipment - Utility Crew
057809	7/19/2023	CS AH	CARD SERVICES	106.69	Repairs, Maintenance, Materials - Treatment
057810	7/19/2023	CS BV	CARD SERVICES	13.00	Automotive Maintenance
057811	7/19/2023	CS DF	CARD SERVICES	200.36	Materials, Certification Renewal AWWA - Distribution
057812	7/19/2023	CS DM	CARD SERVICES	11.69	Software Programs - Finance
057813	7/19/2023	CS SP	CARD SERVICES	1,617.37	Employee Recognition, Meals, Materials,
057814	7/19/2023	CS SS	CARD SERVICES	15.76	Supplies - Treatment
057815	7/19/2023	JRG	JRG ATTORNEYS, LLP	2,917.50	Legal - June 2023
057816	7/19/2023	OREILLY	O'REILLY AUTO PARTS	19.62	
057817	7/19/2023	PG&E	PACIFIC GAS & ELECTRIC	24.33	
057818	7/19/2023	PIT 5	PURCHASE POWER	520.99	Postage Machine - ADMIN
057819	7/19/2023	S CHEM	SIERRA CHEMICAL COMPANY	1,596.00	Materials - Treatment
057820	7/19/2023	SMUD	SMUD	7,668.96	
057821	7/19/2023	SMUD	SMUD	2,700.45	
057822	7/19/2023	SMUD	SMUD	7,160.64	
057823	7/19/2023	SMUD	SMUD	13,820.32	
057824	7/19/2023	SMUD	SMUD	1,747.71	
057825	7/19/2023	SMUD	SMUD	35.15	
057826	7/19/2023	SMUD	SMUD	10,286.21	
057827	7/19/2023	SMUD	SMUD	2,270.81	
057828	7/19/2023	SMUD	SMUD	590.87	
057829	7/19/2023	SOUTHWE	SOUTHWEST ANSWERING	959.04	
057830	7/19/2023	VANCE	JOHN VANCE	109.99	Boot Reimbursement
057831	7/19/2023	ACWAJP2	ACWA JPIA	3,654.00	*Annual Cyber Liability Insurance
057832	7/19/2023	AMAZON	AMAZON CAPITAL SERVICES	511.95	
057833	7/19/2023	BATTER	BATTERIES PLUS	27.35	
057834	7/19/2023	BAY 3	BAY ALARM COMPANY	2,708.24	Monthly Security Monitoring - MOC/ADMIN
057835	7/19/2023	BONY2	THE BANK OF NEW YORK MELLON	2,173.00	*Annual Trustee Fees - 2016 Series A BOND
057836	7/19/2023	BSK4	BSK ASSOCIATES	858.00	Sampling - Treatment
057837	7/19/2023	CINTAS2	CINTAS	360.58	
057838	7/19/2023	CONSOLI	CONSOLIDATED COMMUNICATIONS	1,624.78	Ethernet Service/Phones-MOC/ADMIN
057839	7/19/2023	COUNTY	COUNTY OF SACRAMENTO	47,563.00	*Annual Contribution to SCGA
057840	7/19/2023	CRF JBI	JOSEFINA BIGORNIA	82.75	Account Closed - Customer Refund
057841	7/19/2023	CRF JSC	JILL SCHNEIDER	7.86	Account Closed - Customer Refund
057842	7/19/2023	CRF KMU	KEVIN MUNDAY	55.59	Account Closed - Customer Refund
057843	7/19/2023	CRF SRU	SUSAN RUSHING	78.02	Account Closed - Customer Refund
057844	7/19/2023	CRF TGI	THUY GIAO	108.23	Account Closed - Customer Refund
057845	7/19/2023	CRFRUAH	RUMANA AHMED	75.42	Account Closed - Customer Refund
057846	7/19/2023	DB COLS	DB CONSTRUCTIONAL LANDSCAPE	3,150.00	Landscape & Maintenance - Wellsite's & Offices
057847	7/19/2023	HACH	HACH COMPANY	708.00	(2) Invoices - Materials - Treatment
057848	7/19/2023	IWATER	iWATER, INC	1,500.00	*Annual Renewal - 811 Ticketing Software
057849	7/19/2023	JHINEGA	JAMES HINEGARDNER	228.36	Boot Reimbursement
057850	7/19/2023	KNOW	KnowBe4, Inc.	1,221.00	*Annual Security Awareness Training
057851	7/19/2023	PACE	PACE SUPPLY CORP	361.39	
057852	7/19/2023	PROMISE	Promise Keeper LLC	67.06	Account Closed - Customer Refund
057853	7/19/2023	SIERRA	SIERRA OFFICE SUPPLIES	529.16	

057854	7/19/2023	ULTRA	ULTRA TRUCK WORKS, INC	125.05	
057855	7/19/2023	USBANK	U.S. BANK EQUIPMENT FINANCE	816.94	Copier - ADMIN
057856	7/26/2023	CARCD	CARCD	300.00	To Be Voided
057857	7/26/2023	CRF SCL	SALVADOR & CONSTANCE LUCERO	13.10	
057858	7/26/2023	KAISER3	THE PERMANENTE MEDICAL	115.00	DOT Exam
057859	7/26/2023	TRE&TRA	TRENCH & TRAFFIC SUPPLY	3,328.15	(7) Invoices - Rental Equipment - CIP
057860	7/26/2023	TRUEPOI	TRUEPOINT SOLUTIONS	11,840.00	(2) Invoices - Custom Development - ADMIN/TECH
057861	7/26/2023	UNDER	UNDERGROUND SERVICE ALERT	6,538.16	*Annual Membership - OPS
057862	7/26/2023	AFLAC	AFLAC	1,444.92	
057863	7/26/2023	AMAZON	AMAZON CAPITAL SERVICES	33.36	
057864	7/26/2023	BG SOLU	SOLUTIONS BY BG INC.	9,350.20	Daily Tasks/Help Tickets
057865	7/26/2023	BRENNTA	BRENTAG PACIFIC, INC	2,540.18	Materials - Treatment
057866	7/26/2023	BSK4	BSK ASSOCIATES	1,080.00	Sampling - Treatment
057867	7/26/2023	CINTAS2	CINTAS	180.29	
057868	7/26/2023	COUNTY5	COUNTY OF SACRAMENTO DEPT. OF TECHNOLOGY	2,884.08	Web GIS - ADMIN/OPS
057869	7/26/2023	CR FAT1	FIRST AMERICAN TITLE	78.75	Account Closed - Customer Refund
057870	7/26/2023	CRF CT1	CHICAGO TITLE CO.	86.72	Account Closed - Customer Refund
057871	7/26/2023	CRF JRE	JACLYN RENEE EDGE	62.37	Account Closed - Customer Refund
057872	7/26/2023	CRF LTI	LENNAR TITLE	63.41	Account Closed - Customer Refund
057873	7/26/2023	CRF NIJ	NADEEM IJAZ	2,728.92	Construction Meter Permit - Refund
057874	7/26/2023	CRF OPL	OPENDOOR LAB, INC	101.57	Account Closed - Customer Refund
057875	7/26/2023	CRF OR5	ORANGE COAST TITLE	67.42	Account Closed - Customer Refund
057876	7/26/2023	CRFFID1	FIDELITY NATIONAL TITLE	15.81	Account Closed - Customer Refund
057877	7/26/2023	CRFOCT2	ORANGE COAST TITLE CO.	16.21	Account Closed - Customer Refund
057878	7/26/2023	CRFOLD1	OLD REPUBLIC TITLE COMPANY	11.77	Account Closed - Customer Refund
057879	7/26/2023	DITCH 3	DITCH WITCH WEST	614.77	Materials - Utility Crew
057880	7/26/2023	GSUC	Golden State Utilities Company	2,533.61	Construction Meter Permit - Refund
057881	7/26/2023	PACE	PACE SUPPLY CORP	2,568.17	(2) Invoices - Materials - Distribution/Treatment
057882	7/26/2023	PEST	PEST CONTROL CENTER INC	84.00	
057883	7/26/2023	REPUBLI	REPUBLIC SERVICES #922	321.10	
057884	7/26/2023	ROOCO	ROOCO RENTS	792.92	
057885	7/26/2023	SIERRA	SIERRA OFFICE SUPPLIES	809.98	

Total: 1,126,656.39

BOARD AND EMPLOYEE MONTHLY EXPENSE/REIMBURSEMENTS

As of 7/31/2023

INDIVIDUAL	DESCRIPTION	AMOUNT PAID
Dave Frederick	AWWA Certification Renewal Cross Connection Specialist	\$120.00
James Hinegardner	Boot Reimbursement	\$228.36
John Vance	Boot Reimbursement	\$109.99
		\$458.35

Active Account Information
As of 7/31/2023

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Water Accounts:												
Metered												
Residential	12,330											
Commercial	363											
Irrigation	190											
Fire Service	188											
Total Accounts	13,071	-	-	-	-	-	-	-	-	-	-	-

Active Account Information
FY 2022/2023

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Water Accounts:												
Metered												
Residential	12,303	12,292	12,293	12,289	12,300	12,299	12,302	12,298	12,296	12,297	12,303	12,324
Commercial	361	361	360	361	360	360	360	360	360	360	360	362
Irrigation	185	187	186	186	186	187	187	188	188	188	191	191
Fire Service	186	186	187	187	187	187	187	187	187	188	188	190
Total Accounts	13,035	13,026	13,026	13,023	13,033	13,033	13,036	13,033	13,031	13,033	13,042	13,067

**Bond Covenant Status
For Fiscal Year 2023-24
As of 7/31/2023**

Operating Revenues:	
Charges for Services	\$ 1,697,922
 Operating Expenses:	
Salaries & Benefits	393,903
Seminars, Conventions and Travel	250
Office & Operational	204,698
Purchased Water	353,525
Outside Services	48,762
Equipment Rent, Taxes, and Utilities	4,472
Total Operating Expenses	1,005,609
 Net Operating Income	 \$ 692,313
Annual Interest & Principal Payments	
\$3,886,994	\$ 323,916 (1)
Debt Service Coverage Ratio, YTD Only:	2.14
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 **1.22**

CASH - Detail Schedule of Investments
As of 7/31/2023

<u>G/L Account / Fund</u>		<u>Account number / name</u>	<u>Investment Name</u>	<u>Investment Type</u>		<u>Restrictions</u>	<u>Market Value</u>		
HELD BY BOND TRUSTEE:									
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		
Subtotal							\$ -		
1001-000-20	Water	Cash on Hand				Unrestricted	\$ 300.00		
HELD BY F&M BANK:									
1011-000-20	Water	F&M 08-032017-01 OPERATING ACCOUNT				Unrestricted	3,742,809.40		
1084-000-20	Water	F&M 08-03201702-31 MONEY MARKET			0.25%	Unrestricted	1,111,559.96		
1031-000-20	Water	F&M 08-032912-01 CREDIT CARD ACCOUNT				Unrestricted	953,096.36		
1061-000-20	Water	F&M 08-032890-01 PAYROLL ACCOUNT				Unrestricted	138,244.26		
1071-000-20	Water	F&M 08-032920-01 DRAFTS ACCOUNT				Unrestricted	482,227.57		
Subtotal							\$ 6,427,937.55		
INVESTMENTS									
1080-000-20	Water	Office of the Treasurer - Sacramento California	LAIF	Investment Pool		3.17%	Unrestricted	\$ 5,619,985.66	
1081-000-20	Water	CALTrust Medium Term		Investment		1.60%	Unrestricted	\$ 1,357,007.85	
1082-000-20	Water								
	<u>PURCHASE DATE</u>	<u>CUSIP</u>	<u>ISSUED BY</u>	<u>CALL DATE</u>	<u>MATURITY DATE</u>	<u>% of Portfolio</u>	<u>Current Yield</u>	<u>COST BASIS</u>	<u>MARKET VALUE</u>
	9/30/2016	N/A	US Bank	N/A	N/A	2.20%	5.20%	\$ 83,419.84	\$ 83,419.84
	11/19/2020	3135GA5H0	Federal Home Loan (FHLB)	07/10/20 - qtrly	11/25/2025	24.10%	0.640%	\$ 1,000,000.00	908,400.00
	7/31/2020	3133ELQ56	Federal Home Loan (FHLB)	11/25/20 - qtrly	7/2/2024	25.30%	0.600%	\$ 1,000,000.00	954,520.00
	7/29/2021	3133EMT36	Federal Home Loan (FHLB)	04/15/26- qtrly	4/26/2026	23.90%	0.970%	\$ 1,000,000.00	899,370.00
	7/31/2020	3136G4YP2	Federal Natl MTG ASSN	07/09/2021 - qtrly	7/9/2025	24.50%	0.780%	\$ 1,000,000.00	921,390.00
								\$ 4,083,419.84	\$ 3,767,099.84
Total								\$ 17,172,330.90	
Total Restricted								\$ -	
Total Unrestricted								\$ 17,172,330.90	
<u>Call Date</u>	<u>CUSIP</u>	<u>Issued by:</u>	<u>Call Date</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>YTM</u>	<u>Price</u>	<u>Market Value</u>	
							\$ -	\$ -	

Authorized Signers
Bruce Kamilos
Patrick Lee
Donella Murillo
Stefani Phillips

\$ -

Consultants Expenses

As of 7/31/2023

Fiscal Retainer Contracts

	Description	Total Contract	Current Month	Paid to date	2023-2024 FY Budget	Percent of year (8%)
Bartkiewicz, Kronick & Shanahan	Task orders	TBD	\$ -			
JRG Attorneys, LLP	Task orders	TBD	\$ 2,918	\$ 2,918		
Liebert Cassidy Whitmore	Task orders	TBD	\$ -			
Total			\$ 2,918	\$ 2,918	\$ 220,000	1.33%
Solutions by BG, Inc.	Task orders	792,676	\$ 18,700	\$ 18,700	\$ 262,236	7.13%

Major Contracts

Consultant	Description	Total Contract	Paid to date	2023-2024 FY Budget	Percent of Contract
	PSA		\$ -		#DIV/0!
	PSA		\$ -		#DIV/0!
	PSA		\$ -		#DIV/0!

**Major Capital Improvement Project
Budget vs Actuals
As of 7/31/2023**

Capital Project	Total Project Budget	Total Project Exp to Date	Percent Spent	Capitalized Labor	Fund Type	Project Type	July		Total YTD (1)	YTD % Spent	% of Project Complete
							2023-24 Budget	Project Exp			
Locust/Summit Alley Water Main	699,478	219,429	31.37%	\$ 20,821	R&R	Supply/Distribution	\$ 505,000	\$ 24,942	\$ 24,942	4.94%	60%
Well Rehab Program	84,000	-	0.00%	-	R&R	Supply/Distribution	84,000	-	-	0.00%	0%
School St/Locust Watermain	394,000	-	0.00%	-	R&R	Supply/Distribution	394,000	-	-	0.00%	0%
Locust St/EG Blvd Alley Watermain	356,000	-	0.00%	-	R&R	Supply/Distribution	356,000	-	-	0.00%	0%
Bond Rd Watermain Relocation	126,000	-	0.00%	-	R&R	Supply/Distribution	126,000	-	-	0.00%	0%
Storage Tank Coating	25,000	-	0.00%	-	R&R	Treatment	25,000	-	-	0.00%	0%
Chlortech System Replacements	290,021	140,021	48.28%	-	R&R	Treatment	150,000	-	-	0.00%	30%
9829 Waterman Rd - Drainage Improvement	95,000	-	0.00%	-	R&R	Building and Site	95,000	-	-	0.00%	0%
Plotter	10,000	-	0.00%	-	R&R	Building and Site	10,000	-	-	0.00%	0%
Admin Storage Building Improvements	20,000	-	0.00%	-	R&R	Building and Site	20,000	-	-	0.00%	0%
ERP System	520,000	-	0.00%	-	R&R	Building and Site	520,000	-	-	0.00%	0%
Derr St Watermain Looping	152,000	-	0.00%	-	CIP	Supply/Distribution	152,000	-	-	0.00%	0%
Locust St/EG Blvd Alley Watermain Looping	77,000	-	0.00%	-	CIP	Supply/Distribution	77,000	-	-	0.00%	0%
Brinkman Transmission Main	100,000	-	0.00%	-	CIP	Supply/Distribution	100,000	-	-	0.00%	0%
Chlorine Analyzers Shallow Wells	20,000	-	0.00%	-	CIP	Treatment	20,000	-	-	0.00%	0%
Trench Plates	130,000	-	0.00%	-	CIP	Building and Site	130,000	-	-	0.00%	0%
Backhoe Loader	210,000	-	0.00%	-	CIP	Building and Site	210,000	-	-	0.00%	0%
Truck Mounted Compressor	35,000	-	0.00%	-	CIP	Building and Site	35,000	-	-	0.00%	0%
Truck Replacement	66,000	65,943	99.91%	-	CIP	Building and Site	66,000	65,943	65,943	99.91%	100%
Unforeseen Capital Projects	100,000	-	0.00%	-	-	-	100,000	-	-	0.00%	(2)
Sub-Total	\$ 3,509,499	\$ 425,393	12.12%	\$ 20,821			\$ 3,175,000	\$ 90,885	\$ 90,885	2.86%	

(1) Includes \$20,821 in capitalized labor through 07/31/2023

(2) Includes unforeseen capital projects, including:

XXXXXXX

Total \$ -

August 15, 2023

TO: Chair and Directors of the Florin Resource Conservation District
FROM: Patrick Lee, Finance Manager/Treasurer
SUBJECT: **YEAR TO DATE REVENUES AND EXPENSES COMPARED TO BUDGET – JULY 2023**

RECOMMENDATION

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

SUMMARY

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

DISCUSSION

Background

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

Present Situation

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

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

August 15, 2023

YEAR TO DATE REVENUES AND EXPENSES COMPARED TO BUDGET – JULY 2023

Page 2

STRATEGIC PLAN CONFORMITY

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

FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully submitted,



PATRICK LEE
TREASURER

Attachment

Attachment

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

	General Ledger Reference	YTD Activity	Annual Budget	1/12=8.33% % Realized
Revenues	4100 - 4900	\$ 1,697,922	\$ 16,396,705	10.36%
Operating Expenses				
Salaries & Benefits	5100 - 5280	414,724	5,400,398	7.68%
less Capitalized Labor		(20,821)	(435,189)	4.78%
Less CalPERS Prepayment for Remainder of Year: (1)		-		
Adjusted Salaries and Benefits:		\$ 393,903	\$ 4,965,209	7.93%
Seminars, Conventions and Travel	5300 - 5350	250	45,695	0.55%
Office & Operational	5410 - 5494	204,698	1,483,551	13.80%
Purchased Water est. (1)	5495 - 5495	353,525	3,466,025	10.20%
Outside Services	5505 - 5580	48,762	1,110,124	4.39%
Equipment Rent, Taxes, Utilities	5620 - 5760	4,472	599,200	0.75%
Total Operational Expenses		\$ 1,005,609	\$ 11,669,804	8.62%
Net Operating Income		\$ 692,313	\$ 4,726,901	14.65%
Non-Operating Revenues				
Interest Received	9910 - 9910	14,776	25,000	59.10%
Unrealized Gains/(Losses)	9911 - 9911	98,739	-	100.00%
Other Income/(Expense)	9920 - 9973	62	215,000	0.03%
Total Non-Operating Revenues		\$ 113,577	\$ 240,000	47.32%
Non-Operating Expenses				
Election Costs	9950 - 9950	-	-	0.00%
Capital Expenses (2):				
Capital Improvements	1705 - 1760	65,943	790,000	8.35%
Capital Replacements	1705 - 1760	24,942	2,285,000	1.09%
Unforeseen Capital Projects	1705 - 1760	-	100,000	0.00%
Total Capital Expenses:		\$ 90,885	\$ 3,175,000	2.86%
Bond Interest Accrued (3)	7300 - 7300	101,000	1,211,994	8.33%
Total Non Operating Expenses		\$ 191,885	\$ 4,386,994	4.37%
Bond Retirement (3):		\$ 222,917	\$ 2,675,000	8.33%
Total Expenditures		1,306,834	18,491,798	7.07%
Revenues in Excess of All Expenditures, including Capital		\$ 391,088	\$ (2,095,093)	-18.67%

Notes:

1. There is a lag in water billings from the Sacramento County Water Agency. Included above is an estimate of costs to date based on water used.
2. YTD Activity includes \$20,821 in capitalized labor charged to capital projects.
3. Bond retirement payments are made two times a year in September and March
4. Accounts receivable balance, which represents the difference between the total amount billed and total amount collected, as of July 31, 2023 is \$160,250.63

August 15, 2023

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Bruce Kamilos, General Manager

SUBJECT: **ROSENBERG'S RULES OF ORDER - AMENDMENT TO THE BYLAWS OF THE FLORIN RESOURCE CONSERVATION DISTRICT**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution No. 08.15.23.01, amending the Bylaws of the Florin Resource Conservation District section 8.2 (a) to refer to Rosenberg's Rules of Order in place of Robert's Rules of Order.

SUMMARY

The Florin Resource Conservation District (District) stipulates using Robert's Rules of Order (Robert's Rules) as a guide on all points not specified in the Amended and Restated Bylaws of the Florin Resource Conservation District (Bylaws). Robert's Rules was written in 1876 for the purpose of chairing or running a parliament. In contrast, Rosenberg's Rules of Order (Rosenberg's Rules) was written in the 21st century as a simple, concise, and easy-to-understand guide for running board meetings of local government agencies.

Staff recommends adopting Resolution No. 08.15.23.01, amending the Bylaws section 8.2 (a) to refer to Rosenberg's Rules in place of Robert's Rules. A redline-strikeout version of the Bylaws (Attachment 1) is provided so that the proposed Bylaw changes are easily discernible.

DISCUSSION

Background

At the July 18, 2023, regular board meeting, staff presented an item that recommended amending the District's Bylaws to reference Rosenberg's Rules (Attachment 2) instead of Robert's Rules. The basis for the recommendation was that Rosenberg's Rules was written for modern-day local government agencies and is simple, concise, and easy to understand. Rosenberg's Rules was written by Dave Rosenberg, a Yolo County Superior Court Judge, who has held numerous other positions as a judge. In contrast, Robert's Rules was written in 1876 for the purpose of chairing or running a parliament. Although it has been updated with 12 editions, it is not particularly relevant to chairing a five-member board of a local public agency.

August 15, 2023

**ROSENBERG'S RULES OF ORDER - AMENDMENT TO THE BYLAWS OF THE
FLORIN RESOURCE CONSERVATION DISTRICT**

Page 2

After discussing the matter, the District Board of Directors (Board) gave staff direction to return at the next regular board meeting with a presentation that provides more information on Rosenberg's Rules.

Present Situation

For the purpose of providing more information on Rosenberg's Rules, District General Counsel Andrew Ramos will deliver a slide presentation (Attachment 3) on Rosenberg's Rules and answer any questions. Staff has also included a "Rosenberg's Rules Cheat Sheet" (Attachment 4).

ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

This item conforms to Strategic Goal 1, Governance and Customer Engagement, of the Strategic Plan which identifies conducting public affairs in an effective, efficient, and transparent manner.

FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully submitted,



BRUCE KAMILOS
GENERAL MANAGER

Attachments

RESOLUTION NO. 08.15.23.01

A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS AMENDING THE BYLAWS OF THE FLORIN RESOURCE CONSERVATION DISTRICT SECTION 8.2 (A) TO REFER TO ROSENBERG’S RULES OF ORDER IN PLACE OF ROBERT’S RULES OF ORDER

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

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

WHEREAS, the District’s current Bylaws were amended and restated on January 21, 2020;

WHEREAS, the District wishes to amend the District’s current title Amended and Restated Bylaws of the Florin Resource Conservation District title to Bylaws of the Florin Resource Conservation District;

WHEREAS, the District wishes to amend the District’s current Bylaws section 8.2(a) to refer to Rosenberg’s Rules of Order in place of Robert’s Rules of Order;

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

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

SECTION 2. The Bylaws shall be amended so that the title reads “Bylaws of the Florin Resource Conservation District” and section 8.2(a) refers to Rosenberg’s Rules of Order in place of Robert’s Rules of Order.

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

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

PASSED, APPROVED AND ADOPTED by the Florin Resource Conservation District Board of Directors on this 15th day of August 2023 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Nelson
Chair

ATTEST:

Stefani Phillips
Board Secretary

APPROVED AS TO FORM:

Andrew Ramos
General Counsel

EXHIBIT “A”

FLORIN RESOURCE CONSERVATION DISTRICT

“BYLAWS OF THE FLORIN RESOURCE CONSERVATION DISTRICT”

[Attached behind this cover page]

BYLAWS OF THE FLORIN RESOURCE CONSERVATION DISTRICT

ARTICLE I

ORGANIZATION

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

ARTICLE II

GOVERNING BOARD

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

authorized to do so by action of the Board. Without prejudice to the general powers set forth in Section 2.1 of these Bylaws and Public Resources Code Sections 9301, et seq., but subject to the same limitations, the Board shall have the power to do the following:

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

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

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

2.5 Election and Vacancies

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

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

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

ARTICLE III

OFFICERS

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

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

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

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

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

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

ARTICLE IV
COMMITTEES

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

ARTICLE V
GENERAL MANAGER

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

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

ARTICLE VI

SECRETARY TO THE BOARD

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

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

ARTICLE VII
TREASURER

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

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

ARTICLE VIII
MEETINGS AND ORDER OF BUSINESS

8.1 Meetings

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

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

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

8.2 Conduct of Business

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

ARTICLE IX
SEVERABILITY

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

ARTICLE X
INDEMNIFICATION

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

ARTICLE XI
AMENDMENTS

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

Adopted: February 24, 2010

Amended: January 21, 2020

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

ARTICLE I

ORGANIZATION

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

ARTICLE II

GOVERNING BOARD

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

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

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

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

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

2.5 Election and Vacancies

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

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

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- (d) Designating members of the Board to undertake special responsibilities and to report to the Board on those activities;
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GENERAL MANAGER

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- 5.2 Authorities and Duties The General Manager shall have complete administrative authority over the District and shall be responsible for the efficient operation of the system in all departments/divisions, as designated in their job description. The General Manager shall be responsible for:
 - (a) Implementing Board policies;

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

SECRETARY TO THE BOARD

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

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

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TREASURER**

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

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

**ARTICLE VIII
MEETINGS AND ORDER OF BUSINESS**

8.1 Meetings

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

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

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

8.2 Conduct of Business

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

ARTICLE IX
SEVERABILITY

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

ARTICLE X
INDEMNIFICATION

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

ARTICLE XI
AMENDMENTS

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

Adopted: February 24, 2010

Amended: January 21, 2020



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities.

The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move . . .”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Section 9312

A majority of the directors shall constitute a quorum but on all questions requiring a vote there shall be a concurrence of at least the number constituting a quorum, except that a number less than a quorum may adjourn or adjourn to a stated time.



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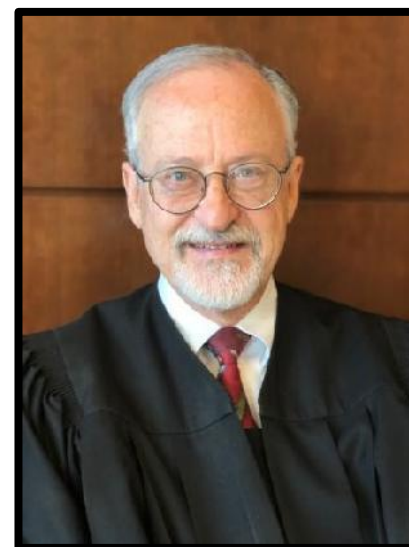
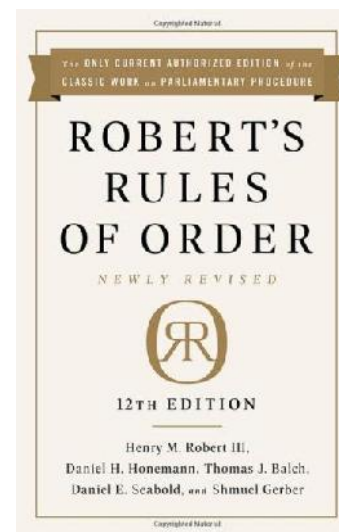
Rosenberg's Rules of Order Simplified Parliamentary Procedure for Local Agency Boards

August 15, 2023

Regular Meeting of the FRCD Board of
Directors

Introduction

- Purpose
- Background
 - Robert's Rules
 - Rosenberg's Rules



Comparing the Two “R” Rules

Robert’s Rules	Rosenberg’s Rules
Written in 1876 for use by parliamentary bodies	Written in early 2000’s for California public agency boards
816 pages	10 pages (6 with content)
30 categories of motions with subtypes	14 types of motions (3 of which are commonly used)
Detailed coverage of motions, quorum, debate and decorum, voting, nominations, elections, officers, committees, bylaws, conventions, and discipline of members and guests	Detailed coverage of motions and debate, some coverage of quorum, decorum, and voting
\$16-\$25 on Amazon	Free on the League of California Cities website

Pillars of Parliamentary Procedure



1. Establish order
2. Clarity
3. User Friendly
4. Enforce the Majority's Will, Protect the Minority's Rights

Basic Format for Agenda Items

REGULAR MEETING OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS	
Agenda	
Tuesday, July 18, 2023	
6:30 PM	
<u>Compliance with Government Code Section 54957.5</u>	
Public records, including writings related to an agenda item for an open session of a regular meeting of the Florin Resources Conservation District that are distributed less than 72 hours before the meeting, are available by small request. 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 This is the opportunity for the public to comment on non-agenda items within the subject matter jurisdiction. Comments are limited to three (3) minutes.	
	Page Numbers
1. Proclamations and Announcements	
Associate Director Comment:	
Public Comment	
2. Public Hearing and Consideration of the 2024-2028 Water Rate Study and Adoption of New Water Service Rates and Private Fire Protection Service Rates (Patrick Lee, Finance Manager/Treasurer)	5-67
Associate Director Comment:	
Public Comment	
Recommended Action/Information: Adopt Ordinance No. 07.18.23.01, approving the 2024-2028 Water Rate Study Report and adopting the new water service rates and private fire protection service rates prescribed by the study.	
3. Public Hearing and Consideration of the 2024 Capacity Fee Study and Adoption of New Water Connection Fees (Patrick Lee, Finance Manager/Treasurer)	68-87
Associate Director Comment:	
Public Comment	

1. Announcement
2. Staff Presentation
3. Clarifying Questions
4. Public & Associate Dir. Comment
5. Motion, Second, and Clarification
6. Discussion
7. Vote and Announce Result

Common Motions

- The basic motion
- The motion to amend
- The substitute motion



Other Motions

Meeting Motions

- Adjourn
- Recess
- Fix Time to Adjourn
- Table

Courtesy & Decorum

- Privilege
- Order
- Appeal

Super Majority

- Limit Debate
- Close nominations
- Object to consideration of a question
- Suspend the rules

Special

- Motion to Reconsider

Quorum and Counting Votes

- Public Resources Code, § 9312

A majority of the directors shall constitute a quorum but on all questions requiring a vote there shall be a concurrence of at least the number constituting a quorum, except that a number less than a quorum may adjourn or adjourn to a stated time.

- Abstaining

Conclusion

Resources

- Rosenberg's Rules (League of Cities)
<https://tinyurl.com/rosenbergrules>
- Rosenberg's Rules Cheat Sheet (City of Sacramento)
<https://tinyurl.com/rosenbergrulescheatsheet>
- Parliamentary Procedures Cheat Sheet (Renne Sloan Holtzman Sakai)
<https://tinyurl.com/rosenbergrulescheatsheet2>
- Public Resource Code 9312
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PRC§ionNum=9312

**ROSENBERG'S RULES OF ORDER
CHEAT SHEET**

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn" (Only needed prior to the end of the agenda)	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question" or "Call the question"	No	Yes	No	No	2/3
Postpone consideration of	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Introduce a motion	"I move that..." or "I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..." (You can also ask for a friendly amendment, which is less formal; if mover and second concur, no vote needed)	No	Yes	Yes	Yes	Majority
Refer to a Committee	"I move that the question be referred to a committee for more study"	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Object to considering some undiplomatic or improper matter	"I object to consideration of this question" (This would generally just be used if something is not on the agenda)	Yes	No	No	No	2/3
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..." (Only a member of the prevailing side can make a motion to reconsider)	Yes	Yes	Only if original motion	No	Majority
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

August 15, 2023

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Bruce Kamilos, General Manager

SUBJECT: **FISCAL YEAR 2023-24 OPERATING BUDGET AMENDMENT – SACRAMENTO REGIONAL WATER BANK PARTICIPATION**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution No. 08.15.23.02, amending the Fiscal Year 2023-24 Operating Budget to appropriate an additional \$28,000 from operating reserves to fund expenditures in excess of revenues for Fiscal Year 2023-24 to support the Florin Resource Conservation District's participation in the development of the Sacramento Regional Water Bank.

SUMMARY

In a July 14, 2023, memorandum (Attachment 1), the Regional Water Authority (RWA) summarized the funding status of the Sacramento Regional Water Bank Project (Water Bank). The Water Bank is being developed in phases. The Florin Resource Conservation District (FRCD or District) paid its share of Phase 1 participation in an amount of \$15,000 in fiscal year 2019, leaving a remaining Phase 1 not-to-exceed balance of \$3,000 owed if needed. The District did not pay the Phase 2 participation amount of \$25,000 due to concerns about the Water Bank's operating principles. Those concerns have been addressed, and participating in the Water Bank is a water-related activity that will benefit the Elk Grove Water District (EGWD) ratepayers.

Staff is recommending that the FRCD Board of Directors (Board) adopt Resolution No. 08.15.23.02, amending the Fiscal Year (FY) 2023-24 Operating Budget to appropriate an additional \$28,000 from operating reserves to fund expenditures in excess of revenues for FY 2023-24 to support the District's participation in the development of the Sacramento Regional Water Bank.

DISCUSSION

Background

On July 14, 2023, staff received a memorandum from the RWA that summarized the funding status of the Water Bank. The Water Bank is being developed in phases. Phase 1 work began in 2019 and the agreement included a budget to cover the cost of Water Bank committee meetings, working group and public meetings, outreach, and water

FISCAL YEAR 2023-24 OPERATING BUDGET AMENDMENT – SACRAMENTO REGIONAL WATER BANK PARTICIPATION

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modeling analysis. This District’s share of the cost was an amount not-to-exceed \$18,000. The District was billed for, and paid, \$15,000 in fiscal year 2019, leaving a remaining balance of \$3,000. The Phase 2 work agreement, developed in 2021, includes a budget to cover technical analysis, environmental activities, governance, and public outreach. The District’s share of the cost for the Phase 2 work agreement is \$25,000.

As work on the Water Bank proceeded, the Board and staff had concerns about the basic operating principles of the Water Bank. On January 27, 2021, staff sent an email (Attachment 2) expressing those concerns to Rob Swartz, former RWA Technical Services Manager, and Jim Peifer, RWA Executive Director. The email stated that the District would not execute a payment for the Phase 2 Agreement at the time and asked 10 fundamental questions about the Water Bank.

On July 24, 2023, staff corresponded with Trevor Joseph, RWA Technical Services Manager, about the funding status of the Water Bank. From that correspondence, Trevor responded to the 10 questions the staff had posed (Attachment 3).

Present Situation

In 2018, the Board declared, by resolution, that the FRCD would limit all future activities of the FRCD to water-related activities that benefit, or otherwise serve, the EGWD ratepayers. To ensure basin sustainability, the Water Bank committee is using groundwater modeling to identify what volume of recharge would be beneficial to leave behind and never extract. This “leave-behind” amount would benefit the groundwater basin that underlies the EGWD service areas, as groundwater accumulation in the basin would increase over time. By this measure alone, staff supports participating in the Water Bank as it is a water-related activity that benefits EGWD ratepayers. Additionally, if EGWD, by means of some creative thinking and partnering with other water agencies, can participate in groundwater substitution transfers, then this would be an added benefit to EGWD ratepayers. Participating in groundwater substitution transfers could also provide revenue to offset rate revenue.

The outstanding balances the District owes for Water Bank participation is as follows:

Phase 1	\$3,000	remaining not-to-exceed amount.
Phase 2	<u>\$25,000</u>	
Total	\$28,000	

The District’s FY 2023-24 Operating Budget did not include a funding request to cover this cost. Staff is recommending that the Board adopt Resolution No. 08.15.23.02, amending

August 15, 2023

**FISCAL YEAR 2023-24 OPERATING BUDGET AMENDMENT – SACRAMENTO
REGIONAL WATER BANK PARTICIPATION**

Page 3

the FY 2023-24 Operating Budget to appropriate an additional \$28,000 from operating reserves to fund expenditures in excess of revenues for fiscal year 2023-24 to support the District's participation in the development of the Sacramento Regional Water Bank.

ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

This item conforms to Strategic Goal 7, Water Industry Leadership, of the Strategic Plan which identifies participating and actively engaging in regional water agencies to improve water resilience.

FINANCIAL SUMMARY

If approved, the financial impact associated with this item is an appropriation of \$28,000 from operating reserves to cover expenses in excess of revenues for FY 2023-24.

Respectfully submitted,



BRUCE KAMILOS
GENERAL MANAGER

Attachments

RESOLUTION NO. 08.15.23.02

A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS AMENDING THE FISCAL YEAR 2023-24 OPERATING BUDGET TO APPROPRIATE AN ADDITIONAL \$28,000 FROM OPERATING RESERVES TO COVER EXPENSES IN EXCESS OF REVENUES FOR FISCAL YEAR 2023-24 TO SUPPORT THE FLORIN RESOURCE CONSERVATION DISTRICT'S PARTICIPATION IN THE DEVELOPMENT OF THE SACRAMENTO REGIONAL WATER BANK

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

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

WHEREAS, the Regional Water Authority is developing the Sacramento Regional Water Bank to ensure sustainability of the regional groundwater basin;

WHEREAS, the District's Fiscal Year (FY) 2023-24 Operating Budget (Operating Budget) was approved on June 20, 2023, in the amount of \$18.492 million and did not include a funding request to cover the cost for continuing the District's participation in the development of the Sacramento Regional Water Bank;

WHEREAS, the District wishes to amend the Operating Budget to appropriate an additional \$28,000 from operating reserves to cover expenses in excess of revenues for FY 2023-24- to support the District's participation in the development of the Sacramento Regional Water Bank;

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

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

SECTION 2. The Operating Budget shall be amended to appropriate an additional \$28,000 from operating reserves to cover expenses in excess of revenues for FY 2023-24 to support the District's participation in the development of the Sacramento Regional Water Bank.

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

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

PASSED, APPROVED AND ADOPTED by the Florin Resource Conservation District Board of Directors on this 15th day of August 2023 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Nelson
Chair

ATTEST:

Stefani Phillips
Board Secretary

APPROVED AS TO FORM:

Andrew Ramos
General Counsel

Sacramento Regional Water Bank Development – Project Funding Status Update (July 2023)

Purpose of Document

RWA has recently provided updates on the status of Sacramento Regional Water Bank (i.e. Water Bank) development project funding at the May 4th and July 6th, 2023 monthly Program Committee meetings. **This project funding status update document provides the Program Committee with details as to the current and projected status of the multiple sources of Water Bank project funding and as part of this document RWA seeks input on recommended actions to maintain adequate funding to continue project implementation.**

Specifically, this document serves to:

- 1) Communicate RWAs intention to seek approval for additional task orders to support ongoing Water Bank planning and technical project support from Stantec and Khadam consulting at future RWA Executive Committee and Board meetings. These additional task orders are in the amounts of \$521.9K (Stantec) and \$150K (Khadam Consulting). Based on input provided during the July 6th, 2023 meeting, the Program Committee has already provided support for this action. **(However, as RWA will need to maintain adequate cash flow in advance of project work, Program Committee action on item 3 below will be necessary to fully fund project work in the foreseeable future.)**
- 2) Provide a summary of current and projected project costs and how existing and potential sources of funding are approximated to meet costs over time. (Attachment A)
- 3) Provide an overview of Phase 1, 2, and DWR funding with RWA recommended actions for Program Committee input. (Attachments B, C, & D)

Background

RWA is working on behalf of 22 water agencies in the greater Sacramento region to develop the Water Bank, a conjunctive use water management project that will provide water supply reliability and other related benefits for the region and State of California. Referred to as the Water Bank Program Committee, these agencies are contributing financially to the development of the Water Bank through Phase 1 and 2 agreements. RWA has also obtained Water Bank project funding through a 2022 DWR Drought Grant and is in the process of seeking United States Bureau of Reclamation (USBR) support for potentially Federal funding.

Program Committee Memorandum – Not for Distribution

Water Bank project development is an iterative process and even at this time about 1 year into an approximate 3 ½ year project schedule, determining an accurate estimate of total costs is somewhat speculative. For this reason, RWA has been procuring consulting support in smaller dollar amount task orders limiting fiscal liability and negating the requirement to obtain full project funding in advance of starting project activities while also enabling RWA to manage risk and more properly scope continuous support with a better understanding of the project goals and requirements.

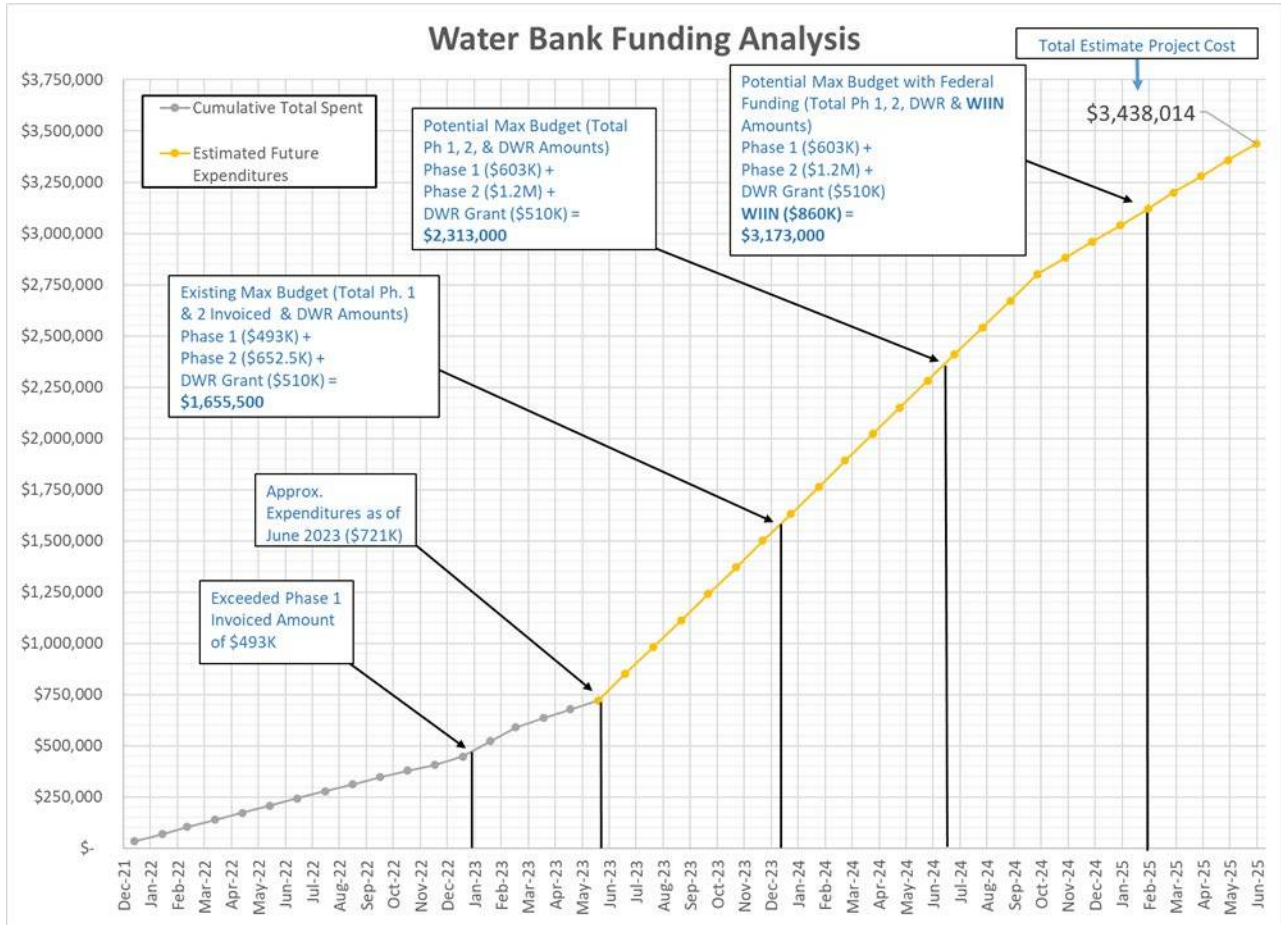
During the May 4th, 2023 Program Committee meetings, RWA presented an estimate of the total project cost of approximately \$3.4 million based on the developed draft *Plan of Study for Sacramento Regional Water Bank Development*. The Water Bank project budget as developed through the Plan of Study is provided on the table below. The Plan of Study was prepared to identify the work necessary to finalize Water Bank development and specifically to seek federal funding as required by the USBR. RWA has submitted a recommended cost summary to USBR and is in the process of preparing the financial assistance package to seek federal funding in the amount of \$860K.

TASK	BUDGET		
	TOTAL	FEDERAL SHARE (placeholder)	TOTAL RWA SHARE
Task 1 - Project Management and Coordination	\$138,000	\$40,000	\$98,000
Task 2 - Plan Formulation	\$150,000	\$0	\$150,000
Task 3 - Modeling Support	\$1,345,000	\$80,000	\$1,265,000
Task 4 - Engineering and Cost Estimates	\$50,000	\$0	\$50,000
Task 5 - Economic and Financial Analysis	\$40,000	\$0	\$40,000
Task 6 - Institutional Arrangements	\$230,000	\$100,000	\$130,000
Task 7 - Environmental Compliance	\$1,080,000	\$550,000	\$530,000
Task 8 - Project Report	\$100,000	\$90,000	\$10,000
Task 9 - Stakeholder Outreach and Involvement	\$305,000	\$0	\$305,000
TOTAL	\$3,438,000	\$860,000	\$2,578,000

Attachment A

Water Bank Funding Status

The following illustrates the cumulative costs and projected funding necessary to implement the Water Bank project. This funding analysis is subject to change.



As illustrated above, based on a projected project burn rate RWA estimates that:

- Existing project funding RWA has collected will be fully expended by approximately **January 2024**
- RWA obtaining full Phase 1 and Phase 2 funding will be necessary to extend project progress to approximately **July 2024**
- RWA obtaining full Phase 1 and Phase 2 funding and WIIN Act (Federal Funds) would extend project progress to approximately **February 2025**
- RWA may still be short of project funding even if federal funding is obtained necessitating a Program Committee discussion.

RWA Recommended Program Committee Action

See actions below on Phase 1 and 2 funding.

Attachment B

Phase 1 Funding Overview

Status of Phase 1 Project Activities & Funding

The Phase 1 agreement dates back to 2019. Funds from this agreement have been used to cover Water Bank project development expenses including RWA staff time and consulting support for more than a year. RWA has expended and completed the work in Phase 1 up to the amount invoiced of \$493K earlier this calendar year.

The following provides a summary of the status of Phase 1 funding and RWA’s recommended action for the Program Committees’ input.

Phase 1 – Summary of Scope of Work

Task	Status	Comments
Task 1: Support Water Bank Project Committee Meetings	Complete	Project Committee meetings continue through additional funding sources
Task 2: Facilitate Water Bank Communications Working Group	Complete	Working Group and Public meetings continue through additional funding sources
Task 3: Develop Water Bank Outreach Materials	Complete	Development of outreach materials continue through additional funding sources
Task 4: Integrated Water Flow Model Development	Substantially Complete	Groundwater and Surface model analysis as well as initial stream depletion document completed under Phase 1. Modeling work continues through additional funding sources.

Phase 1 - Budget

Phase 1 budget by task is provided below.

Estimated Budget by Task	
Task 1. Project Committee Support	\$41,000
Task 2. Communications Work Group Support	\$17,000
Task 3. Outreach Materials Development	\$75,000
Task 4. Integrated Water Flow Model Development	\$367,000
Not-to-Exceed Total	\$500,000

Phase 1- Participating Agency Proposed Fees

Phase 1 – Virtually all agencies have paid their “Planned Phase 1” amounts. As described in the Phase 1 budget and shown below, at the outset of the study the intent was to collect funding of \$500K. To date RWA has collected \$493K.

For the most part the remaining balance of potentially available funds in Phase 1 is the amount between the “Planned Phase 1” budget and the “Not to Exceed” amount. Language from the

Program Committee Memorandum – Not for Distribution

Phase 1 agreement regarding the process to obtain additional funding (i.e. Not to Exceed) authorization is provided below.

At the outset of the study, the intent is to collect funding for \$500,000 of work described in Exhibit 2. In the event an agency is unable to participate, the remaining agencies will cover the unfunded amount to reach the \$500,000 funding level on a prorated basis of their original fee up to their not-to-exceed amount. Other than to fund any shortage of the \$500,000 planned Phase 1 fees, the not-to-exceed fee shall not be assessed or used for any other purpose, including as a contingency for unanticipated expenses, without prior approval of the Project Committee.

Phase 1 Agency	Budget		Date	Total Invoiced	Remaining Balance
	Planned Phase 1	Not to Exceed			
California American Water	\$ 50,000	\$ 60,000	6/27/2019	\$ 50,000	(\$10,000)
Carmichael Water District	\$ 10,000	\$ 12,000	6/27/2019	\$ 10,000	(\$2,000)
Citrus Heights Water District	\$ 20,000	\$ 24,000	6/27/2019	\$ 20,000	(\$4,000)
City of Folsom	\$ 30,000	\$ 36,000	6/27/2019	\$ 30,000	(\$6,000)
City of Lincoln	\$ 15,000	\$ 18,000	11/4/2019	\$ 15,000	(\$3,000)
City of Roseville	\$ 30,000	\$ 36,000	6/27/2019	\$ 30,000	(\$6,000)
City of Sacramento	\$ 60,000	\$ 72,000	6/30/2020	\$ 60,000	(\$12,000)
Del Paso Manor Water District	\$ 3,000	\$ 3,600	5/21/2019	\$ 3,000	(\$600)
El Dorado County Water Agency	\$ 10,000	\$ 12,000			(\$12,000)
El Dorado Irrigation District	\$ 10,000	\$ 12,000	6/27/2019	\$ 10,000	(\$2,000)
Elk Grove Water District	\$ 15,000	\$ 18,000	6/27/2019	\$ 15,000	(\$3,000)
Fair Oaks Water District	\$ 20,000	\$ 24,000	6/27/2019	\$ 20,000	(\$4,000)
Golden State Water Company	\$ 20,000	\$ 24,000	9/19/2019	\$ 20,000	(\$4,000)
Orange Vale Water Company	\$ 3,000	\$ 3,600	7/8/2019	\$ 3,000	(\$600)
Placer County	\$ 3,000	\$ 3,600	6/27/2019	\$ 3,000	(\$600)
Placer County Water Agency	\$ 30,000	\$ 36,000	6/27/2019	\$ 30,000	(\$6,000)
Rio Linda/Elverta Community Water District	\$ 4,000	\$ 4,800	6/27/2019	\$ 4,000	(\$800)
Sacramento County Water Agency	\$ 60,000	\$ 72,000	9/9/2019	\$ 60,000	(\$12,000)
Sacramento Regional County Sanitation District	\$ 50,000	\$ 60,000	6/27/2019	\$ 50,000	(\$10,000)
Sacramento Suburban Water District	\$ 35,000	\$ 42,000	11/8/2019	\$ 35,000	(\$7,000)
San Juan Water District	\$ 25,000	\$ 30,000	6/27/2019	\$ 25,000	(\$5,000)
Totals	\$ 503,000	\$ 603,600		\$ 493,000	(\$110,600)

RWA Recommended Program Committee Action

Based on the need to increase available funding for ongoing Water Bank project expenses, invoice agencies listed on the above referenced table the remaining balance amount shown in red increasing the budget \$110,600 for Phase 1 to the “Not to Exceed” amount as specified in the Phase 1 agreement.

Does the Program Committee have any concerns with this action? Yes/No

Attachment C

Phase 2 Funding Overview

Status of Phase 2 Project Activities & Funding

The Phase 2 agreement was developed in 2021. Funds from this agreement have been used to cover Water Bank project development expenses including RWA staff time and consulting support since Phase 1 funding (i.e. \$493K) has been completely expended (approximately 2-3 months ago). RWA has expended approximately \$228K of the Phase 2 budget as of June 2023.

The following provides a summary of the status of Phase 2 funding and RWA’s recommended action for the Program Committees’ input.

Phase 2 - Scope of Work

Task	Status
Work Category 1: Technical Activities	
- Confirm Operational Assumptions	Complete
- Develop CalSim 3 Application	In progress – close to completion
- Temperature Modeling	Anticipated to start late 2023
- Stream Depletion Factor	In progress
- Water Accounting Framework	Started July 2023
- Monitoring/Mitigation Plans	Anticipated to start fall 2023
Work Category 2: Environmental Activities	
- CEQA/NEPA Scoping	In progress
- CEQA/NEPA Documents	Anticipated to start fall 2023
Work Category 3: Institutional Activities	
- Governance	In progress
- Legal Support	In progress
Work Category 4: Miscellaneous Activities	
- Outreach/Engagement	In progress
- Reclamation Participation	In progress
- Committee Support	In progress

Program Committee Memorandum – Not for Distribution

Phase 2 - Budget

The following is the Phase 2 budget by work category.

Estimated Budget by Work Category	
Work Category 1: Technical Activities	\$450,000
Work Category 2: Environmental Activities	\$450,000
Work Category 3: Institutional Activities	\$100,000
Work Category 4: Miscellaneous Activities	\$200,000
Not-to-Exceed Total	\$1,200,000

Phase 2 - Participating Agency Proposed Fees

The Phase 2 budget was set by year (i.e. 2021 and 2022). During 2021, RWA invoiced agencies for the first year “2021” amounts. Some agencies decided to pay “2022” amounts at that time or during year 2022. To date RWA has collected \$642,500.

Phase 2 Agency	Budget			Total Invoiced				Remaining Balance
	2021	2022	Total	Date	Year 1	Date	Year 2	
California American Water	\$22,500	\$32,500	\$55,000	1/4/2021	\$22,500			(\$32,500)
Carmichael Water District	\$17,500	\$32,500	\$50,000	9/30/2022	\$30,000			(\$20,000)
Citrus Heights Water District	\$25,000	\$35,000	\$60,000	5/26/2021	\$25,000			(\$35,000)
City of Folsom	\$17,500	\$22,500	\$40,000	5/6/2021	\$17,500			(\$22,500)
City of Lincoln	\$10,000	\$15,000	\$25,000	9/22/2022	\$10,000	9/22/2022	\$15,000	\$0
City of Roseville	\$22,500	\$32,500	\$55,000	5/26/2021	\$22,500			(\$32,500)
City of Sacramento	\$87,500	\$102,500	\$190,000	5/26/2021	\$87,500			(\$102,500)
El Dorado County Water Agency	\$2,500	\$12,500	\$15,000					(\$15,000)
El Dorado Irrigation District	\$10,000	\$15,000	\$25,000	5/26/2021	\$10,000			(\$15,000)
Elk Grove Water District	\$10,000	\$15,000	\$25,000					(\$25,000)
Fair Oaks Water District	\$25,000	\$35,000	\$60,000	6/14/2021	\$25,000			(\$35,000)
Golden State Water Company	\$50,000	\$70,000	\$120,000	1/4/2021	\$50,000	1/4/2021	\$70,000	\$0
Placer County	\$2,500	\$7,500	\$10,000	5/26/2021	\$2,500			(\$7,500)
Placer County Water Agency	\$17,500	\$22,500	\$40,000	5/26/2021	\$17,500			(\$22,500)
Sacramento County Water Agency	\$50,000	\$70,000	\$120,000	5/26/2021	\$50,000			(\$70,000)
Sacramento Regional County Sanitation District	\$22,500	\$32,500	\$55,000	5/26/2021	\$22,500			(\$32,500)
Sacramento Suburban Water District	\$60,000	\$80,000	\$140,000	5/26/2021	\$60,000	9/23/2022	\$80,000	\$0
Sacramento Area Flood Control Agency	\$22,500	\$32,500	\$55,000					(\$55,000)
San Juan Water District	\$25,000	\$35,000	\$60,000	5/26/2021	\$25,000			(\$35,000)
Totals	\$ 500,000	\$ 700,000	\$ 1,200,000		\$ 477,500		\$ 165,000	(\$557,500)

RWA Recommended Program Committee Action

Based on the need to increase available funding for ongoing Water Bank project expenses, invoice agencies listed on the above referenced table the remaining balance amount (in most cases 2022 amounts) shown in red of \$557,500.

Does the Program Committee have any concerns with this action? Yes/No

Attachment C

DWR Drought Grant Funding Overview

Status of DWR Drought Grant Project Activities & Funding

The Drought Grant agreement was executed with DWR in June of 2022. RWA has expended only a few thousand dollars of the DWR grant as of June 2023 to initiate grant management and provide quarterly reports. Note of the \$660K awarded to RWA to implement the Water Bank project approximately \$150K has been ear marked for two grant participating agencies to manage specifically in support of Water Bank development. These agencies include the Water Forum (~ \$100K for Temperature Modeling) and Sacramento County Groundwater Authority (~ \$50 K for domestic well analysis). Therefore approximately \$510K of the grant remains available (as shown on the funding analysis below) for use by RWA for other Water Bank development activities.

DWR Drought Grant - Scope of Work

Task	Status
Task 1: Agreement Management	
- Manage Grant Agreement	In progress
Task 2: Reporting	
- Prepare progress reports	In progress
Task 3: Land Purchase	
	Not Applicable
Task 4: Outreach	
- Outreach Materials	In progress
Task 5: Operational Design	
- Develop CalSim 3 Application	In progress – close to completion
- Temperature Modeling	Anticipated to start late 2023
- Stream Depletion Factor	In progress
- Monitoring/Mitigation Plans	Anticipated to start fall 2023
- Confirm Operational Assumptions	Complete
- Water Accounting Framework	Started July 2023
Task 6: Environmental Documentation	
- Project definition and assumptions	In progress
- Prepare CEQA and NEPA environmental documentation and associated impact analyses	Anticipated to start fall 2023

Program Committee Memorandum – Not for Distribution

Task 7: Governance	
- Determine and Establish Formal Governance	In progress
Task 8: Project Monitoring Plan	
- Develop and submit a project monitoring plan	Complete – Grant required document

DWR Drought Grant - Budget

The following is a summary of the total funding as provided in the DWR Grant Agreement.

Sacramento Regional Water Bank				
Implementing Agency: Regional Water Authority				
	BUDGET CATEGORY	Grant Amount	All Other Cost*	Total Cost
(a)	Project Administration	\$10,000	\$5,000	\$15,000
(b)	Land Purchase / Easement	\$0	\$0	\$0
(c)	Planning / Design / Engineering / Environmental Documentation	\$650,000	\$720,000	\$1,370,000
(d)	Construction / Implementation	\$0	\$0	\$0
	TOTAL COSTS	\$660,000	\$725,000	\$1,385,000

RWA Recommended Program Committee Action

None

Attachment 2

From: [Mark Madison](#)
To: [Rob Swartz](#); [Jim Peifer](#)
Cc: [Woodling, John](#); [Bruce Kamilos](#); tanelson@citlink.net
Subject: Water Bank Phase 2 Agreement
Date: Wednesday, January 27, 2021 3:25:16 PM
Attachments: [Letter - SCGA Groundwater Substitution Transfers 7-27-20.pdf](#)

Rob & Jim,

Our District has thoroughly discussed your request and we are not comfortable in executing this Phase 2 Agreement at this time. By this email, I request that you provide this response to the other RWA members, perhaps as correspondence during the next RWA meeting. I want everyone to fully understand our concerns and recommendations. I did not want to copy others on this as it could trigger responses that would cause a problem with the Brown Act.

Last June, our District objected to the Groundwater Substitution Transfer (Transfer) as it pertained to the South American Subbasin. The comment letter sent to the State Water Resources Control Board (SWRCB) and the City of Sacramento is attached. In that letter, we recommended that the SWRCB deny the South American portion of the Transfer essentially on the basis that it was premature. Our position in that regard has not changed.

In July, we also sent a letter to John Woodling of the Sacramento Central Groundwater Authority (also attached) further expressing our position on this Transfer, as well as future contemplated transfers, and outlined five actions that must be completed before future transfers occur. Our position in this regard also has not changed.

Having said that, we recognize that to a certain extent the activities proposed as part of the Phase 2 effort comply with the fourth action requested in our letter to John Woodling. However, and as I expressed to you over the phone, we think it is imperative to resolve and agree on the basic principles first. We also believe that we do not have to, nor would it be wise to, expend an additional \$1.2 million dollars before these basic principles are agreed upon, in writing.

These principles should be developed and agreed to by all members of RWA, not just a select set of those participating in the Transfers or development of a Water Bank. These principles should also address a number of fundamental questions, and these questions are as follows:

1. What is the primary purpose of a Water Bank (Bank)?
2. What will be the geographical boundaries of the Bank?
3. Who will manage the Bank? Is SCGA going to allow RWA to manage a Bank in its jurisdictional area?
4. Does RWA have jurisdiction in its present Joint Powers Agreement to operate a Bank? If not, what must be done to provide RWA with that jurisdiction?
5. How will deposits (recharge) actually be made into the Bank? Is in-lieu recharge, which is simply pumping less than what you used to pump, a real and acceptable form of recharge?
6. How much groundwater can be withdrawn from the bank, as a percentage of the withdrawals, over certain prescribed periods of time?
7. What is the baseline condition that must be met before withdrawals can be taken from the Bank?
8. Relative to the South American Subbasin, is it acceptable to take withdrawals when the Basin has a current storage deficiency? What if it has a projected storage deficiency due to planned growth or climate change?
9. Is it acceptable to transfer groundwater withdrawals, either directly or indirectly, out of the South American Subbasin, when that basin has a projected storage deficiency or when certain areas of that basin are not healthy?

10. Who should pay for the development of a Bank and who should reap any monetary benefits garnered by a Bank?

With these ten questions, the Florin Resource Conservation District/Elk Grove Water District requests that the RWA work with all RWA members to prepare and execute a set of principles that addresses each and every question. We also request and recommend that these principles be approved by the RWA Members before proceeding with the Phase 2 efforts.

Thank you.

-Mark

Mark J. Madison

General Manager

Florin Resource Conservation District/

Elk Grove Water District

9257 Elk Grove Blvd.

Elk Grove, CA. 95624

(916) 685-3556

Elk Grove Water District Sacramento Regional Water Bank Questions

The following questions from EGWD were provided to RWA staff (Trevor Joseph and Jim Peifer) in an email on July 24, 2023, in response to the recent *Sacramento Regional Water Bank Development – Project Funding Status Update (July 2023)* document provided to Sacramento Regional Water Bank (Water Bank) program committee members which seeks input on Water Bank funding. These questions were originally provided by EGWD in an email to RWA on Jan 27, 2021. Although the Water Bank development project is an iterative planning project and some details are yet to be determined, RWA staff has provided the following responses to the best of their abilities as described below.

1. What is the primary purpose of a Water Bank (Bank)?

During early 2023, the Water Bank Program Committee (22 local agencies, including EGWD) developed the Goal, Objectives, Principles, and Constraints (GOPC) document which sets the direction for developing the Water Bank's operations, governance, communication and engagement, environmental compliance, and more.

While drafting the document, feedback and input was gathered from the public and interested parties during Stakeholder Forums, sharing sessions, and a public comment period, and was considered as the document evolved through several drafts. Document development milestones included:

The GOAL of the Water Bank is to expand conjunctive use, thereby increase water banking operations throughout the region to:

2. Improve long-term regional reliability and provide statewide water supply opportunities when possible; and
3. Support healthy ecosystem function on the lower American River.

The Water Bank OBJECTIVES are to:

- Increase groundwater recharge during wet conditions using available surface and recycled water supplies.
- Reduce reliance on surface water during dry conditions by using previously banked groundwater.
- Contribute to water reliability of water agencies in the region with no or limited access to groundwater.
- Contribute to water reliability of water agencies in the region with no or limited access to surface water.
- Maintain the quality of surface water and groundwater.
- Contribute to CVP operational flexibility by reducing reliance on Folsom Reservoir during dry conditions.
- Contribute to healthy ecosystem function, including on the lower American River.
- Consider and advance mutually beneficial opportunities to partner with entities outside the region on operational collaboration and/or investment in the Water Bank.
- Generate revenue for investment in infrastructure and other projects/programs to improve regional water supply reliability, resiliency, and affordability for participating agencies.

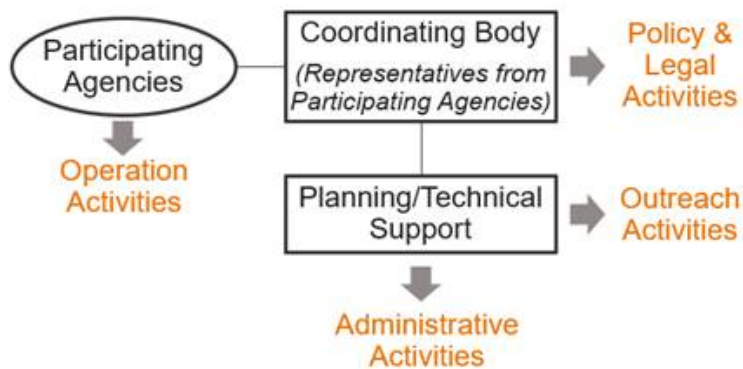
- Generate revenue to reduce financial barriers to conjunctive use for participating agencies

2. What will be the geographical boundaries of the Bank?

The proposed water banking operations would be contained within the North and South American groundwater subbasins. However, Project effects on CVP/SWP and Delta operation will also be assessed as operations of Folsom Reservoir are integral to the systemwide operations.

3. Who will manage the Bank? Is SCGA going to allow RWA to manage a Bank in its jurisdictional area?

At this time, the Water Bank Program Committee envisions that Water Bank implementation activities will be carried out by three primary parties, as reflected in the figure and descriptions below.



Participating Agencies: Defined as RWA Members/Associate Members actively involved in recharge and/or recovery actions under the Water Bank. A Participating Agency is an existing agency with water-related authority and/or responsibility and is accountable to an existing governing boards or councils that provides overarching guidance and direction for that Participating Agency’s actions. The framework described in this document, including the functions and associated roles/responsibilities, is not intended to supersede, limit, or otherwise control the individual autonomy and functionality of these existing agencies. The Water Bank is only able to exist due to Participating Agency involvement and, operations, and guidance. For this reason, the Participating Agencies are delegating the roles and responsibilities as listed below to the other parties and can adjust those roles and responsibilities in the future as necessary.

Coordinating Body: Inclusive of representatives of each of the Water Bank Participating Agencies and responsible for overall oversight of Water Bank. The Coordinating Body will operate under a charter or equivalent agreement such as a memorandum of agreement (MOA) that will define the decision-making process as well as the core areas of necessary coordination and communication to effectively implement the Water Bank (e.g., how the Participating Agencies will follow the established Goal, Objectives, and Principles of the Water Bank; and how they will maintain engagement with key stakeholders such as Groundwater Sustainability Agencies (GSAs) under the Sustainable Groundwater Management Act (SGMA)). The Coordinating Body will not limit, or otherwise control, the individual autonomy and functionality of any Participating Agency. Furthermore, the MOA will be structured for efficiency –

limiting unnecessary rules, requirements, meetings, formalities, official procedures, or other forms of bureaucracy.

Planning/Technical Support: Defined as conducting administrative, outreach, and related activities in support of the Water Bank. The specific types of planning/technical support will be determined by the Coordinating Body with defined responsibilities, scope, and delegated authority. A centrally run organization such as the RWA that already provides planning and technical support functions under the single year groundwater substitution transfer program may be the most qualified and prepared to serve in this capacity.

4. Does RWA have jurisdiction in its present Joint Powers Agreement to operate a Bank? If not, what must be done to provide RWA with that jurisdiction?

The actual operation of the bank will be completed by the participating agencies as they manage, own, and operate the infrastructure necessary to implement the Bank. RWA possibly through a Program Agreement will continue to work on behalf of the Participating Agencies likely in the Planning/Technical Support role as defined above.

5. How will deposits (recharge) actually be made into the Bank? Is in-lieu recharge, which is simply pumping less than what you used to pump, a real and acceptable form of recharge?

Deposits (recharge) and extractions (recovery) will physically be made based on the operational actions of the Participating Agencies. Volumes will be accounted for based on the Planning/Technical Support party, likely the RWA. All activities will be overseen by the coordinating body to ensure that the Bank is implemented in accordance with the GOPCs identified by the Participating Agencies.

The SRWB operations would rely on both in-lieu and direct groundwater recharge. Table 1 shows examples of groundwater banking programs that rely on both in-lieu and direct groundwater recharge. These are real and acceptable forms of recharge.

In-lieu, or indirect, recharge uses surface water rather than (i.e., in lieu of) pumping groundwater, which allows groundwater to remain in the aquifer. In-lieu recharge changes the groundwater budget by providing water to meet a demand that would otherwise be met from groundwater extraction by historical groundwater users. This process allows natural recharge to accumulate in the basin and increase storage in the aquifer.

Direct recharge is accomplished through injection using aquifer storage and recovery (ASR) wells. Note that both direct and in-direct recharge methods result in net increase in groundwater storage. However, they affect different components of the groundwater budget (i.e., (1) the inflow to the aquifer and (2) the outflow from the aquifer). Direct recharge increases the inflow to aquifer, while in-lieu recharge reduces outflow from the aquifer.

Table 1. Example Groundwater Banking Programs and CVP Acknowledged Water Banks that Rely on both Direct and In-Lieu Recharge

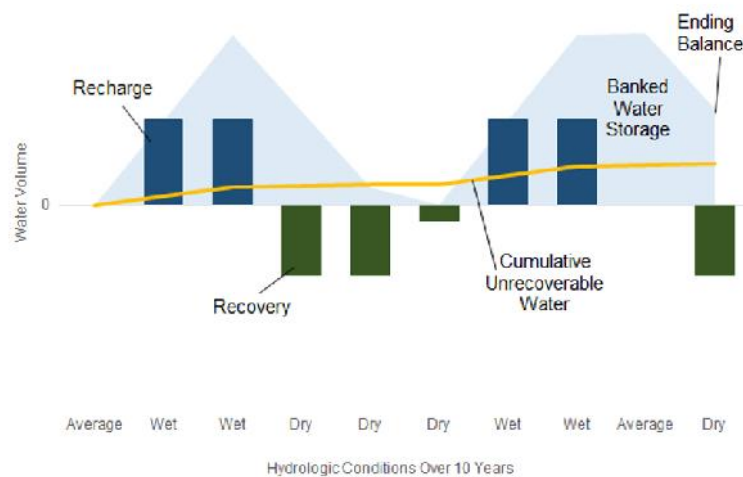
Project	Location	In Lieu Recharge	Direct Recharge	CVP Acknowledged Water Bank
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				(Identifier Number)
Cawelo Water District	Kern County	■	■	05-WC-20-3260
Pixley Water Bank Project	Tulare County	■	■	18-WC-20-5264
Rosedale Rio Bravo Water Storage District	Kern County	■	■	05-WC-20-3257
Semitropic Water Storage District	Kern County	■	■	05-WC-20-3258
Arvin Edison Water Storage District	Kern County	■	■	N/A
Buena Vista Water Storage District	Kern County	■	■	N/A
Kern Delta Water Storage District	Kern County	■	■	N/A
Orange County Water District	Orange County	■	■	N/A

6. How much groundwater can be withdrawn from the bank, as a percentage of the withdrawals, over certain prescribed periods of time?

That is a difficult question to answer with specific detail at this time as exact operations have not been fully defined. The RWA technical team is currently analyzing operational scenarios to ensure consistency with the USBR water banking guidelines, the SGMA Groundwater Sustainability Plan requirements, and the Participating Agencies own GOPC document. Operations will also be informed based on natural hydrology, continued model forecasting and monitoring data.

In addition, the Program Committee is working to identify through groundwater modeling what volume of recharge might be beneficial as unrecoverable water (also referred to as a “leave behind”), that is never extracted to ensure basin sustainability as illustrated below.



7. What is the baseline condition that must be met before withdrawals can be taken from the Bank?

See answer above. Baseline conditions are defined in the SGMA GSP requirements. Water Bank implementation will be completed consistent with SGMA. In addition, the Water Bank will be intentionally operated to result in measurable increases in groundwater elevations, which will provide a groundwater level benefit.

8. Relative to the South American Subbasin, is it acceptable to take withdrawals when the Basin has a current storage deficiency? What if it has a projected storage deficiency due to planned growth or climate change?

See answer above. "Storage deficiency" is defined in the SASb.

9. Is it acceptable to transfer groundwater withdrawals, either directly or indirectly, out of the South American Subbasin, when that basin has a projected storage deficiency or when certain areas of that basin are not healthy?

As described above, exact operations have not been defined. However, based on the Goal established for Water Bank implementation is to 1) Improve long-term regional reliability and provide statewide water supply opportunities when possible. This provision supports making sure local needs are met first and then seeing what benefits could be provided statewide.

10. Who should pay for the development of a Bank and who should reap any monetary benefits garnered by a Bank?

This is a question perhaps best addressed by the 22 Participating Agencies who are paying into the development of the bank. Participating agencies have paid to develop the bank, many are planning to directly participate in the Bank implementation.

August 15, 2023

TO: Chair and Directors of the Florin Resource Conservation District
FROM: Patrick Lee, Finance Manager/Treasurer
SUBJECT: **ACCEPTANCE OF DEVELOPER-INSTALLED INFRASTRUCTURE**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors approve the acceptance of developer installed infrastructure that were donated to the District in Fiscal Year 2022-23 as District-owned and operated assets.

SUMMARY

The Florin Resource Conservation District (District) owns and operates the Elk Grove Water District (EGWD). As part of the continued growth and development within the EGWD service area, water mains and associated public water infrastructure is installed by developers at the time new subdivisions are built. Once development has been completed, these developer-installed public water systems are turned over (i.e., donated) to the District for maintenance and operation and become part of the District's owned assets.

By this action, the District's Board of Directors (Board) approves the acceptance of the developer-installed infrastructure that occurred in Fiscal Year (FY) 2022-23.

DISCUSSION

Background

As part of the continued growth and development within the EGWD service area, developers are building new subdivisions and installing new infrastructure to supply the new subdivisions with the necessary utility services. One such utility service is water service, which is connected to, and with water supplied by, the EGWD or Sacramento County Water Agency (SCWA). Developers are responsible for the cost and installation of water mains and associated water infrastructure in accordance with the District's Standard Construction Specifications and Standard Detail Drawings. Once development is completed to the satisfaction of District staff, the District will issue a Letter of Completion formally accepting the donated assets.

ACCEPTANCE OF DEVELOPER-INSTALLED INFRASTRUCTURE

Page 2

Throughout the construction process, District administrative and field staff are in close communication with developers and routinely conduct field inspections to ensure that the water infrastructure is constructed in accordance with District Standard Construction Specifications, American Water Works Association (AWWA) Standards, and manufacturers' standards. Before acceptance by the District, all developer-installed infrastructure is disinfected, and pressure tested per AWWA standard procedures. Once disinfection and pressure testing is completed, the developer-installed infrastructure is connected and tied into the EGWD distribution system. A final inspection walkthrough is conducted by District staff and a Letter of Completion is issued once all final punch list items issued by the District are addressed. The Letter of Completion marks the start date of the one (1) year warranty period for the developer, during which time the developer is responsible for addressing any construction related problems at no cost to the District.

During FY 2021-22 financial statement audit, it was recommended by the District's independent auditors that the District develop a process to identify and formally accept these donated assets annually. This process will assist the District in strengthening its internal controls over financial reporting and accounting for its assets. Further discussions with the auditors identified an industry standard practice of Board approval on the acceptance of developer installed infrastructure.

Present Situation

In FY 2022-23, there were two (2) projects completed by developers that were inspected and tested by District staff and determined to be in compliance with District requirements. These projects are:

1. Wyland Drive Bridge Improvement:
Total Linear feet installed by developer: 395 linear feet
Project completed in November 2022
Estimated value to be capitalized: \$158,000

2. Elliott Springs – Unit 1:
Total linear feet installed by developer: 15,334.56 linear feet
Project completed in January 2023
Estimated value to be capitalized: \$6,133,824

The total estimated value to be capitalized was calculated using the dollar per linear feet cost for the most recent contractor installed water main project. The Sara Street project completed in 2021 by contractor Flowline had an average linear feet cost of approximately \$400 per linear feet. This methodology of utilizing contractor-installed costs was utilized

ACCEPTANCE OF DEVELOPER-INSTALLED INFRASTRUCTURE

Page 3

and approved by the auditors in FY 2021-22 to record the developer-installed water mains from prior years through June 30, 2022.

In accordance with the recommendation made by the District’s auditors, staff will bring to the Board annually, at the end of each fiscal year, a summary of the developer-installed infrastructure for acceptance. Staff recommends that the Board approve the acceptance of the developer-installed infrastructure that were donated in FY 2022-23 as District-owned and operated assets.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

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

FINANCIAL SUMMARY

The financial impact associated with this report is the capitalization of approximately \$6,291,824 in developer-installed infrastructure.

Respectfully submitted,



PATRICK LEE
TREASURER

August 15, 2023

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Patrick Lee, Finance Manager/Board Treasurer

SUBJECT: **PROFESSIONAL SERVICES AGREEMENT WITH SOFTRESOURCES FOR ENTERPRISE RESOURCE PLANNING SYSTEM SELECTION CONSULTING SERVICES**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors authorize the general manager to execute a professional services agreement with SoftResources for an amount not-to-exceed \$67,900 for Enterprise Resource Planning system selection consulting services.

SUMMARY

In January 2021, the Florin Resource Conservation District (District) entered into a professional services agreement (PSA) with consulting firm SoftResources to conduct a Financial System Needs Assessment (Assessment). The Assessment reviewed the District's current financial system and provided software solution recommendations to meet the operational needs of the District. The Assessment was completed in July 2021. The recommendations in the Assessment are intended to improve the District's operational efficiencies.

The District is now ready to move forward with the implementation of certain recommendations made in the Assessment to become more digital, efficient and with increased systems interface.

By this action, if approved, the District Board of Directors (Board) would authorize the general manager to execute a PSA with SoftResources for an amount not-to-exceed \$67,900 for work to be completed as part of the District's Enterprise Resource Planning (ERP) System Selection Consulting Services.

DISCUSSION

Background

In January 2021, the District entered into a PSA with consulting firm SoftResources to conduct an Assessment. The Assessment reviewed the District's current financial system and provided software solution recommendations to meet the operational needs of the District.

PROFESSIONAL SERVICES AGREEMENT WITH SOFTRESOURCES FOR ENTERPRISE RESOURCE PLANNING SYSTEM SELECTION CONSULTING SERVICES

Page 2

The Assessment included a review of the following District software systems with the goal to provide recommendations to improve both the use and cost effectiveness of IT systems at the District through either optimizing the current solutions or replacements:

1. SAGE 100 – financial reporting
2. SAGE HRMS – HR and payroll
3. TruePoint Solutions – utility billing
4. Cityworks – service order and historian database
5. XC2 – backflow prevention

Through a series of online workshops with staff and a review of the systems listed above, the Assessment made recommendations that would help improve the District's operational efficiency.

Present Situation

As part of the District's Fiscal Year (FY) 2023-24 Operating Budget, staff has identified selecting and implementing a new ERP system as a specific key objective. Using the recommendations made in the Assessment, the District would move forward with an upgrade to its software systems and bring as many software systems as possible under the same platform. This will allow common databases to be shared and improve system integration. This will reduce the amount of manual data input and open the communication channels between customer service and field staff when issuing service orders and documenting work performed.

The District's Professional and Consultant Services Agreements Policy permits sole sourcing the procurement of consultant services when:

- 1) Only one known source exists for supplies or services as determined by documented research; or
- 2) No other reasonable alternative source exists that meets the District's requirements; or
- 3) Only one source meets the business needs of the District (e.g., compatibility, unique feature to meet District's business need, etc.); or
- 4) An urgent need for the goods or service will not permit a delay resulting from the competitive solicitation.

The District sole sourced the proposed professional services agreement to SoftResources based on criteria 3 above. SoftResources was the firm that completed the Assessment in 2021 that identified the areas where the District could achieve operational

PROFESSIONAL SERVICES AGREEMENT WITH SOFTRESOURCES FOR ENTERPRISE RESOURCE PLANNING SYSTEM SELECTION CONSULTING SERVICES

Page 3

efficiencies. SoftResources also assisted the District with the completion of the preliminary key system requirements (Attachment 1). This work identified specific key system requirements that would be required from software vendors based on the operational and systematic needs of the District. The Assessment previously completed by SoftResources provides an in-depth understanding of the District's current systems. The in depth understanding will help SoftResources suggest a software vendor that will best meet the needs of the District.

The proposal (Attachment 2) submitted by SoftResources outlines the statement of understanding and scope of work to be performed in assisting the District with the selection of a new ERP System.

Staff is recommending that the Board authorize the General Manager to execute a PSA (Attachment 3) with SoftResources in accordance with the sole source justification (Attachment 4) for an amount not-to-exceed \$67,900 for ERP system selection consulting services.

ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations associated with this report.


STRATEGIC PLAN CONFORMITY

The recommendation made in this report conforms to Strategic Goal 1 – Governance and Customer Engagement of the Districts FY 2020-2025 Strategic Plan to continue to review operational procedures and structures for improvements to District operations.

FINANCIAL SUMMARY

If approved, the financial impact associated with this items is a professional services agreement with SoftResources in an amount not-to-exceed \$67,900.

Respectfully submitted,



PATRICK LEE
FINANCE MANAGER/BOARD TREASURER

Attachments

R = Required
I = Important
N = Nice to have
E = Explore

Florin Resource Conservation District

ERP/EAM Key Requirements

Background

Florin Resource Conservation District (District) is the parent organization of Elk Grove Water District that supplies Water services to approximately 47,000 customers in the Elk Grove area. They also perform water resource planning and management and have 2 water treatment plants. The District is reviewing and potentially replacing their current systems including Sage 100 (ERP), Sage HRMS (HR/Payroll), TruePoint Solutions (Utility Billing), XC2 (Backflow), and Cityworks (EAM).

District Facts and Figures:

Number of Employees	30
Geographic Size	151 Square Miles
Number of Water Treatment Facilities	2
Number of Customers	Approximately 47,000
Asset Types	10
Assets Tracked	2,000
Annual Total Number of Work Orders	Approximately 15,000
Backflow Inspections Managed Annually	Approximately 900
Annual Operating Budget	Approximately \$15 million
Current Financial System	Sage 100
Current HR/Payroll System	Sage HRMS (recently implemented and will most likely keep)
Current EAM System	Cityworks
Current Backflow System	XC2
Current Utility Billing System	TruePoint Solutions

The District is considering replacing its current systems with an integrated enterprise solution that would encompass much, if not all of the functionality outlined in this document. The goals of this project are to:

- Utilize a single source of data if possible
- Reduce the number of best of breed solutions
- Enhance both internal and external access to data
- Improve internal processes
- Reduce customizations, work arounds, manual processes, and off system data
- Unify workflow and processes wherever possible

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Florin Resource Conservation District ERP/EAM Key Requirements

	Vendor Information	
	Contact Information	
	Company name	
	Contact: name, title	
	Contact phone(s)	
	Contact email	
	Company website	
	Company Information	
	Year founded	
	Parent company (if separate)	
	Software vendor(s) represented (if a reseller)	
	Company genealogy (name changes, acquisitions, mergers...)	
	Revenue	
	Vendor Employees	
	Employee count	
	Number of employees dedicated to proposed software	
	Vendor Customer Information	
	Total customers	
	Total in California	
	Number of water district customers	
	List sample customers similar to Florin	
	Implementation model: Specify direct or partner	
	Deployment Model	
	Discuss your SaaS strategy – (Multi-tenant or single tenant/hosted)	
	Describe the upgrade process	
	Estimated On-Premises/Hosted Cost	
	Software license, 35 users (30 employees + 5 board members). Please provide per user and total cost, as well as basis for cost.	
	Software implementation.	
	Software maintenance.	
	Other (e.g., 3 rd Parties, Required Hardware, etc.).	
	Total first year.	
	Total 5 years.	
	Discuss hosting options and additional cost for hosting services.	
	Estimated Cloud/SaaS Cost	
	Annual subscription 30 users (30 employees + 5 board members). Please provide per user and total cost, as well as basis for cost.	
	Software implementation.	
	Other (e.g. 3rd parties, required hardware, etc.).	
	Total first year.	
	Total 5 years.	

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Florin Resource Conservation District

ERP/EAM Key Requirements

	Functional Requirements	3 rd Party
	Modules/General Functionality	Identify if 3 rd Party solution is required for functionality
R	1. General Ledger/Fixed Assets	
R	2. Budgeting	
R	3. Bank Reconciliation	
R	4. Accounts Payable	
R	5. Accounts Receivable	
R	6. Asset Management	
I	7. Backflow Prevention	
R	8. Purchasing	
R	9. Utility Billing/Customer Service/Payments/collections	
I	10. Human Resources	
R	11. Timekeeping/Payroll	
R	12. Reporting	
	Technology	
R	13. On-premises or cloud deployment. Describe if software-as-a-service or hosted environment.	
R	14. If on-premises, list server/platforms supported (Windows/Linux).	
R	15. If on-premises, list databases supported.	
I	16. User interface (thin client, web based, etc.).	
R	17. Documented disaster recovery plans.	
I	18. Support Microsoft Active Directory for single sign-on.	
R	19. Support multi-factor authentication.	
R	20. Bi-directional import/export to Office 365 (Excel, Word, Outlook).	
R	21. User and role-based security.	
I	22. End user configurable menus and screens.	
R	23. User defined fields fully searchable and included in all reporting functionality.	
R	24. List standard system tools used for interfacing/integrating to other systems (e.g., web services, APIs, etc.).	
R	25. Major systems for interface, integration or replacement:	
	A. DataProse (Utility Bill Printing or replace)	
	B. New Document Management System	
	C. ESRI ArcGIS (Geographical Information System)	
	D. Cityworks (CMMS/EAM or replace)	
	E. Kennedy Jenks (Long Term Asset Replacement Planning)	
I	26. Mobile device strategy and support, including handhelds, tablets, and scanners. List supported devices.	
N	27. Ability for mobile devices to record activity when disconnected (store and forward).	
	General Requirements	
R	28. Describe specific experience with small to mid-size water utilities.	
R	29. Describe California state experience.	
R	30. Customer web portal functionality – describe.	
R	31. User definable rules-based electronic workflow routing with triggers and alerts.	
R	32. Drill-down to source transactions throughout all modules.	

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Florin Resource Conservation District
ERP/EAM Key Requirements

R	33. Ability to attach documents to transactions throughout the system or interface to a document management solution.	
R	34. Wild card searches and queries throughout all modules.	
R	35. Audit trail with date, time, user stamp and historical values.	
R	General Ledger/Fixed Assets	
R	36. Describe chart of account structure; support for a 13-digit account code with 4 segments.	
R	37. Journal entry – up to 50 lines on a JE.	
R	38. Attach documents to journal entry.	
R	39. Bulk upload journal entry from Excel.	
R	40. Journal entry workflow approval process.	
R	41. Project accounting (track labor and material cost) through Chart of Accounts (10-15 capital projects).	
R	42. Support annual comprehensive financial report development.	
R	43. Support encumbrances.	
R	44. Fixed Assets - track 2,000 assets – straight line depreciation.	
R	45. Fixed Assets - Capital projects (CIP) convert to fixed asset.	
R	46. Fixed Assets – useful life by asset class (could be 80 years for distribution main)	
N	47. Basic investment/treasury functions.	
R	Budgeting	
R	48. Department annual budgets – top-down budgeting process.	
R	49. Budget templates preloaded with previous year’s budget.	
R	50. Workflow based budgeting process with adjustments/approvals.	
R	51. Mid-year budget adjustments.	
R	52. Monthly budget to actual reporting.	
R	53. Configurable alerts when approaching budget overage.	
R	54. Support revenue and expense forecasting.	
R	Accounts Payable	
R	55. 2-way match (PO, Invoice).	
R	56. Workflow invoice approval routing with email notification.	
R	57. Attach documentation to AP transaction.	
R	58. Multiple bank accounts (6 accounts).	
R	59. Positive pay.	
R	60. Electronic check signature.	
R	61. Support P-cards.	
R	62. Employee expense management.	
R	63. Automated bank reconciliation.	
R	Accounts Receivable	
R	64. Miscellaneous receivables – damage, charge-backs - labor and materials, development fees, deposits, other.	
R	65. G/L Posting integration based on billings from utility billing module.	
R	66. Payment plans for backflow devices.	
R	67. Lease rental agreement tracking (6 month leases).	
R	68. Billing based on materials and labor rate/hours.	
R	69. Billing for development fees/deposits and deposit tracking.	
R	70. Attach documents to AR transaction.	

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Florin Resource Conservation District

ERP/EAM Key Requirements

R	Asset Management	
N	71. Integration with GIS – track meters, hydrants, valves, etc.	
R	72. Track assets and sub assets.	
N	73. Preventative maintenance scheduling (meter testing, valve exercise, etc.)	
R	74. Work orders - track time and attach pictures and documents.	
N	75. Mobile work order/time entry (ipads) with store and forward.	
R	76. Track work orders to an asset.	
N	77. Track inventory with reorder point for certain inventory items (min/max).	
R	Backflow Prevention	
R	78. Track 900+ backflow devices in 400+ locations - customer ID, addresses, APN number, location ID, owner, property manager, renter, etc.	
R	79. Schedule tests on a monthly basis – automated email and letter.	
I	80. Tester - Upload test information electronically to portal.	
R	81. Workflow “dunning” process – 3 warnings and then lockout.	
R	82. Failed test repair tracking.	
N	83. GIS integration for device location.	
R	84. Full device testing history maintained, by action, date, status, etc.	
R	Purchasing	
R	85. Support the following PO types with different procurement policies and approval procedures. a. General goods and services b. Professional services c. Construction d. Real assets	
R	86. Multiple PO workflow approval processes based on type of PO, valuation, department, GL code with secure e-signature.	
R	87. Support purchasing encumbrances.	
I	88. Support bid and quote process depending on procurement policies.	
N	89. Basic contract management functionality.	
R	Utility Billing	
R	90. Utility account types – residential (2 tiers), commercial, fire service, irrigation. (13,500 customers)	
R	91. Customer setup with attached documentation (proof of ownership, etc.).	
R	92. Customer type tracking (hospital, school, residential, multi-family)	
R	93. Online customer portal with account access including visibility of current bill, meter reading/consumption, online bill payment, request service, etc.	
R	94. Utility bill = fixed cost (equipment/meter) and variable cost (usage) to compute bill.	
R	95. Prorate bill in middle of month.	
R	96. Backdate bill based on when property transferred.	
R	97. Bill printing service – offer paperless billing. (Currently DataProse)	
R	98. Payments – Online, credit card, IVR, cash, money order, checks, ACH payment processing, recurring credit card.	
R	99. Apply payment manually to an account.	

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Florin Resource Conservation District

ERP/EAM Key Requirements

R	100. Real time payment recognition and alerts with notification to field service team for potential shutoff.	
R	101. Service requests – capability to provide two-way communication between Customer Service and Filed Staff on status of service orders.	
I	102. Push notification/email capability to send out informational communication regarding leaks, past due balances, etc.	
R	103. Support payment plans including ACH processing for payments.	
R	104. Adjustments for leak.	
R	105. Dunning cycle – Workflow enabled process that can trigger IVR reminders, door tag placement, and shutoff.	
R	106. View customer payment history.	
R	107. Meters – track meter type, meter ID, manufacturer ID, location, multiple meters to an account.	
R	108. Meters – integration with GIS as system of record.	
R	109. Meters – integration with sensus for routing (or replace).	
R	110. Help desk management features to facilitate complaints and customer service.	
E	Human Resources (30 employees)	
R	111. Position management and budgeting.	
N	112. Recruiting - interview tracking.	
I	113. Onboarding/offboarding workflow.	
R	114. Equipment issuance and tracking.	
R	115. Benefits management	
N	116. Performance management.	
R	117. Employee self-service – open enrollment, life events, etc.	
R	118. Manager self-service – approvals, time-off, etc.	
I	119. Certification/training tracking.	
E	Timekeeping and Payroll (30 employees)	
R	120. Scheduling – shifts, time off, etc.	
R	121. Electronic timesheets with drop downs for valid coding – department/project/hours.	
R	122. Remote timesheet entry.	
R	123. Timesheet/payroll approval workflow with delegation and escalation.	
R	124. Vacation accruals and visibility of PTO.	
R	125. Pay steps and grades (5 steps) + longevity pay increase (1%) after 5 years.	
R	126. License/certification premiums, e.g., Class A driver license) = \$1.50 more per hour.	
R	127. Mid-period pay changes proration.	
R	128. Overtime - 9 hours in a day or over 40 hours in a week.	
R	129. Stipends - Work boots, , phone, vehicle.	
R	130. On-call premium - \$85/day + 2 hour minimum if called.	
R	131. Direct deposit – 5-6 bank accounts.	
R	Reporting	
R	132. Discuss reporting tools available including standard reports, user query reports, and business intelligence reporting tools.	
R	133. User level security flows through to queries and reports.	

R = Required
I = Important
N = Nice to have
E = Explore

Florin Resource Conservation District

ERP/EAM Key Requirements

R	134. User-definable executive dashboard components with drilldown.	
R	135. Drill down to source transactions from reports.	
R	136. Support consumer confidence report – annual.	

Letter of Engagement for



Florin Resource Conservation District

Enterprise Resource Planning (ERP) System Selection Consulting Services

August 1, 2023



SoftResources LLC
Spencer Arnesen
425.216.4030
sarnesen@softresources.com

August 1, 2023

Bruce Kamilos, General Manager
 Patrick Lee, Finance Manager/Treasurer
 Florin Resource Conservation District
 9257 Elk Grove Blvd.
 Elk Grove, CA 95624

Bruce and Patrick:


SoftResources is pleased to present this engagement letter to Florin Resource Conservation District and Elk Grove Water District(District) for Enterprise Resource Planning (ERP) System Selection Consulting Services.


Statement of Understanding


The District is engaging SoftResources to provide expertise and methodology for the selection of new ERP software.

Scope of Work

SoftResources recommends the following approach and methodology. Some tasks within different phases may be performed concurrently as time allows.

 Phase 1 – Requirements Update and RFP	
Objective	<ul style="list-style-type: none"> SoftResources will work with the District to update the existing ERP requirements and prepare a request for proposal document for issuance.
a. Project Launch	<ul style="list-style-type: none"> Initiate Project – discuss, and align expectations for the contracted scope of work, project timing, resources, for the project. Manage Project – manage and monitor the project through completion.
b. ERP Requirements Update	<ul style="list-style-type: none"> Review Supporting Documents – work with the District to identify existing background materials for review and preparation for Workshops. Workshop Planning – work with the District to identify personnel who will participate in the Workshops, determine the number of Workshops, build the Workshop Schedule, and deliver to the District via email. The District will provide the Schedule to participants and ensure availability. Facilitate Workshops - SoftResources will facilitate virtual Workshops and follow up discussions as scheduled to gather data that will be used to update the existing Requirements document. We anticipate up to 8 hours of discussion and follow-up. Update Key Requirements –use the data gathered during the Workshops and review of District documentation to update the existing Key Requirements document. These requirements consider future state

 Phase 1 – Requirements Update and RFP	
	<p>business process and integration requirements and will be categorized with the following ratings: Required, Important, Nice to Have, or Explore. Deliver the refreshed Key Requirements document via email to the District for review and acceptance.</p>
c. RFP Solicitation	<ul style="list-style-type: none"> • Request for Proposal – create the Request for Proposal (RFP) for ERP Software that will be used to solicit software vendor responses for the specific District requirements. At a high level the RFP will comply with the District’s purchasing requirements and include scope of work, desired approach for implementation, functional and technical requirements, vendor evaluation criteria, terms and conditions, vendor instructions and content for proposals. Deliver the RFP to the District via email and finalize with feedback. • Vendor Long List – use our knowledge of the District and the software market to prepare a Vendor Long List of potential ERP software along with contact information. • RFP Issuance – the District will issue the RFP according to its Purchasing requirements. SoftResources will notify the Long List of Vendors of the District’s RFP, assist as needed during the solicitation by advising the District as they issue addenda and address vendor questions. Our timeline has allowed for the RFP to be active four weeks.
Deliverables	<ul style="list-style-type: none"> • Workshop Schedule • Updated Key Requirements Document • RFP for ERP Software

 Phase 2 – Vendor Evaluation	
Objective	<ul style="list-style-type: none"> • SoftResources will conduct fit analysis on returned vendor proposals and work with the District as they determine the Short List of vendor candidates.
d. Vendor Analysis	<ul style="list-style-type: none"> • Initial Review – the District will receive vendor bids and provide a copy of each bid to SoftResources. SoftResources will conduct an initial review of the proposals to determine nonresponsive bids. We will consider the following in our review: <ul style="list-style-type: none"> ✓ RFP process compliance ✓ Relevant vendor experience ✓ Functional and technical fit to the requirements ✓ Total cost ✓ District-specific evaluation criteria • Fit Analysis – conduct a comparative review of the responsive vendor proposals as follows: <ul style="list-style-type: none"> ✓ Review vendor responses to functional and technical requirements.



Phase 2 – Vendor Evaluation

- ✓ Assess vendor viability and future strategies.
- ✓ Assess the implementation strategy and team.
- ✓ Identify a Short List of recommended vendors.
- ✓ Evaluate the cost estimates provided by the vendors for software, implementation, and software maintenance.

- e. Vendor Analysis Report**
- **Short List Comparison Chart** – create a Short List Comparison Chart that details the fit analysis of the Short List vendor candidates’ responses to the RFP as compared to the Key Requirements. Deliver the Short List Comparison Chart to the District via email for review and discussion.
 - **Vendor Analysis Report** – prepare a Vendor Analysis Report summarizing the results of the vendor review including high level gap analysis, key strengths and challenges, and a five-year cost estimate for software and implementation based on vendor responses. Deliver to the District via email to present and answer questions about the report. The District will make the final determination of the vendor candidates to shortlist and invite to the demo process.

- Deliverables**
- **Short List Comparison Chart**
 - **Vendor Analysis Report**



Phase 3 – Software Demos

Objective The District will compare how each shortlisted vendor candidate handles District-specific business needs through a scripted demo process and determine 1 to 2 finalist vendors and conduct due diligence.

- a. Demo Script**
- **Demo Script** – build a Demo Script that defines the specific timeline and content to be reviewed during software demos. The Demo Script focuses the vendor to demonstrate their solution based on the District’s required functionality and provides a comparative process for evaluating the vendors participating in the demo process.
 - **Finalize Demo Script** – deliver the draft Demo Script via email. The District will review and provide feedback, SoftResources will edit with input, finalize, and return to the District for acceptance.
- b. Demo Preparation**
- **Schedule Demos**– work with the District to schedule demos and assist with the Demo logistics and setup. SoftResources anticipates 3 vendor demos each with a duration of 1- 1.5 days per vendor.
 - **Pre-Demo Meetings** – work with the District to set up and facilitate one-hour Pre-Demo Meetings virtually with each vendor. These meetings allow the vendors to ask questions and to ensure they are prepared for the demos. We recommend the District allow four weeks for vendors to schedule resources and prepare for the demos.



Phase 3 – Software Demos

- c. Demo Facilitation**
- **Demo Feedback Form** – prepare and provide demo attendees with a Demo Feedback form. Demo attendees will record feedback and rankings for sessions attended.
 - **Facilitate Demos** – facilitate software demos (may be on-site or virtual), manage vendor adherence to the Demo Script, manage staff questions, manage Demo Feedback forms, document questions, and follow up items. We anticipate demos will be held with three vendors and each demo will be for a duration of 1 -1.5 days.
 - **Demo Wrap Up Meeting** – at the completion of vendor demos conduct a Demo Wrap Up Meeting (virtual) to review demo feedback, assist the District to determine finalists, and identify key areas to evaluate through due diligence and final decision processes.

- Deliverables**
- **Demo Script**
 - **Demo Feedback Form**
 - **Facilitate Demos**
 - **Demo Wrap Up Meeting**



Phase 4 – Software Decision

Objective	SoftResources will work with the District to conduct due diligence tasks and assist the District to make the final decision.
a. Decision Support	<ul style="list-style-type: none"> • <u>Vendor Management</u> – continue to manage vendor communications and questions, do follow up work, and liaise with the vendors. • <u>Due Diligence Tasks</u> – Advise the District as they conduct any or all the following due diligence: <ul style="list-style-type: none"> ✓ <i>Due Diligence Templates</i> – provide templates that will help the District with due diligence including reference check questions, etc. ✓ <i>Reference Checks</i> – contact vendor references to assess how the considered system is used by similar customers and gather feedback about the software and vendor. ✓ <i>Due Diligence Demos</i> – the District may set up and conduct Due Diligence Demos (typically web-conference) to vet certain functionality more thoroughly. ✓ <i>Decision Support Activities</i> – work with the District to conduct follow-up meetings, scoping discussions, implementation assumptions and planning and other calls and meetings to gather the information needed to make the decision. • <u>Final Decision Meeting</u> – assist the District to prepare for the Final Decision Meeting, participate remotely to discuss completed vendor analysis to date and advise the District as they make the final decision. The District will make the final software decision.



Phase 4 – Software Decision

Deliverables

- **Due Diligence Advisory Services**
- **Final Decision Meeting**



Phase 5 – Contract Review

Objective

SoftResources will assist the District to review the finalist vendor’s contract and statement of work to ensure the District negotiates a contract that represents their needs and investment now and into the future.

a. Vendor Contract

- **Review Contract** – review vendor contract documents from a business perspective and highlight areas for discussion. This review includes the software license, subscription pricing, terms and conditions, and discussion points.
- **District Review** – provide via web conference a verbal summary of recommendations for the District to address with the vendor, and answer questions the District may have. SoftResources recommends the District’s legal counsel also review the contract documents.
- **Vendor Review** – participate with the District during calls with the vendors to resolve review comments and redline edits.

b. Vendor Statement of Work

- **SOW Review** – review the vendor’s Statement of Work (SOW) and highlight areas for discussion.
- **District Review** – provide via teleconference a verbal summary of review discussion points, and address questions regarding the review comments that the District may have.
- **Vendor Review** – participate with the District during vendor discussions to resolve review comments and redline edits.

Deliverables

- **Vendor Contract Review and Discussion**
- **Vendor SOW Review and Discussion**

Client Participation and Responsibilities

To successfully complete the engagement, it is expected that the District will:

1. Put together and maintain an adequately staffed project team and coordinate the project team.
2. Work with SoftResources to schedule Workshops and participate.
3. Review, provide input, and approve project deliverables including RFP, Short List Comparison Chart, and Vendor Analysis Report.
4. Be responsible for all tasks not assigned to SoftResources.

Fees and Billing

This will be a fixed fee engagement. In addition to the fixed fees, travel expenses will be billed as incurred and will include mileage, lodging, parking, and per diem (GSA rate) for meals and incidentals. Every effort is made to secure reasonable rates for travel and will be managed to the travel budget. Fees plus travel, if any, are billed monthly as incurred with terms of net 30. We will work with the District to determine the right level of remote and onsite services.

Phases	Fixed Fees
1. Requirements Update and RFP	\$ 11,200.00
2. Vendor Evaluation	19,200.00
3. Software Demos	15,600.00
4. Software Decision	8,000.00
5. Contract Negotiations	10,400.00
Subtotal	\$ 64,500.00
*Travel Expense	3,500.00
TOTAL	<u>\$ 67,900.00</u>

***Travel Expense.** Please note actual travel expenses will be charged only as incurred.

Termination, Deferral, or Out-of-Scope Services

If the client decides to terminate the contract, or defers the contract for more than four months, SoftResources will cease work on the project and bill for services performed up to the point of termination/deferral. Once the deferred project restarts, SoftResources will work with the client to determine if additional fees will be required. If the client requests out-of-scope services SoftResources will create a new scope of work for additional fees.

Confirmation

For your convenience in confirming this arrangement we have enclosed an acceptance page for your signature. Please sign and email the engagement letter as a PDF to sarnesen@softresources.com.

Spencer Arnesen, Principal
SoftResources LLC

Proposal Acceptance Page

To: Spencer Arnesen
SoftResources LLC
Via Email: sarnesen@softresources.com

From: Bruce Kamilos
General Manager
Florin Resource Conservation District

The SoftResources Engagement Letter for Enterprise Resource Planning (ERP) System Selection Consulting Services dated August 1, 2023, is accepted. Upon receipt of the signed Engagement Letter the District's project will be placed in the pipeline for scheduling.

Organization	Florin Resource Conservation District	SoftResources LLC
Signature	_____	_____
Printed Name	_____	_____
Title	_____	_____
Date	_____	_____

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

1. PARTIES AND DATE.

This Agreement is made and entered into this _____ day of August 2023, by and between the Florin Resource Conservation District, a resource conservation district organized under the laws of the State of California with its principal place of business at 9829 Waterman Road, Elk Grove, California 95624 (“District”) and SoftResources LLC, a Washington corporation, with its principal place of business at 11411 NE 124th Street, Suite 270, Kirkland, WA 98034 (“Consultant”). District and Consultant are sometimes individually referred to herein as “Party” and collectively as “Parties.”

2. RECITALS.

2.1 Consultant.

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

2.2 Project.

District desires to engage Consultant to render such services for Enterprise Resource Planning (ERP) System Selection Consulting Services (“Project”) as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

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

3.1.2 Term. The term of this Agreement shall be from the date that the Agreement is executed by both Parties until June 30, 2025, or the Services are completed (whichever occurs first), unless earlier terminated as provided herein. Consultant shall complete the Services

within the term of this Agreement and shall meet any other established schedules and deadlines.

3.2 Responsibilities of Consultant.

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

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

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

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

insurance for its employees, agents, or subcontractors.

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

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

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

employees, and agents free and harmless, pursuant to the indemnification provision of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10 Insurance.

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

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

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

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

- (b) Workers’ Compensation: Workers’ Compensation Insurance, as required by the State of California and Employer’s Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.
- (c) Professional Liability: Professional Liability insurance for errors and omissions with minimum limits of \$1,000,000. Covered Professional Services shall specifically include all work to be performed under the Agreement.

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

3.2.11 Endorsements.

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

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

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

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

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

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

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

3.2.11.7 The policy or policies of insurance required by Section 3.2.10.2 (c) Workers' Compensation shall be endorsed, as follows:

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

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

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

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

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

3.2.11.11 Failure to Maintain Coverage. Consultant agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to District. District shall have the right to withhold any payment due Consultant until Consultant has fully

complied with the insurance provisions of this Agreement. In the event that Consultant's operations are suspended for failure to maintain required insurance coverage, Consultant shall not be entitled to an extension of time for completion of the Work because of production lost during suspension.

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

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

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

3.3 Fees and Payments.

3.3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "A" attached hereto and incorporated herein by reference. The total compensation shall not exceed sixty seven thousand nine hundred dollars (\$67,900) without written approval of District's General Manager. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. Consultant shall submit to District a

monthly itemized statement which indicates work completed and rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. District shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon.

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

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

3.4 Accounting Records.

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

3.5 General Provisions.

3.5.1 Termination of Agreement.

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

3.5.1.2. Effect of Termination. If this Agreement is terminated as provided herein, District may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

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

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

Consultant:

SoftResources LLC
11411 NE 124th Street, Suite 270
Kirkland, WA 98034
Attn: Spencer Arnesen, Principal

District:

Florin Resource Conservation District
9829 Waterman Road
Elk Grove, CA 95624
Attn: Bruce Kamilos , General Manager

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

3.5.3 Ownership of Materials and Confidentiality.

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

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

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

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

3.5.6 Indemnification. Consultant shall defend, indemnify and hold District, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs,

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

- 3.5.7 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.
- 3.5.8 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Sacramento County.
- 3.5.9 Time of Essence. Time is of the essence for each and every provision of this Agreement.
- 3.5.10 District's Right to Employ Other Consultants. District reserves right to employ other consultants in connection with this Project.
- 3.5.11 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.
- 3.5.12 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any

interest herein without the prior written consent of District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

- 3.5.13 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and sub-consultants of Consultant, except as otherwise specified in this Agreement. All references to District include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.
- 3.5.14 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.
- 3.5.15 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.
- 3.5.16 No Third-Party Beneficiaries. There are no intended third-party beneficiaries of any right or obligation assumed by the Parties.
- 3.5.17 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- 3.5.18 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with

District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

- 3.5.19 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any sub-consultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of any minority business enterprise program, affirmative action plan or other related programs or guidelines currently in effect or hereinafter enacted.
- 3.5.20 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self- insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.
- 3.5.21 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.
- 3.5.22 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.6 Subcontracting.

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

[Signature page follows]

Florin Resource Conservation District

SoftResources LLC

By: _____
Bruce Kamilos.
General Manager

By: _____
Spencer Arnesen
Principal

Attest:

By: _____
Stefani Philips
Board Secretary

Approved as to Form:

By: _____
Andrew Ramos
Attorney for Florin Resource Conservation District

Please forward all invoices to accountspayable@egwd.org

The Consultant has provided a proposal which combines the scope of services, schedule of services and compensation into one document. Therefore, references to Exhibit A in the contract shall refer to the Consultant's proposal dated August 1, 2023 (attached).

EXHIBIT "A"
PROPOSAL



Memorandum

To: Procurement

From: Patrick Lee, Finance Manager

Date: August 15, 2023

Re: SOLE-SOURCE JUSTIFICATION – ERP SYSTEM SELECTION CONSULTING SERVICES

The Florin Resource Conservation District (District) is in need of a consultant to assist the District with the selection of a new enterprise resource planning (ERP) system. The consultant will assist with the development of the key system requirements, preparation of the request for proposals, review of proposals received and selection and negotiation with software vendor. The District's Professional and Consultant Services Agreements Policy permits sole sourcing the procurement of consultant services when:

- 1) Only one known source exists for supplies or services as determined by documented research; or
- 2) No other reasonable alternative source exists that meets the Districts requirements; or
- 3) Only one source meets the business needs of the District (e.g., compatibility, unique feature to meet District's business need, etc.); or
- 4) An urgent need for the goods or service will not permit a delay resulting from the competitive solicitation.

Sole sourcing the District's ERP System Selection Consulting Services to SoftResources LLC is justified on the basis of item 3 above as SoftResources LLC was the firm that completed the District's Financial System Needs Assessment in 2021, preliminary key system requirements and conducted an ERP system cost update in 2023 and has a unique understanding of the District systems, needs, issues and has made recommendations based on their assessment.

PATRICK LEE
FINANCE MANAGER

August 15, 2023

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Stefani Phillips, Board Secretary

SUBJECT: **ELECTION FOR SACRAMENTO LOCAL AGENCY FORMATION COMMISSION SPECIAL DISTRICT COMMISSIONER**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors elect Vice-Chair Paul Lindsay for Special District Commissioner for Office No. 7 on the Sacramento Local Agency Formation Commission.

SUMMARY

An election is being held by Sacramento Local Agency Formation Commission (LAFCo) for one (1) Special District Commissioner (Commissioner) to serve a four (4) year term beginning January 1, 2024. The Florin Resource Conservation District (FRCD) Board of Directors (Board) nominated Vice-Chair Paul Lindsay for Commissioner at its June regular meeting.

DISCUSSION

Background

Local Agency Formation Commissions were established in 1963 by the State and are charged with ensuring that local government organizations adhere to established policies and procedures regarding annexations, organizations, and other changes.

LAFCo has seven (7) Commissioners and seven (7) Alternates serving staggered four (4) year terms. Both the Commissioners and Alternates include two (2) members from city councils in the Sacramento County region, who are appointed by a committee of mayors from each city in Sacramento County; two (2) Sacramento County Supervisors, who are appointed by the Sacramento County Board of Supervisors; two (2) members from Special Districts, who are elected by a vote of the Special Districts; and one (1) public member.

LAFCo solicited nominations for one (1) Commissioner for Office No. 7 for the term beginning January 1, 2024, through December 31, 2027. The election will be conducted by the Special District Committee. There is one (1) seat open and a LAFCo Representative

August 15, 2023

**ELECTION FOR SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
SPECIAL DISTRICT COMMISSIONER**

Page 2

nominee must receive more than fifty percent of the submitted votes to fill the seat for Office No. 7.

Present Situation

At the June meeting, the Board nominated Vice-Chair Paul Lindsay for Commissioner. The election ends on September 30, 2023, at 5:00PM or until a quorum of Special District ballots is received, whichever occurs later. The ballot (attached) presents all nominees for Commissioner.

Staff recommends that the Board elect Vice-Chair Paul Lindsay for Special District Commissioner for Office No. 7 on the Sacramento Local Agency Formation Commission.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.


STRATEGIC PLAN CONFORMITY

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

FINANCIAL SUMMARY

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

Respectfully submitted,


STEFANI PHILLIPS,
BOARD SECRETARY

Attachment

JUL 24 2023



SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
 1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458
 www.saclafco.org

MEMO

DATE: July 18, 2023

TO: Special District Presiding Officer

FROM: José C. Henríquez, Executive Officer
 Sacramento Local Agency Formation Commission

SUBJECT: Election of Special District Representative to Sacramento LAFCo

The Special District Selection Committee is electing a regular representative to serve a new 4-year term beginning in January 1, 2024.

Due to the size of the Special District Selection Committee, it has been difficult to establish a quorum when meeting in person. Therefore, pursuant to the provisions of Government Code §56332(f), the Executive Officer has determined that the business of the Special District Selection Committee will be conducted in writing to elect a regular Special District Representative to Sacramento LAFCo.

Election of Special District Representative to LAFCO

Thank you for submitting nominations for the Special District Representative election.

At the time the election ends, in order to be selected as a LAFCo Representative, a nominee must receive more than fifty-percent (50%) of the submitted votes. Enclosed with this memo you will find a ballot and a copy of each candidate's Statement of Qualifications received as of the date of this memo. Please note that there is one regular (voting) seat up for election.

Commissioners

Sue Frost, Rich Desmond, County Members [■] *Patrick Hume, Alternate*
Sean Loloee, Iva Walton, City Members [■] *Katie Valenzuela, Jay Vandenburg, Alternates*
Chris Little, Public Member [■] *Timothy Murphy, Alternate*
Lindsey Liebig, Gay Jones, Special District Members [■] *Charlea Moore, Alternate*

Staff

José C. Henríquez, Executive Officer [■] *Desirae Fox, Policy Analyst*
Nancy Miller, DeeAnne Gillick, Commission Counsel



Mail to: LAFCO
1112 I Street, Suite 100
Sacramento, CA 95814

ELECTION BALLOT

Special District Representative to LAFCo Regular Seat #7

The election ends on September 30, 2023 at 5:00 p.m. or until a quorum of Special District ballots is received, whichever occurs later.

Candidate & District	Select one (1)
Lindsey Carter, Herald Fire Protection District	
Brian Danzl, Cordova Recreation & Park District	
Paul Lindsay, Florin Resource Conservation District	
Joanna McVay, North Highlands Recreation & Park District	
Edwin Perez, Reclamation District #1000	
Michael Seaman, Fulton-El Camino Recreation & Park District	
Robert "Bob" Wicher, Sacramento Suburban Water District	

LAFCo and Special Districts have the option of completing the election of special district representatives via e-mail. Does your district approve of LAFCo distributing electronic ballots to districts that wish to receive them in the future?

Yes No

If so, in the future does your district prefer to receive its ballot via e-mail and submit its vote electronically (via fax, e-mail or scanned ballot)?

Yes No

if Yes, ballots should be sent to e-mail address: _____

BALLOT CONTINUES ON THE NEXT PAGE

Commissioners

*Sue Frost, Rich Desmond, County Members ^{2nd} Patrick Hume, Aiternate
 Iva Walton, Sean Loloee, City Members ^{2nd} Jay Vandenburg, Katie Valenzuela, Alternates
 Chris Little, Public Member ^{1st} Timothy Murphy, Alternate
 Lindsey Liebig, Gay Jones, Special District Members ^{2nd} Charlea Moore, Alternate*

Staff

*José C. Henríquez, Executive Officer ^{2nd} Desirae Fox, Policy Analyst
 Nancy Miller, DeeAnne Gillick, Commission Counsel*



SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCo, Seat #7

Position	Nominee's Name	Originating District
SD Rep, Seat #7	Lindsay Carter	Herald Fire Protection District

SIGNATURE OF PRESIDING OFFICER: *George Obi*
 (Original Signature Required)

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: George Obi
 (Required)

NAME OF NOMINATING DISTRICT: Herald Fire Protection District

MINUTES ATTACHED (Optional): Yes No

Attest:

James Vandenberg
 District Secretary, Clerk or General Manager

**Nominations must be received by LAFCO before
 5:00 p.m. on July 1, 2023**

Return to:

**Sacramento LAFCo
 1112 I Street, Suite 100
 Sacramento, CA 95814**

Commissioners

Sue Frost, Rich Desmond, County Members ^{2nd} *Patrick Hume, Alternate*
Iva Walton, Sean Loloee, City Members ^{2nd} *Jay Vandenburg, Katie Valenzuela, Alternates*
Chris Little, Public Member ^{2nd} *Timothy Murphy, Alternate*
Lindsay Liebig, Gay Jones, Special District Members ^{2nd} *Charlea Moore, Alternate*

Staff

José C. Henriquez, Executive Officer ^{2nd} *Desirae Fox, Policy Analyst*
Nancy Miller, DeeAnne Gillick, Commission Counsel



SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCo, Seat #7

Position	Nominee's Name	Originating District
Board Vice-Chairperson	Brian Danzi	CRPD

SIGNATURE OF PRESIDING OFFICER:

Michael Yearwood
 (Original Signature Required)

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER:

Michael Yearwood
 (Required)

NAME OF NOMINATING DISTRICT:

Cordova Recreation & Park District

MINUTES ATTACHED (Optional):

Yes No

Attest:

Danielle Jones
 District Secretary, Clerk or General Manager

**Nominations must be received by LAFCO before
 5:00 p.m. on July 1, 2023**

Return to:

**Sacramento LAFCo
 1112 I Street, Suite 100
 Sacramento, CA 95814**

Commissioners

Sue Frost, Rich Desmond, County Members ^{or} *Patrick Hume, Alternate*
Iva Walton, Sean Lotoee, City Members ^{or} *Jay Vandenburg, Katie Valenzuela, Alternates*
Chris Linte, Public Member ^{or} *Timothy Murphy, Alternate*
Lindsey Liebig, Gay Jones, Special District Members ^{or} *Charlea Moore, Alternate*

Staff

Jose C. Henriquez, Executive Officer ^{or} *Despina Fox, Policy Analyst*
Nancy Miller, DeeAnne Gluck, Commission Counsel



SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458
www.saclafco.org

SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCo, Seat #7

Position	Nominee's Name	Originating District
Vice-chair	Paul Lindsay	Florin Resource Conservation District

SIGNATURE OF PRESIDING OFFICER: Tom Nelson
DocuSigned by: 521D541515E84E6
(Original Signature Required)

Note: *Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.*

PRINTED NAME OF PRESIDING OFFICER: Tom Nelson
(Required)

NAME OF NOMINATING DISTRICT: Florin Resource Conservation District

MINUTES ATTACHED (Optional): Yes No

Attest:

DocuSigned by:
Stepani Phillips
L2033027E97541C
District Secretary, Clerk or General Manager

**Nominations must be received by LAFCO before
5:00 p.m. on July 1, 2023**

Return to:

**Sacramento LAFCo
1112 I Street, Suite 100
Sacramento, CA 95814**



SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCo, Seat #7

Position	Nominee's Name	Originating District
Special District Commissioner	Joanna McVay	North Highlands Recreation Park


SIGNATURE OF PRESIDING OFFICER: Patrick B. Williams
 (Original Signature Required)

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: Patrick Williams
 (Required)

NAME OF NOMINATING DISTRICT: North Highlands Recreation Park

MINUTES ATTACHED (Optional): Yes No

Attest:

 District Secretary, Clerk or General Manager

Nominations must be received by LAFCO before 5:00 p.m. on July 1, 2023

Return to:

**Sacramento LAFCo
 1112 I Street, Suite 100
 Sacramento, CA 95814**

Commissioners
 Sue Frost, Rich Desmond, County Members ■ Patrick Hume, Alternate
 Iva Walton, Sean Loloee, City Members ■ Jay Vandenburg, Katie Valenzuela, Alternates
 Chris Little, Public Member ■ Timothy Murphy, Alternate
 Lindsey Liebig, Gay Jones, Special District Members ■ Charlea Moore, Alternate
 Staff
 José C. Henríquez, Executive Officer ■ Desirae Fox, Policy Analyst
 Nancy Miller, DeeAnne Gillick, Commission Counsel



SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCo, Seat #7

Position	Nominee's Name	Originating District
Trustee Commissioner	Edwin Perez	Reclamation District 1000

SIGNATURE OF PRESIDING OFFICER: Elena Lee Reeder
 (Original Signature Required)

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: Elena Lee Reeder
 (Required)

NAME OF NOMINATING DISTRICT: Reclamation District 1000

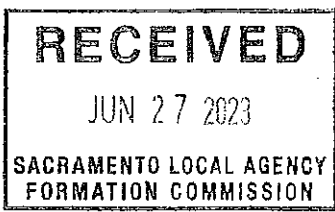
MINUTES ATTACHED (Optional): Yes No

Attest:
[Signature]
 District Secretary, Clerk or General Manager

Nominations must be received by LAFCo before 5:00 p.m. on July 1, 2023

Return to:

**Sacramento LAFCo
 1112 I Street, Suite 100
 Sacramento, CA 95814**



- Commissioners
 Sue Frost, Rich Desmond, County Members ^{AP} Patrick Hume, Alternate
 Iva Walton, Sean Loloee, City Members ^{AP} Jay Vandenburg, Katie Valenzuela, Alternates
 Chris Little, Public Member ^{AP} Timothy Murphy, Alternate
 Lindsey Liebig, Gay Jones, Special District Members ^{AP} Charlea Moore, Alternate
 Staff
 José C. Henriquez, Executive Officer ^{AP} Desirae Fox, Policy Analyst
 Nancy Miller, DeAnne Gillick, Commission Counsel

henriquezj @ SACLAFCO .org



SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1111 Street D #1110 Sacramento, CA 95814 (916) 874-6458

SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCo, Seat #7

Position	Nominee's Name	Originating District
SPECIAL DISTRICT COMMISSIONER	MICHAEL SEAMAN	Fulton El Camino REC + PARK DISTRICT

SIGNATURE OF PRESIDING OFFICER: Teresa Higgins
(Original Signature Required)

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: Teresa Higgins, Board Chair
(Required)

NAME OF NOMINATING DISTRICT: FULTON-EL CAMINO RECREATION + PARK DISTRICT

MINUTES ATTACHED (Optional): Yes No

Attest:

Leana Pawalle, District Secretary
District Secretary, Clerk or General Manager

Nominations must be received by LAFCO before
3:00 p.m. on July 1, 2013

Return to:

Sacramento LAFCO
1111 Street, Suite 1100
Sacramento, CA 95814



Sacramento

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458

www.saclafco.org

SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCo, Seat #7

Position	Nominee's Name	Originating District
Director	Robert "Bob" Wicher	Sac. Suburban Water Dist.


SIGNATURE OF PRESIDING OFFICER: 
(Original Signature Required)

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: Jay Boatwright
(Required)

NAME OF NOMINATING DISTRICT: Sacramento Suburban Water District

MINUTES ATTACHED (Optional): Yes No

Attest:

District Secretary, Clerk or General Manager

**Nominations must be received by LAFCO before
5:00 p.m. on July 1, 2023**

Return to:

**Sacramento LAFCo
1112 I Street, Suite 100
Sacramento, CA 95814**

Commissioners

Sue Frost, Rich Desmond, County Members [■] *Patrick Hume, Alternate*
Iva Walton, Sean Loloee, City Members [■] *Jay Vandenburg, Katie Valenzuela, Alternates*
Chris Little, Public Member [■] *Timothy Murphy, Alternate*
Lindsey Liebig, Gay Jones, Special District Members [■] *Charlea Moore, Alternate*

Staff

José C. Henríquez, Executive Officer [■] *Desirae Fox, Policy Analyst*
Nancy Miller, DeeAnne Gillick, Commission Counsel

August 15, 2023

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Bruce Kamilos, General Manager

SUBJECT: **ASSOCIATION OF CALIFORNIA WATER AGENCIES BOARD OFFICERS' ELECTION**

RECOMMENDATION

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

1. Elect Cathy Green and Ernesto Avila, respectively, for President and Vice President of the Association of California Water Agencies.
2. Elect to perform electronic voting in the future.

SUMMARY

The Association of California Water Agencies (ACWA) is requesting the Florin Resource Conservation District (FRCD) Board of Directors (Board) select candidates for ACWA President and Vice President. Every two (2) years, ACWA holds an election among its membership for ACWA President and Vice President. The deadline for voting is September 15, 2023, by 5:00PM. The 2024-2025 President and Vice President will be introduced at the fall conference.

DISCUSSION

Background

Every two (2) years, ACWA holds an election among its membership for ACWA President and Vice President. The ACWA President and Vice President will serve a two-year term from January 1, 2024, to December 31, 2025.

The election process in past years has been performed by paper ballots and ACWA is changing their process to electronic voting. All agencies have the choice of opting out of electronic voting in lieu of first-class mail.

Present Situation

Cathy Green is running for her first term as President for years 2024 to 2025 after serving as Vice President from 2022 to 2023. Two candidates are running for Vice Chair, Ernesto "Ernie" Avila and Michael Saunders. The bios (attached) are provided for the Board's review.

ASSOCIATION OF CALIFORNIA WATER AGENCIES BOARD OFFICERS' ELECTION

Page 2

On July 19, 2023, Chair Tom Nelson, Vice Chair Paul Lindsay, and General Manager Bruce Kamilos attended a virtual Town Hall for ACWA President and Vice President candidates. Based on the Vice President candidates' responses, it was agreed that Ernesto Avila was the best choice for ACWA Vice President. Additionally, as a board member of the Contra Costa Water District, Ernesto Avila has extensive experience serving on ACWA committees, and is well connected with officials and managers in the water community. These are important qualities for the office of ACWA Vice President.

Staff recommends the Board elect Cathy Green and Ernesto Avila, respectively, for President and Vice President of ACWA; and elect to perform electronic voting in the future.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

Participating in ACWA conforms with Strategic Goal 7, Water Industry Leadership, of the 2020-2025 Strategic Plan.

FINANCIAL SUMMARY

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

Respectfully submitted,



BRUCE KAMILOS
GENERAL MANAGER

Attachments



COMMITMENT · EXPERIENCE · LEADERSHIP

ACWA BOARD MEMBER

- ACWA Vice President (2022-current)
- Executive Committee (2020-current)
- Region 10 Chair (2018-2019)
- Region 10 Vice Chair (2016-2017, 2020-2021)
- Region 10 Board Member (2012-2021)

ACWA COMMITTEES

- Water Quality Committee (2012-current)
- Energy Committee (2019-current)
- State Legislative Committee (2012-2015)

ORANGE COUNTY WATER DISTRICT

- President (2015-2016, 2022-current)
- 1st Vice President (2013, 2014, 2019-2022)
- Director (2010-current)
- Joint Planning Committee: Chair
- Labor Ad Hoc Committee: Chair
- Communications/Legislative Liaison Committee: Vice Chair

CIVIC AND PROFESSIONAL EXPERIENCE

- Santa Ana River Flood Protection Agency: Chair
- CalDesal: Director
- City of Huntington Beach Mayor (2003, 2009)
- Councilwoman (2002-2010)
- Registered Nurse
- Law degree

My vision for ACWA is to embrace its motto -- Bringing Water Together -- which, for me, is about unifying ACWA members and working collaboratively with diverse stakeholders to find smart solutions to the challenges we are now facing.



CATHY GREEN BIOGRAPHY

In December of 2021, Cathy Green was elected vice president of the Association of California Water Agencies (ACWA) for a two-year term. She has served as an active member of ACWA since 2012, including serving on ACWA's executive committee since 2020, the ACWA Board since 2016, and the Region 10 Board from 2012-2021. She held the position of ACWA Region 10 chair from 2018-2019 and served as vice chair from 2016-2017 and 2020-2021. Cathy Green has also served on several ACWA committees including the water quality committee since 2012, the energy committee since 2019, and the state legislative committee from 2012-2015.

Cathy Green was elected to the Orange County Water District (OCWD) Board of Directors in November 2010 and was re-elected in 2012, 2016 and 2020. She was selected by the Board to serve as its 2015, 2016 and 2023 president. She served as 1st vice president in 2013, 2014 and from 2020 to 2022.

Cathy Green currently serves as vice chair of National Water Research Institute, a 501c3 nonprofit that collaborates with water utilities, regulators, and researchers in innovative ways to help develop new, healthy, and sustainable sources of drinking water.

Prior to Cathy Green's service on OCWD's Board, she was elected to two consecutive terms on the Huntington Beach City Council where she served two terms as mayor. Cathy Green has been involved as a council liaison and committee member on many city boards, commissions and committees. She served on the Orange County Transportation Authority Board and was a director of OC Clean Tech.

Cathy Green serves on the boards of the Huntington Valley Boys and Girls Club and the Orange County Explorer Program; serves on the Huntington Beach City School District Medi-Cal Collaborative; is a director of the Prime Health Foundation and the Huntington Beach Hospital; is a member of the American Legion Unit 133 Auxiliary, Huntington Beach Community Emergency Response Team (CERT) and the Elks Lodge 1959; and is on the advisory board of the Bolsa Chica Conservancy. She is a founding member of Amigos de Bolsa Chica.

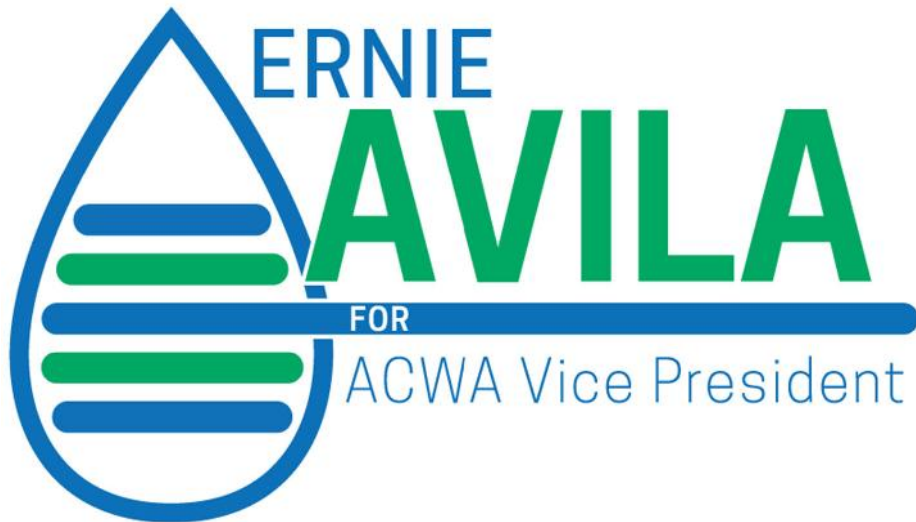
In addition, her community involvement has included serving as president of the Therapeutic Riding Center and the Huntington Beach Community Clinic, chair of the Orange County Emergency Medical Care Committee and of Explorer's/Learning for Life, first aid chair of Huntington Beach CERT, and board member of the OC Boy Scouts of America Council and American Family Housing.



Cathy Green is the recipient of many awards. Her most recent is a 2020 Boys and Girls Clubs of America National Service to Youth Award. In 2010, she was the recipient of the Spurgeon Award, and, in 2005, she was named Woman of the Year by then State Senator John Campbell. Other awards include the 2006 United Way Excellence in Child Care Planning, the 2007 Peace Maker Award from the Greater Huntington Beach Interfaith Council and the Golden West College Pillar of Achievement Award. She has also been recognized as Huntington Beach's Citizen of the Year by the Huntington Beach Chamber of Commerce, a Huntington Beach Soroptimist's Woman of Distinction and a Bolsa Chica Conservancy Conservator of the Year.

Cathy Green is a registered nurse and holds a degree in law. As a nurse, she worked in the health care areas of intensive care, student health, community health, and patient advocacy. In addition to nursing, she gained experience with a variety of environmental projects while associated with Lockhart and Associates.

Cathy Green has been a resident of Huntington Beach since 1970 where she raised her two children, Teresa and Tom, with her late husband Peter.



“The Association of California Water Agencies (ACWA) truly represents the nexus of knowledge and leadership in water for California. We are emerging from difficult times on many fronts, notably a multi-year drought and we need to lock into strategies to keep water in the public eye with ACWA and member agencies as the trusted sources of information. With over 40 years of experience in the water world, I am dedicated to continuing ACWA’s leading role on state-wide water issues, including the protection of water rights. United between all water users, we can inform the needed investments state-wide in storage, groundwater recharge, conveyance, desalination, recycling, reuse and conservation to strengthen our water systems for future generations.” – Ernesto (Ernie) Avila, P.E.

ACWA BOARD MEMBER

- Executive Committee of the ACWA Board of Directors
- ACWA Board of Directors
- ACWA Region 5 Board of Directors
- ACWA Foundation Steering Committee

ACWA COMMITTEES

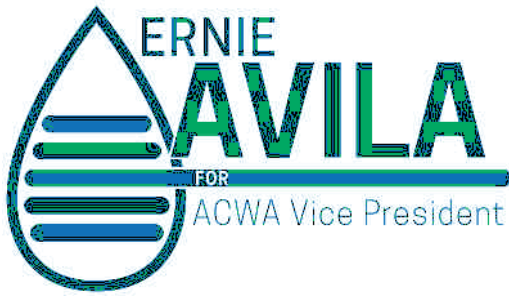
- Local Government Committee, Chair
 - Property Tax Working Group
 - Housing Densification Working Group
 - Paving Standards Working Group
- Federal Affairs Committee
- Foundation Fundraising Working Group

CONTRA COSTA WATER DISTRICT

- Contra Costa Water District, Board President
- Operations & Engineering, Committee Chair
- East Bay Leadership Council, Director
- Los Vaqueros Reservoir Joint Powers Authority, Director

PROFESSIONAL EXPERIENCE

- Vice-President, Avila and Associates Consulting Engineers, Inc.
- Monterey Peninsula Water Management District, General Manager
- Director of Engineering, Contra Costa Water District
- Northern California Salinity Coalition, Executive Director
- California Urban Water Agencies, Executive Director



Ernesto (Ernie) Avila, PE Board President Contra Costa Water District

Recent ACWA and Regional Water Coalition Experience

Association of CA Water Agencies (ACWA). I have had the pleasure of supporting ACWA over twenty years at the regional and state level. My recent ACWA experience has included serving on ACWA's:

- Executive Committee of the ACWA Board of Directors
- Board of Directors
- Region 5 Board
- Local Government Committee (Chair)
 - Property Tax Working Group
 - Housing Densification Working Group
 - Paving Standards Working Group
- Federal Affairs Committee
- Foundation Steering Committee
 - Foundation Fundraising Working Group



As part of these efforts, I led ACWA's assessment of potential water industry impacts associated with Sacramento-based housing initiatives including Auxiliary Dwelling Units, Commercial Properties and Transit Center Hubs and led a workshop to consider potential ACWA next steps associated with these new initiatives and their related changes to water agency fees and charges. I led the ACWA Region 5 session on *Safe Drinking Water Issues Affecting Disadvantaged Communities*, and helped with the development of the *ACWA New Water System Approval Fact Sheet*. I also participated in the ACWA Foundation Steering Committee including several related Ad Hoc committees and contributed to Federal Affairs Committee work groups associated with the Water Infrastructure Finance and Innovation Act (WIFIA) .

Multi-State Salinity Coalition (MSSC). For over 20 years, I have served as Program Director and Board member of MSSC which consists over 30+ water agencies from New Mexico, northern and southern California, Nevada, Colorado, Arizona and Texas. The MSSC mission is to promote advancements in technologies for desalination, reuse, salinity control strategies (watersheds and agriculture), water/energy efficiencies and related policies that will assist communities in meeting their water needs. I also helped to establish relationships regarding salinity management and desalination with water agencies in Australia, Mexico and Israel. In February 2023, the MSSC awarded me with the **MSSC "Salt of the Earth" National Award** for outstanding commitment, leadership, vision and dedication to our water industry.

Contra Costa Water District (CCWD). As President of CCWD, I helped to form the coalition of eight northern California water agencies that make up the Los Vaqueros Reservoir Joint Powers Authority (LVJPA). Once completed, the expanded reservoir will improve the Bay Area’s regional water supply reliability and water quality while protecting Delta fisheries and providing additional Delta ecosystem benefits. I currently serve as the CCWD Director to the LVJPA.

California Urban Water Agencies (CUWA). As Executive Director, I led CUWA’s effort in the development of Department of Water Resources (DWR) Methodologies for Calculating Baseline and Compliance Urban Per Capita Water Use as part of the Water Conservation Act of 2009 (Senate Bill X7-7) with our southern and northern California water agency members. I also made certain that CUWA’s finances and practices were sound and transparent.

Northern California Salinity Coalition. As Executive Director, I led a coalition of ten San Francisco Bay Area water agencies in crafting grant application strategies and DWR outreach that would demonstrate the value of supporting watershed management, brackish desalination and groundwater project associated with salinity management. Working with the Coalition agencies, we secured the largest Proposition 50 grant funding for our region.

Professional Work Experience (40 years)

- Vice-President, Avila and Associates Consulting Engineers, Inc.
- General Manager, Monterey Peninsula Water Management District
- Director of Engineering, Contra Costa Water District
- Associate Engineer, East Bay Municipal Water District
- Construction Manager, CH2M Hill
- Professional Civil Engineer (California – C41727)

Community Service Experience

- Contra Costa Water District, President of the Board
- John Muir Community Health Fund Board of Directors (Treasurer)
- Association of California Engineering Companies – Chair of the Healthcare Trust (non-profit)
- Knights of Columbus, Scholarship Chair
- St. Francis of Assisi School Board, President
- City of Concord, CA – Planning Commission, Chair
- City of Concord, CA – Design Review Board
- City of Walnut Creek, CA – Transportation Commission, Vice-Chair

Education and Related Credentials

- B.S. – Civil Engineering, Santa Clara University
- M.B.A. – St. Mary’s College of California
- Professional Civil Engineer (California – C41727)
- California Farm Bureau Member



Michael Saunders, MD
Georgetown Divide Utility District, Director
Candidate ACWA Vice-President
Outline and Statement of Qualifications

Appointed Offices:

Georgetown Divide Public Utility District - Finance Committee (2018)

Elected Offices:

Georgetown Divide Public Utility District - 5 years (2018-2022), (2022-2026)

Served as Treasurer, Vice-President, President

Currently Legislative Liaison

El Dorado County LAFCO - Alternate Special District Commissioner (2019 to present)

Budget Workgroup, Small to Medium Water District MSR workgroup, Recruitment Committee, Grand Jury committee

Regional Offices

Mountain Counties Water Resources Association - WUE workgroup

Regional Water Authority (RWA) - Board Member, Executive Board Member

Regional Activities:

Consumnes, American, Bear, Yuba (CABY) Integrated Regional Water Management Group

Participated in helping to define the vulnerability, economic, and support levels for the communities within El Dorado County.

State Level Workgroups

Department of Water Resources

DWR Workgroup Member for Water Use Efficiency Workgroups

- Water Loss Workgroup
- Annual Water Supply and Demand Assessment Workgroup

DWR Stakeholder participant

- County Drought Advisory Group
- Water Use Studies (LAM, Variances; Indoor, Outdoor, CII budgets)

Association of California Water Agencies (ACWA)

Workgroups:

- Diversity, Equity, and Inclusion Workgroup
- Headwaters Workgroup
- Water Use Efficiency Workgroup
- State Infrastructure Workgroup

Committees:

- Membership Committee

ACWA Region 3

- ACWA Region 3 Board Member (2022 - present)
- ACWA Region 3 Regional Issue Forum Planning workgroup
 - *“Protecting Communities in the New Era of Wildfire: The Important Role of Water Purveyors”*

My background includes a Bachelor of Science (BS) in Nutritional Biochemistry from Cornell University and a Doctor of Medicine (MD) from Howard University. My journey in water issues began with an empty horse water trough one hot summer day when there was no water. I began as a community volunteer on the Finance Committee where I began to learn about the finances of my water District. I was elected to the Georgetown Divide Public Utility District (GDPUD) Board in 2018. I am now in my 5th year as a Board member in my second term of office. I have served as the Treasurer, Vice-President, and President of the Board. I currently serve as the Board's Legislative Liaison.

I learned about water systems, delivery, infrastructure and our issues starting at the local level as a Board member, becoming more expansive through working with our Urban Water Management Plan and managing the District's water supply through drought mandates, water contingency plans, and wildfires. My understanding of the County water issues began as I actively participated in the Consumnes, American, Bear, Yuba (CABY) Integrated Regional Water Management Group including helping to define all of the vulnerability, economic, and support levels for the communities within El Dorado County. At the County level, I am the Alternate Special District Commissioner for LAFCO. I was part of the LAFCO workgroup for Small to Medium Water Districts Municipal Service Reviews and I have reviewed all the MSRs for the County learning of all of our County water districts infrastructures, finances, and challenges. As an Executive board member of the Regional Water Authority, I have had the opportunity to learn more on groundwater basins, and working on trying to get a Federally recognized water bank and working on conjunctive use efforts between surface water storage and groundwater storage.

At the State Level, I have worked on the Water Use Efficiency and County Drought Advisory Groups with the Department of Water Resources (DWR) beginning in 2019. This experience allowed me to understand about the challenges and issues throughout the State. This also gave me the opportunity to provide recommendations and solutions specific to rural, mountain counties that were not being addressed and began my active role in advocating for rural, mountain water agencies.

I have been an active participant with ACWA, attending conferences, workgroups, webinars, regional tours, board meetings, symposiums. I have been an advocate for issues attending State and Federal symposiums and legislative days, working and advocating through County, Regional, State and National committees, workgroups, task forces, legislative meetings, testimonies, letters, coalition letters, and hearings. The work with the DEI workgroup helped form ACWA's new foundation.

The ACWA Regional Board has allowed me to play a leadership role in our Region. Working closely with our regional board members and member agencies, we gathered information on issues in which we were able to work with ACWA staff to facilitate a meeting with State Water Resource Control Board members. I continue to outreach and work with our members and agencies to highlight the issues and challenges that our region faces and bring them to the various committees and workgroups.

August 15, 2023

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Bruce Kamilos, General Manager

SUBJECT: **ASSOCIATION OF CALIFORNIA WATER AGENCIES REGION 4 BOARD OF DIRECTORS ELECTION**

RECOMMENDATION

It is recommended that the Florin Resource Conservation District Board of Directors elect Association of California Water Agencies Region 4 nominating committee's recommended slate.

SUMMARY

The Association of California Water Agencies (ACWA) is requesting the Florin Resource Conservation District (FRCD) Board of Directors (Board) to elect Chair, Vice Chair, and Board of Directors for Region 4. This election is for the term years 2024 to 2025. The deadline for voting is September 15, 2023, by 5:00PM. Region 4 officers and board members will be introduced at the fall conference.

DISCUSSION

Background

Every two (2) years, ACWA Region 4 holds an election among its membership to elect a Chair, Vice Chair, and Board of Directors.

Present Situation

Region 4's Nominating Committee has selected a slate of individuals to serve in their capacity as board members and officers of the board. The ballot (attached) is provided for the Board's review.

The ballots for the Region 4 Board of Directors are due by 5:00PM, September 15, 2023. The elected officers and board members will be introduced at the ACWA 2023 Fall Conference & Exhibition.

Staff recommends the Board elect ACWA Region 4 Nominating Committee's recommended slate.

August 15, 2023

**ASSOCIATION OF CALIFORNIA WATER AGENCIES REGION 4 BOARD OF DIRECTORS
ELECTION**

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ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

STRATEGIC PLAN CONFORMITY

Participating in ACWA conforms with Strategic Goal 7, Water Industry Leadership, of the 2020-2025 Strategic Plan.

FINANCIAL SUMMARY

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

Respectfully submitted,

A handwritten signature in blue ink that reads "B. M. Kamilos".

BRUCE KAMILOS
GENERAL MANAGER

Attachment

OFFICIAL REGION 4 Board Ballot

2024-2025 TERM



Please return completed ballot by Sept. 15, 2023

E-mail: regionelections@acwa.com

Mail: ACWA
980 9th Street, Suite 1000
Sacramento, CA 95814

General Voting Instructions:

- 1 You may either vote for the slate recommended by the Region 4 Nominating Committee or vote for individual region board members. Please mark the appropriate box to indicate your decision.
- 2 Complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

Submitted board candidate bios and headshots are available on www.acwa.com/elections/2023-region-elections/.

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Nominating Committee's Recommended Slate

I concur with the Region 4 Nominating Committee's recommended slate below.

CHAIR:

- **Brian Sanders**, Policy & Legislative Specialist, City of Sacramento Department of Utilities

VICE CHAIR:

- **Kristin Sicke**, General Manager, Yolo County Flood Control & Water Conservation District

BOARD MEMBERS:

- **Ronald Davis**, Director, Carmichael Water District
- **Cary Keaten**, General Manager, Solano Irrigation District
- **Thomas D. Orvis**, President, Oakdale Irrigation District
- **Andrew Watkins**, Director, Stockton East Water District
- **David Weisenberger**, General Manager, Banta-Carbona Irrigation District

OR

Individual Board Candidate Nominations

I do not concur with the Region 4 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

CANDIDATES FOR CHAIR: (CHOOSE ONE)

- Brian Sanders**, Policy & Legislative Specialist, City of Sacramento Department of Utilities
- Kristin Sicke**, General Manager, Yolo County Flood Control & Water Conservation District

CANDIDATES FOR VICE CHAIR: (CHOOSE ONE)

- Brian Sanders**, Policy & Legislative Specialist, City of Sacramento Department of Utilities
- Kristin Sicke**, General Manager, Yolo County Flood Control & Water Conservation District

CANDIDATES FOR BOARD MEMBERS: (MAX OF 5 CHOICES)

- Ronald Davis**, Director, Carmichael Water District
- Cary Keaten**, General Manager, Solano Irrigation District
- Thomas D. Orvis**, President, Oakdale Irrigation District
- Kristin Sicke**, General Manager, Yolo County Flood Control & Water Conservation District
- Andrew Watkins**, Director, Stockton East Water District
- David Weisenberger**, General Manager, Banta-Carbona Irrigation District

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AGENCY NAME

AUTHORIZED REPRESENTATIVE

DATE

August 15, 2023

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Bruce Kamilos, General Manager

SUBJECT: **GENERAL MANAGER'S REPORT**

RECOMMENDATION

This item is presented to the Florin Resource Conservation District Board of Directors for information, discussion, and in some instances, to provide direction to staff.

SUMMARY

The General Manager's Report is a standing item on the regular board meeting agenda. The report is intended to inform the Florin Resource Conservation District/Elk Grove Water District (District) Board of Directors (Board) of notable, miscellaneous items the General Manager would like to share with the Board. The report also provides an opportunity for the Board to discuss the items, and in some instances provide direction to staff.

DISCUSSION

Background

Each month, the General Manager provides a report to the Board of any notable, miscellaneous items.

Present Situation

- **District Bond Rating** – The District received a letter on August 7, 2023, from the S&P Global Ratings Public Finance Department (Attachment 1). S&P Global Ratings reviewed the District's financial projections. Based on their review (Attachment 2), S&P Global Ratings raised its long-term rating and underlying rating on the District's 2014A water revenue refunding bonds to "A+" from "A-".

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

GENERAL MANAGER'S REPORT

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STRATEGIC PLAN CONFORMITY

This item conforms to the FRCD/EGWD 2020-2025 Strategic Plan. Due to the varied subject matters presented in the General Manager's Report, the report over time will likely touch on every strategic goal contained in the plan.

FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully submitted,

A handwritten signature in blue ink that reads "B. M. Kamilos".

BRUCE KAMILOS
GENERAL MANAGER



One California Street, 31st
Floor
San Francisco, CA 94111-5432
tel 415 371-5000
reference no.: 40439484

August 7, 2023

Florin Resource Conservation District/Elk Grove Water District
9257 Elk Grove Blvd.
Elk Grove, CA 95624
Attention: Patrick Lee, Finance Manager

Re: *Florin Resource Conservation District, California*

Dear Patrick Lee

S&P Global Ratings has reviewed the rating on the above-listed obligations. Based on our review, we have raised the underlying rating (SPUR) from "A-" to "A+" while affirming the stable outlook. A copy of the rationale supporting the rating and outlook is enclosed.

This letter constitutes S&P Global Ratings' permission for you to disseminate the above-assigned ratings to interested parties in accordance with applicable laws and regulations. However, permission for such dissemination (other than to professional advisors bound by appropriate confidentiality arrangements or to allow the Issuer to comply with its regulatory obligations) will become effective only after we have released the ratings on standardandpoors.com. Any dissemination on any Website by you or your agents shall include the full analysis for the rating, including any updates, where applicable. Any such dissemination shall not be done in a manner that would serve as a substitute for any products and services containing S&P Global Ratings' intellectual property for which a fee is charged.

To maintain the rating, S&P Global Ratings must receive all relevant financial and other information, including notice of material changes to financial and other information provided to us and in relevant documents, as soon as such information is available. Relevant financial and other information includes, but is not limited to, information about direct bank loans and debt and debt-like instruments issued to, or entered into with, financial institutions, insurance companies and/or other entities, whether or not disclosure of such information would be required under S.E.C. Rule 15c2-12. You understand that S&P Global Ratings relies on you and your agents and advisors for the accuracy, timeliness and completeness of the information submitted in connection with the rating and the continued flow of material information as part of the surveillance process. Please send all information via electronic delivery to pubfin_statelocalgovt@spglobal.com. If SEC rule 17g-5 is applicable, you may post such information on the appropriate website. For any information not available in electronic format or posted on the applicable website,

Please send hard copies to:
S&P Global Ratings
Public Finance Department
55 Water Street
New York, NY 10041-0003

The rating is subject to the Terms and Conditions, if any, attached to the Engagement Letter applicable to the rating. In the absence of such Engagement Letter and Terms and Conditions, the rating is subject to the attached Terms and Conditions. The applicable Terms and Conditions are incorporated herein by reference.

S&P Global Ratings is pleased to have the opportunity to provide its rating opinion. For more information please visit our website at www.standardandpoors.com. If you have any questions, please contact us. Thank you for choosing S&P Global Ratings.

Sincerely yours,

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a division of Standard & Poor's Financial Services LLC

al
enclosure

S&P Global Ratings
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No Third Party Beneficiaries. Nothing in any credit rating engagement, or a credit rating when issued, is intended or should be construed as creating any rights on behalf of any third parties, including, without limitation, any recipient of a credit rating. No person is intended as a third party beneficiary of any credit rating engagement or of a credit rating when issued.



Summary:

Florin Resource Conservation District, California; Water/Sewer

Primary Credit Analyst:

Malcolm N D'Silva, Englewood + 1 (303) 721 4526; malcolm.dsilva@spglobal.com

Secondary Contact:

Samantha Watkins, Englewood +1 3037214483; samantha.watkins@spglobal.com

Table Of Contents

Credit Highlights

Outlook

Credit Opinion

Related Research

Summary:

Florin Resource Conservation District, California; Water/Sewer

Credit Profile

Florin Res Conservation Dist wtr (National)

Unenhanced Rating

A+(SPUR)/Stable

Upgraded

Many issues are enhanced by bond insurance.

Credit Highlights

- S&P Global Ratings raised its long-term rating and underlying rating on the Florin Resource Conservation District, Calif.'s (FRCD) 2014A water revenue refunding bonds (second senior lien) to 'A+' from 'A-'.
- The outlook is stable.
- The upgrade reflects our opinion of the water system's consistently healthy financial performance, which continues to meet financial targets, including sound all-in debt service coverage (DSC) and solid cash balances that we believe can be sustained. In July 2023, the district board approved a five-year rate plan with necessary rate increases to maintain a stable financial profile.
- As of fiscal year-end 2023 (June 30), the district reported approximately \$32 million of water system debt.

Security

We have applied our primary criteria to determine the district's general creditworthiness and the rating on the district's 2014A second senior-lien bonds (the working lien). The district has retired its closed legacy senior-lien debt. We do not view the distinction in liens as material enough to warrant a rating differential. The bonds are secured by the net revenues of the district's water system. Key bond provisions include a rate covenant and an additional bonds test set at 1.15x annual debt service.

Credit overview

The water utility operates as the Elk Grove Water District (EGWD). It is a department of the FRCD and not a distinct legal entity. The rating further reflects our view that the utility will continue to make rate and other budgetary adjustments to support its future capital needs without diluting the water system's unrestricted liquidity or all-in DSC to levels that we consider inconsistent with the rating level. Further support for the rating is provided by the system's stable customer base and a recent rate plan with approved rate adjustments of 4.5% annually during the next five years (2024-2028) to offset rising cost-of-service requirements.

The following factors support the rating:

- Residential customers accounted for 87% of the utility's water consumption, which we view as tempering the system's exposure to volatility, other than weather. Furthermore, more than 65% of a residential customer's monthly bill (which we view as affordable) represents fixed charges that temper the revenue stream's exposure to weather;

- Based on the utility's financial projections, we calculate all-in DSC averaging about 1.4x in the next five years. All-in coverage is our internally adjusted DSC metric that tracks the use of total utility operating revenues, regardless of lien position, accounting treatment, or ultimate purpose and our calculation includes fixed costs from its wholesale provider;
- The district plans to finance its water utility capital projects exclusively with internally generated funds without adding debt, which should help all-in DSC as existing debt amortizes in the next 10 years; and
- The water utility maintained solid unrestricted cash and investments balances of at least \$16 million in the past three fiscal years, representing about 1.8 years' operating expenses. Based on its capital improvement plan (CIP), we understand that the district plans to deploy capital reserves to supplement its capital needs. However, we anticipate relatively nominal draws on internal operating cash to fund future capital projects, and we anticipate management will continue to maintain healthy liquidity in the medium term.

Environmental, social, and governance

We analyzed the district's environmental, social, and governance (ESG) risks relative to its enterprise and financial risk profiles and view its social and governance risks as neutral in our credit rating analysis. However, given its location in California, we view the district as facing challenges from acute and chronic environmental physical risks stemming from drought, wildfires, and seismic exposure. With respect to seismic, wildfire, and cyber risks, management has emergency planning to address these event risks in a timely manner. The district is proactively addressing aging infrastructure, and water supply reliability as part of its strategic priorities. Officials are making several investments across its facilities and distribution system to stay ahead of renewal and replacement needs and to reduce the district's environmental risks. We understand the district's board might increase rates to meet future revenue sufficiency, and we do not believe this would significantly increase affordability pressures or social risks, given the strong local incomes.

Outlook

The stable outlook reflects our view that the utility will continue to manage operations in a way that will allow it to meet current projections of all-in DSC and liquidity. During the two-year outlook period, we anticipate that the district will produce financial metrics consistent with the current rating level. Supporting this view is management's commitment to steady annual rate adjustments to offset rising cost-of-service as it progresses through its CIP. In our opinion, the service area's mainly residential nature, and strong income indicators provide additional rating stability.

Downside scenario

If all-in coverage drops well below current projections or if liquidity were reduced substantially during the next two years, we could lower the rating. Furthermore, a significant increase in additional leverage than anticipated without offsetting increases in supportive credit factors would likely have rating implications.

Upside scenario

We could raise the rating if the water utility materially widens margins for the system as it sustains a track record of stronger all-in coverage and liquidity metrics that we believe are commensurate with financial metrics at a higher rating level.

Credit Opinion

The district is primarily focused on managing the water utility, EGWD, which covers 13 square miles in Sacramento County, including a portion of the community of Elk Grove, which is the county's second-largest city. To remedy some of the financial pressures of the FRCD, in April 2018, the district board decided by resolution to limit activities to benefit EGWD ratepayers, which in our view, protects the FRCD from additional costs and financial uncertainty. The utility sells water to retail customers in two service territories. EGWD's service area 1 customers receive the utility's treated groundwater in a 4.9 square mile service area. Customers in the 7.6 square mile service area 2 principally receive treated water that the utility purchases from the Sacramento County Water Agency (SCWA). It has transitioned its flat-rate customers to metered rates in conformity with California law. The utility projects sufficient water supply from its groundwater and SCWA resources for the next 30 years. The SCWA contract does not expire until June 2052.

Florin Resource Conservation District, California--economic and financial data

	Most recent	Fiscal year-end			Median (A+)
		2022	2021	2020	
Economic data					
Water customers	13,046				12,714
MHHEBI of the service area as % of the U.S.	111.0				101.0
Unemployment rate (%)	4.0				4.5
Poverty rate (%)	13.0				11.4
Water rate (6,000 gallons or actual) (\$)	78.0				38.0
Annual utility bill as % of MHHEBI	1.5				1.0
Operational Management Assessment	Good				Good
Financial data					
Operating revenues (\$000s)		16,030	16,666	16,418	15,420
Adjusted operating expenses less depreciation (\$000s)		9,107	10,028	9,475	9,283
S&P Global Ratings-adjusted all-in DSC (x)		1.6	1.6	1.7	1.8
Unrestricted cash (\$000s)		16,477	17,709	18,404	11,964
Days' cash of operating expenses		660	645	709	493
Total on-balance-sheet debt (\$000s)		36,855	39,399	41,821	24,482
Financial Management Assessment		Good	--	--	Good

Note: Most recent economic data available from our vendors. MHHEBI--Median household effective buying income. DSC--Debt service coverage.

Related Research

Through The ESG Lens 3.0: The Intersection Of ESG Credit Factors And U.S. Public Finance Credit Factors, March 2, 2022

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at www.standardandpoors.com for

Summary: Florin Resource Conservation District, California; Water/Sewer

further information. Complete ratings information is available to subscribers of RatingsDirect at www.capitaliq.com. All ratings affected by this rating action can be found on S&P Global Ratings' public website at www.standardandpoors.com. Use the Ratings search box located in the left column.

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August 15, 2023

TO: Chair and Directors of the Florin Resource Conservation District
FROM: Bruce Kamilos, General Manager
SUBJECT: **ELK GROVE WATER DISTRICT OPERATIONS REPORT – JULY 2023**

RECOMMENDATION

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

SUMMARY

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

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

DISCUSSION

Background

Every month, staff presents an update of the activities related to the operations of the EGWD. Included for the Florin Resource Conservation District Board of Director's review is the EGWD's July 2023 Operations Report.

Present Situation

The EGWD July 2023 Operations Report highlights are as follows:

- **Operations Activities Summary** – 374 door hangers were placed for past due balances, which resulted in 53 shut offs. We received three (3) water pressure complaints and zero water quality complaints.
- **Production** – The Combined Total Service Area 1 production graph on page 13 shows that production during the month of July decreased 4.65 percent compared to what was produced in 2020. The year 2020 is the baseline year the State Water Resources Control Board adopted for water usage. The Total Demand/Production for both service areas on page 14 shows that customer use during the month of July compared to 2020 was down by 3.70 percent.

ELK GROVE WATER DISTRICT OPERATIONS REPORT – JULY 2023

Page 2

- **Static and Pumping Level Graphs** – The third quarter soundings are shown and indicate that the static water levels are higher compared to the third quarter of 2022.
- **Treatment (Compliance Reporting)** – All samples taken during the month comply with all regulatory permit requirements. No exceedances of any maximum contaminant levels were found, and all water supplied to EGWD’s customers met or exceeded safe drinking water standards.
- **Corrective Maintenance Program** – The tables included in this section of the report also include certain activities completed to date. Below is a list of out-of-ordinary maintenance work completed in July:
 - Due to a malfunction, staff installed a used flow meter transmitter for Well 14D Railroad. A new replacement unit has been ordered.
 - Staff began preparations for installing the new pH/Chlorine residual analyzers at Wells 8 and 9.
 - Due to a malfunction, staff replaced the main system pressure transducer on the 36-inch diameter discharge main at the Railroad Water Treatment Plant.
- **Safety Meetings/Training** – Two (3) safety training sessions were conducted for the month which is compliant with OSHA standards.
- **Service and Main Leaks Map** – There was one (1) service line leak and zero main line leaks during July.
- **System Pressures** – Pressures in Service Area 1 generally remained stable during the month of July. Pressures in Service Area 2, which are controlled by Sacramento County Water Agency (SCWA), are trending lower due to SCWA supplying more surface water in Service Area 2 and less groundwater.

ENVIRONMENTAL CONSIDERATIONS

There are no direct environmental considerations associated with this report.

August 15, 2023

ELK GROVE WATER DISTRICT OPERATIONS REPORT – JULY 2023

Page 3

STRATEGIC PLAN CONFORMITY

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

FINANCIAL SUMMARY

There is no financial impact associated with this report.

Respectfully submitted,



BRUCE KAMILOS
GENERAL MANAGER

BMK/ac

Attachment

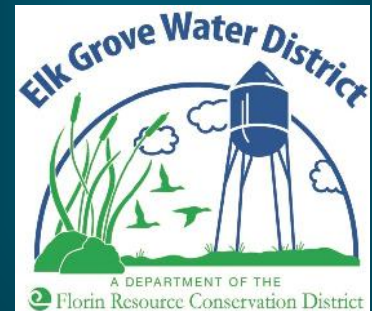
EGWD

OPERATIONS REPORT

July 2023



Elk
Grove
Water
District



Elk Grove Water District
Operations Report
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Operations Activities Summary

Service Requests:

	July -23		YTD (Since Jan. 1, 2023)	
<u>Department</u>	<u>Service Request</u>	<u>Hours</u>	<u>Service Request</u>	<u>Hours</u>
Distribution				
Door Hangers	374	12	3,144	105
Shut offs	53	12	463	56
Turn ons	53	7	708	55
Investigations	37	9.25	382	95.50
USA Locates	404	101	2,037	509.25
Customer Complaints				
-Pressure	3	1.5	21	10.5
-Water Quality	0	0	3	1.5

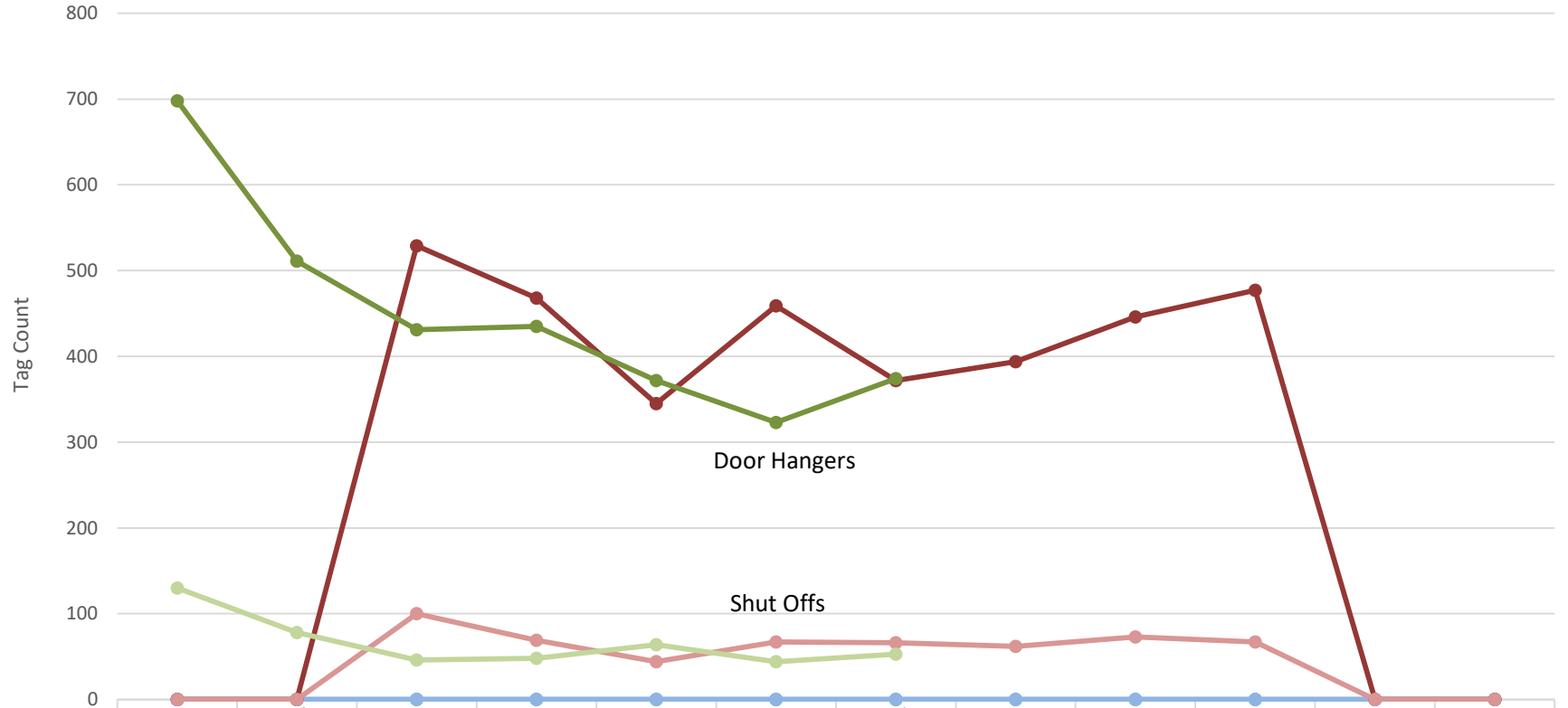
Work Orders:

	July -23		YTD (Since Jan. 1, 2023)	
<u>Department</u>	<u>Work Orders</u>	<u>Hours</u>	<u>Work Orders</u>	<u>Hours</u>
Distribution:				
Meters Installed	0	0	29	15
Meter Change Out	31	20.57	124	70.32
Preventative Maint.				
-Hydrant Maintenance (45)	90	17.5	341	79.5
-Valve Exercising (127)	254	49	889	192.5
Corrective Maint.				
-Leaks	1	10	11	137.75
-Other	0	0	71	65.25
Valve Locates	0	0	0	0



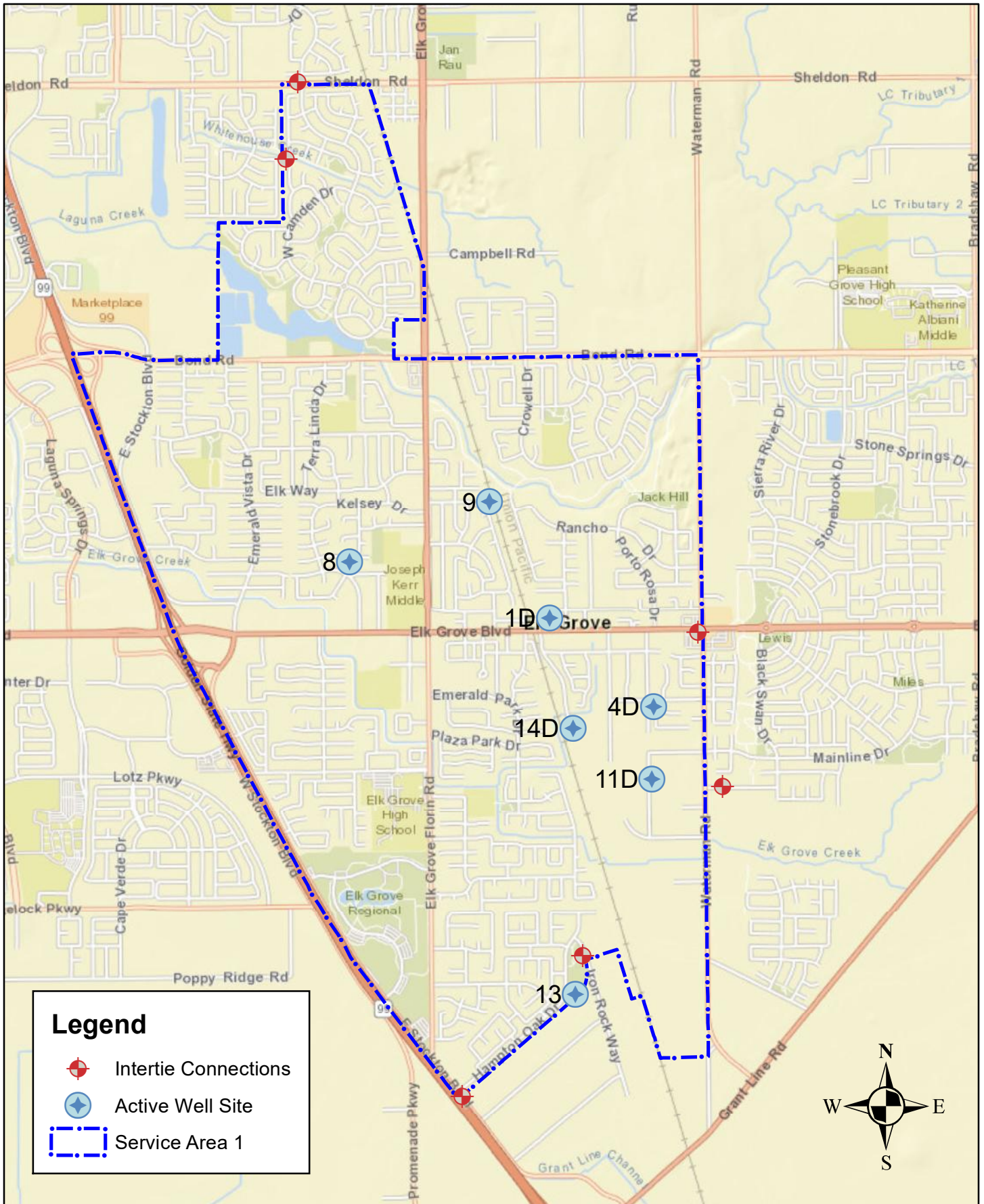
Elk Grove Water District

Door Hangers and Shut Off Tags






	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021 Door Hangers	0	0	0	0	0	0	0	0	0	0	0	0
2021 Shut Offs	0	0	0	0	0	0	0	0	0	0	0	0
2022 Door Hangers	0	0	529	468	345	459	372	394	446	477	0	0
2022 Shut Offs	0	0	100	69	44	67	66	62	73	67	0	0
2023 Door Hangers	698	511	431	435	372	323	374					
2023 Shut Offs	130	78	46	48	64	44	53					

4

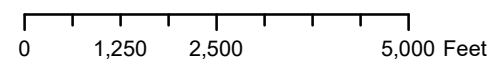


Legend

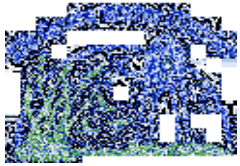
-  Intertie Connections
-  Active Well Site
-  Service Area 1



Active Well Sites & Intertie Connections



Elk Grove Water District



Elk Grove Water District

Monthly Production

Well 1D School -- July 2023

Selected Month Production

14,538,172 Gallons

Average GPM: 1,675
 Pump depth: 275 ft
 Well depth: 1025 ft

Motor:

Volts: 475
 Volts (Rated): 460
 RPM: 1788
 RPM (Rated): 2115
 Amps A: 181
 Amps A (Rated): 222
 Amps B: 177
 Amps B (Rated): 222
 Amps C: 171
 Amps C (Rated): 222

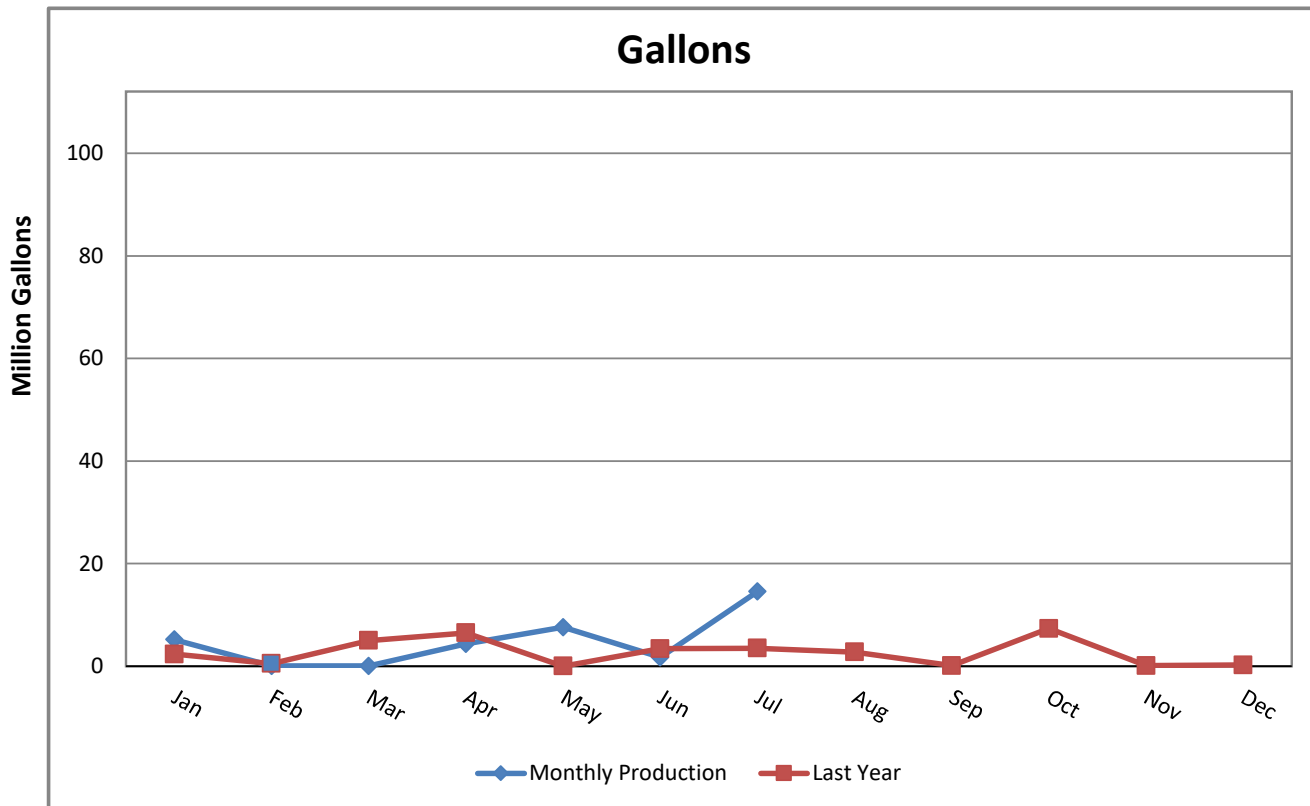
Motor Temp: 125.1 F
 Hour Meter: 144.60

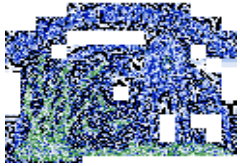
Chlorine:

Dosing: 1.72 mg/L
 Demand: 0.58 mg/L
 Residual: 1.14 mg/L

Vibration Reading:

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





Elk Grove Water District

Monthly Production

Well 4D Webb -- July 2023

Selected Month Production

49,351,107 Gallons

Average GPM: 1696
 Pump depth: 340 ft
 Well depth: 1075 ft

Motor:

Volts: 477
 Volts (Rated): 460
 RPM: 1768
 RPM (Rated): 1775
 Amps A: 202
 Amps A (Rated): 225
 Amps B: 200
 Amps B (Rated): 225
 Amps C: 200
 Amps C (Rated): 225

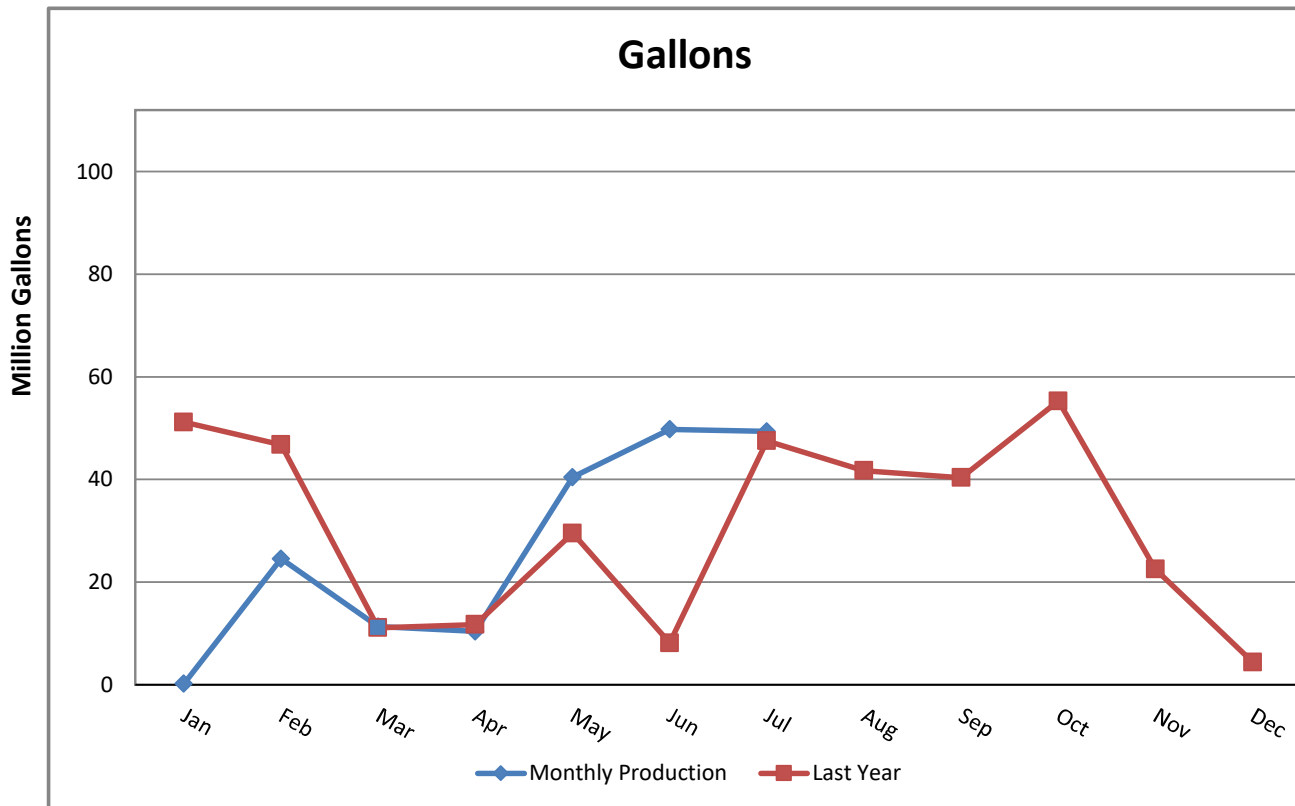
Motor Temp: 152.2 F
 Hour Meter: 484.80

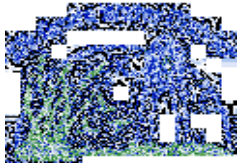
Chlorine:

Dosing: 1.68 mg/L
 Demand: 0.58 mg/L
 Residual: 1.10 mg/L

Vibration Reading:

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





Elk Grove Water District

Monthly Production

Well 11D Dino -- July 2023

Selected Month Production

25,612,011 Gallons

Average GPM: 1700
 Pump depth: 340 ft
 Well depth: 1038 ft

Motor:

Volts: 479
 Volts (Rated): 460
 RPM: 1769
 RPM (Rated): 1775
 Amps A: 209
 Amps A (Rated): 225
 Amps B: 208
 Amps B (Rated): 225
 Amps C: 198
 Amps C (Rated): 225

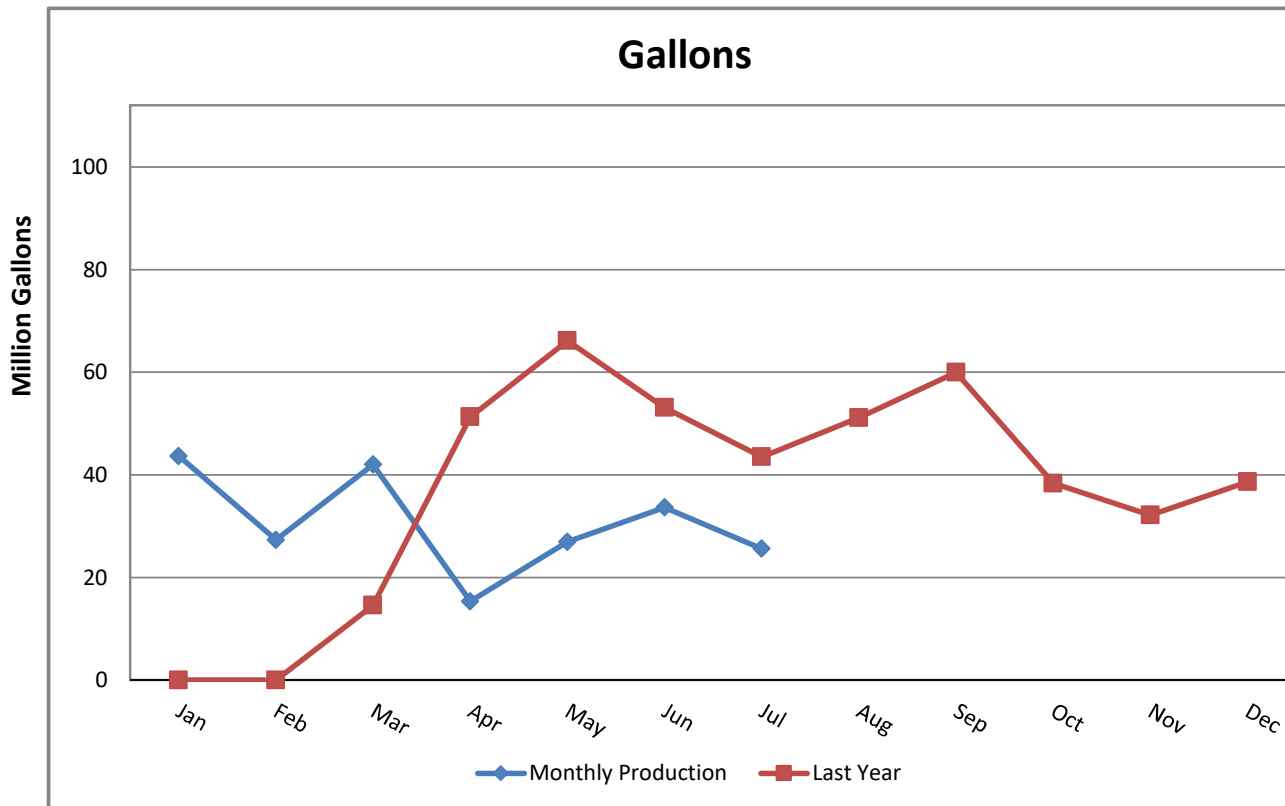
Motor Temp: 131.3 F
 Hour Meter: 251.00

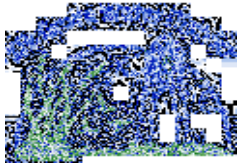
Chlorine:

Dosing: 1.68 mg/L
 Demand: 0.59 mg/L
 Residual: 1.09 mg/L

Vibration Reading:

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





Elk Grove Water District

Monthly Production

Well 14D Railroad -- July 2023

Selected Month Production

18,240,239 Gallons

Average GPM: 1430
 Pump depth: 340 ft
 Well depth: 1051 ft

Motor:

Volts: 479
 Volts (Rated): 460
 RPM: 1784
 RPM (Rated): 1785
 Amps A: 164
 Amps A (Rated): 171
 Amps B: 164
 Amps B (Rated): 171
 Amps C: 163
 Amps C (Rated): 171

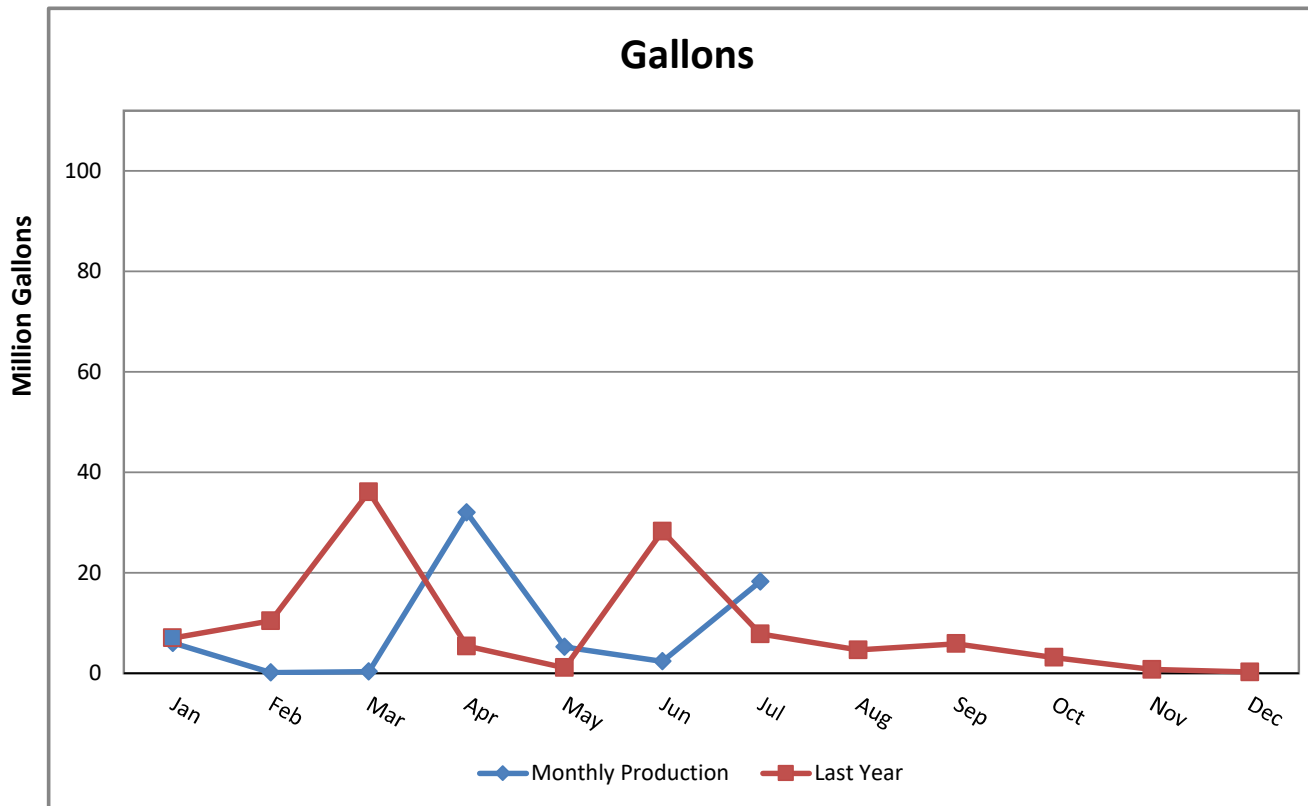
Motor Temp.: 125.4 F
 Hour Meter: 212.50

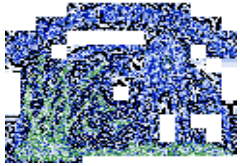
Chlorine:

Dosing: 1.69 mg/L
 Demand: 0.56 mg/L
 Residual: 1.13 mg/L

Vibration Reading:

Base Line: 0.02 in/sec
 Current: 0.07 in/sec





Elk Grove Water District

Monthly Production

Well 8 Williamson -- July 2023
(Submersible)

Selected Month Production

14,909,644 Gallons

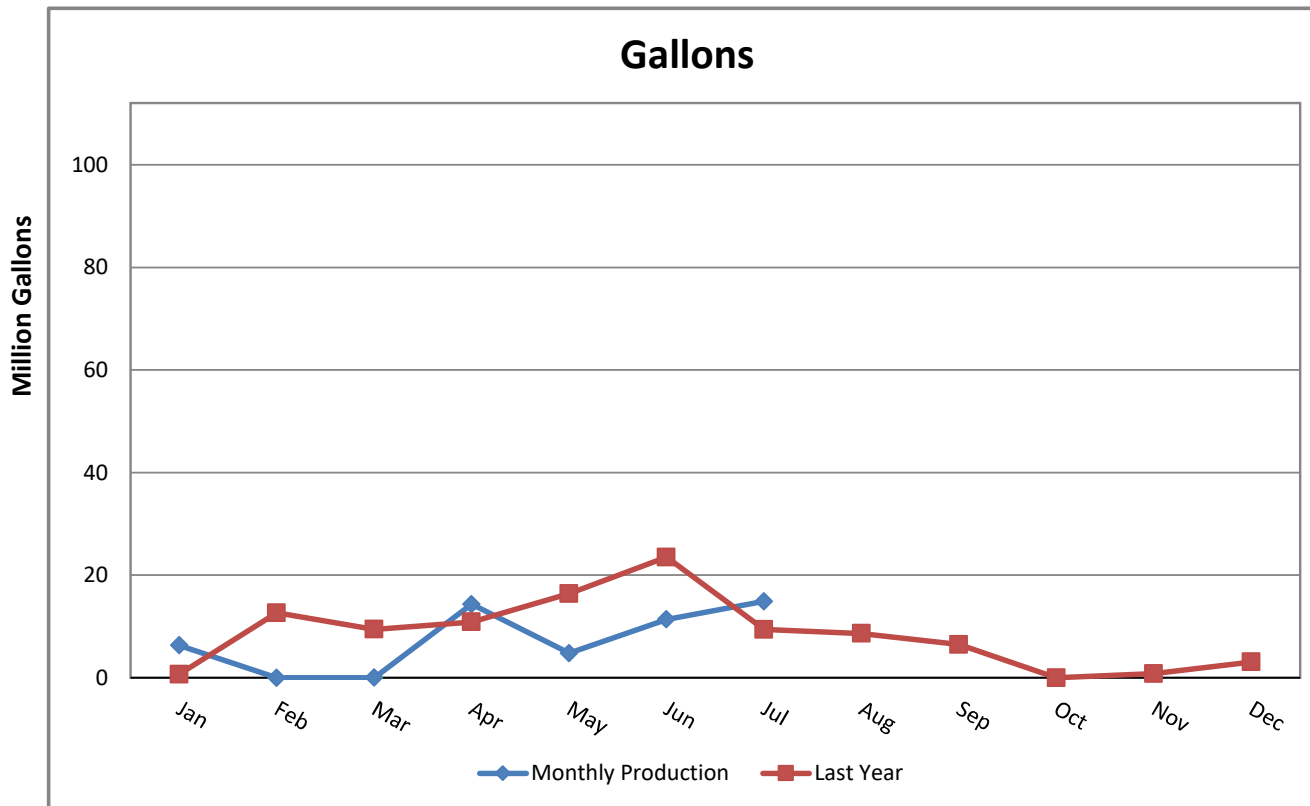
Average GPM: 563
Pump depth: 150 ft
Well depth: 564 ft

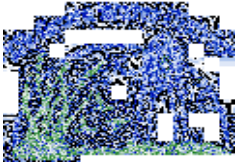
Motor:
Volts: 453
Volts (Rated): 460

Amps A: 70
Amps A (Rated): 65
Amps B: 66
Amps B (Rated): 65
Amps C: 66
Amps C (Rated): 65

Hour Meter: 440.70

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





Elk Grove Water District

Monthly Production

Well 9 Polhemus -- July 2023
(Submersible)

Selected Month Production

9,709,172 Gallons

Average GPM: 500
Pump depth: 150 ft
Well depth: 556 ft

Motor:

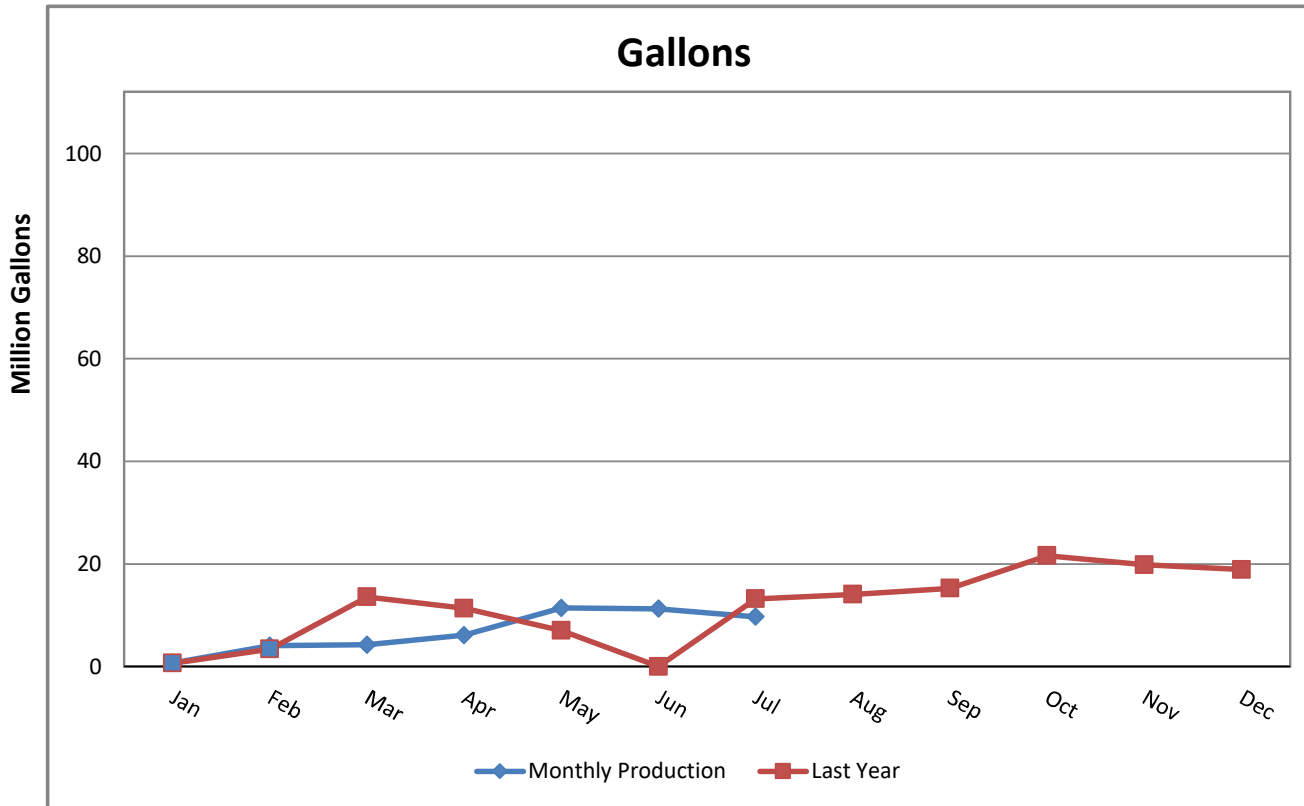
Volts: 478
Volts (Rated): 460

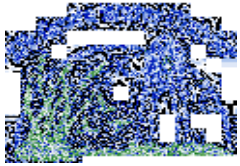
Amps A: 58
Amps A (Rated): 65
Amps B: 58
Amps B (Rated): 65
Amps C: 60
Amps C (Rated): 65

Hour Meter: 323.60

Chlorine:

Dosing: 1.22 mg/L
Demand: 0.24 mg/L
Residual: 0.98 mg/L





Elk Grove Water District

Monthly Production

Well 13 Hampton -- July 2023

Selected Month Production

42,092,354 Gallons

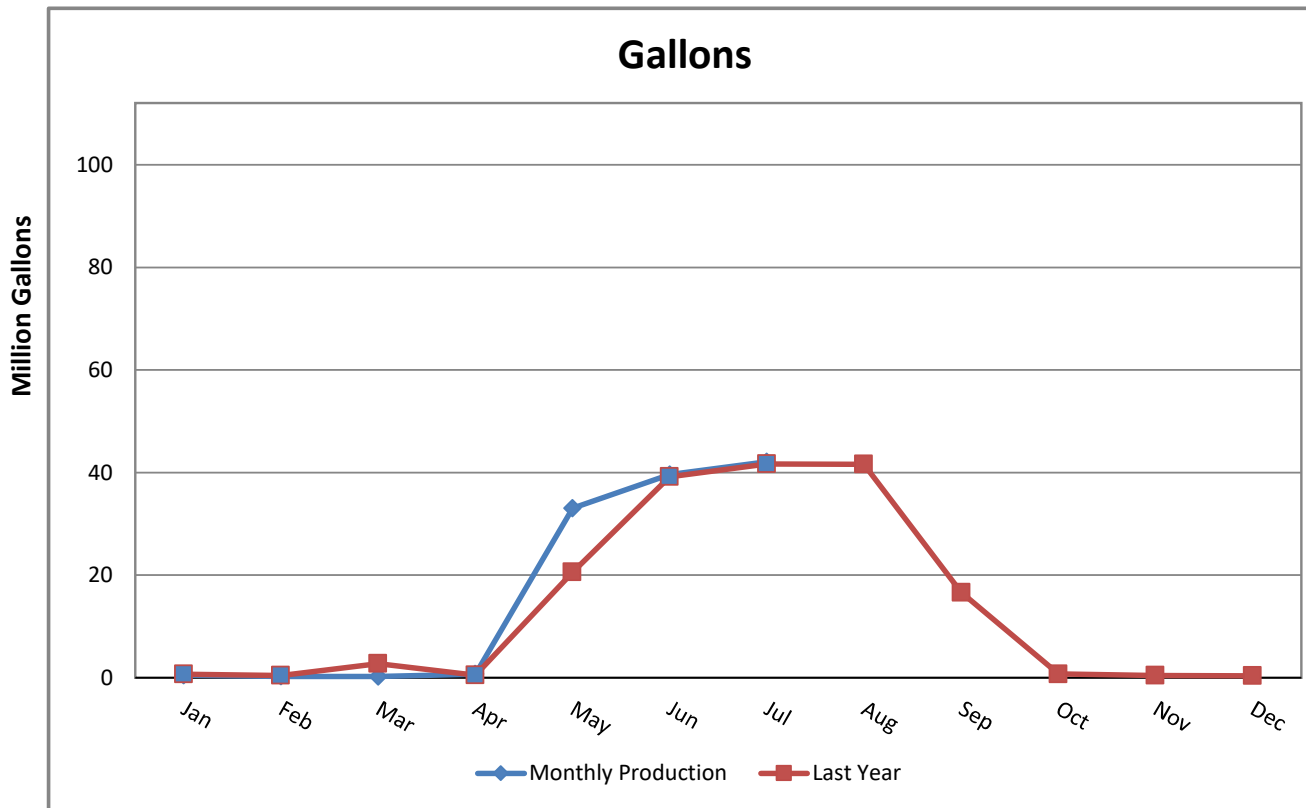
Average GPM: 957
 Pump depth: 200 ft
 Well depth: 500 ft

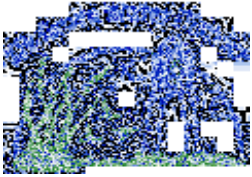
Motor:
 Volts: 475
 Volts (Rated): 460
 RPM: 1787
 RPM (Rated): 1785
 Amps A: 104
 Amps A (Rated): 141
 Amps B: 105
 Amps B (Rated): 141
 Amps C: 107
 Amps C (Rated): 141

Motor Temp.: 142.7 F
 Hour Meter: 732.9

Chlorine:
 Dosing: 1.38 mg/L
 Demand: 0.34 mg/L
 Residual: 1.04 mg/L

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





Elk Grove Water District

Combined Total Production

Service Area 1

Jul-2023

Current Month Production:

174,452,699 Gallons

Highest Day Demand of the Month:

6,083,244

Date of Occurrence

22-Jul-23

Highest Day Demand of the Calendar Year:

6,083,244

Date of Occurrence

22-Jul-23

"Water Year" Rainfall: (Oct-22 to Sep-23)

Current Month: 0.00 in

Year To Date: 21.92 in

"Water Year" Rainfall: (Oct-21 to Sep-22)

July 2022: 0.00 in

Year To Date: 15.16 in

Entire Year Total: 16.82 in

Temperature:

This Month High: 107 F

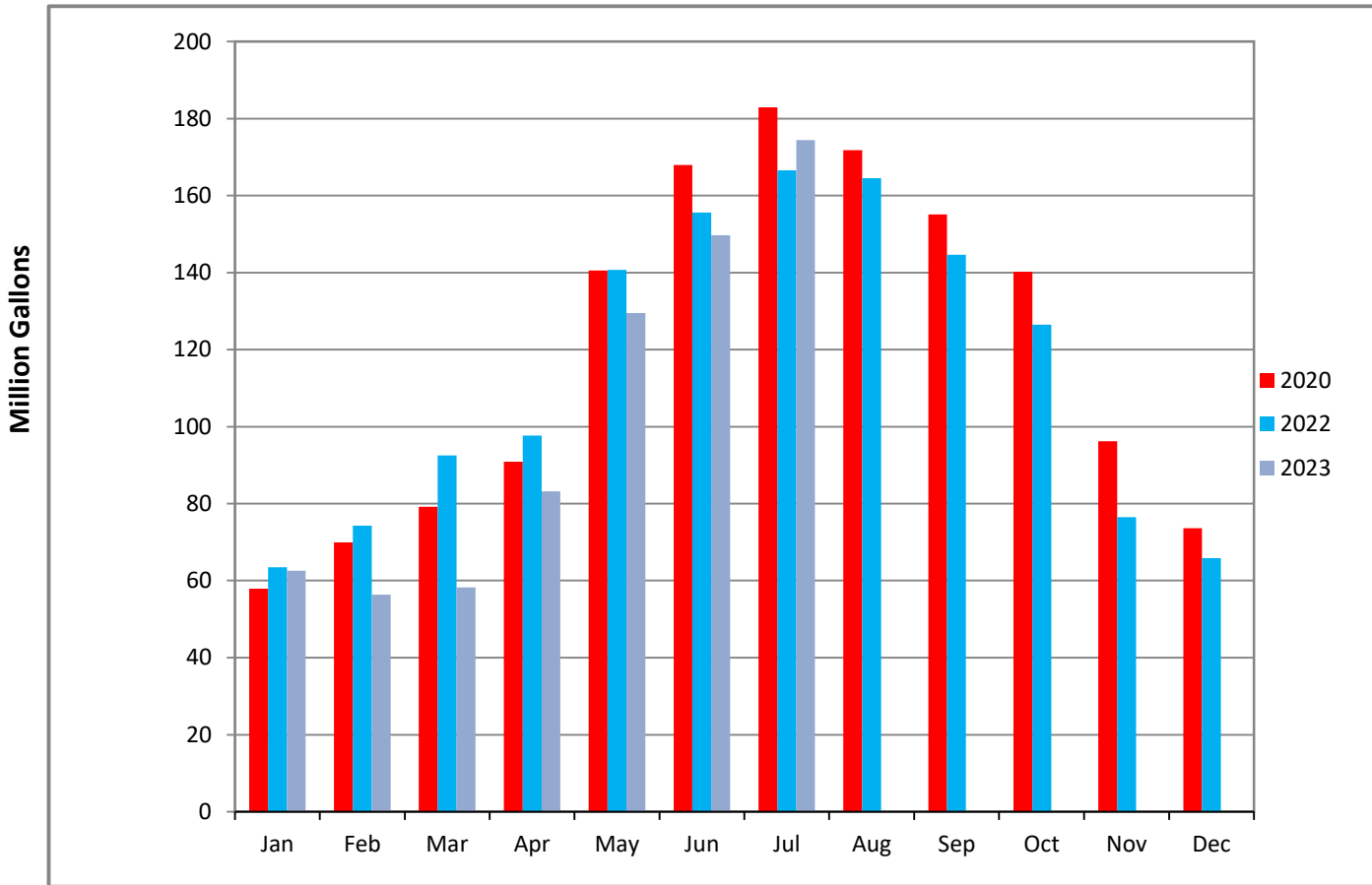
This Month Low: 53 F

This Month Average: 77.4 F

JUL-22 High: 103 F

JUL-22 Low: 55 F

JUL-22 Average: 76.35 F

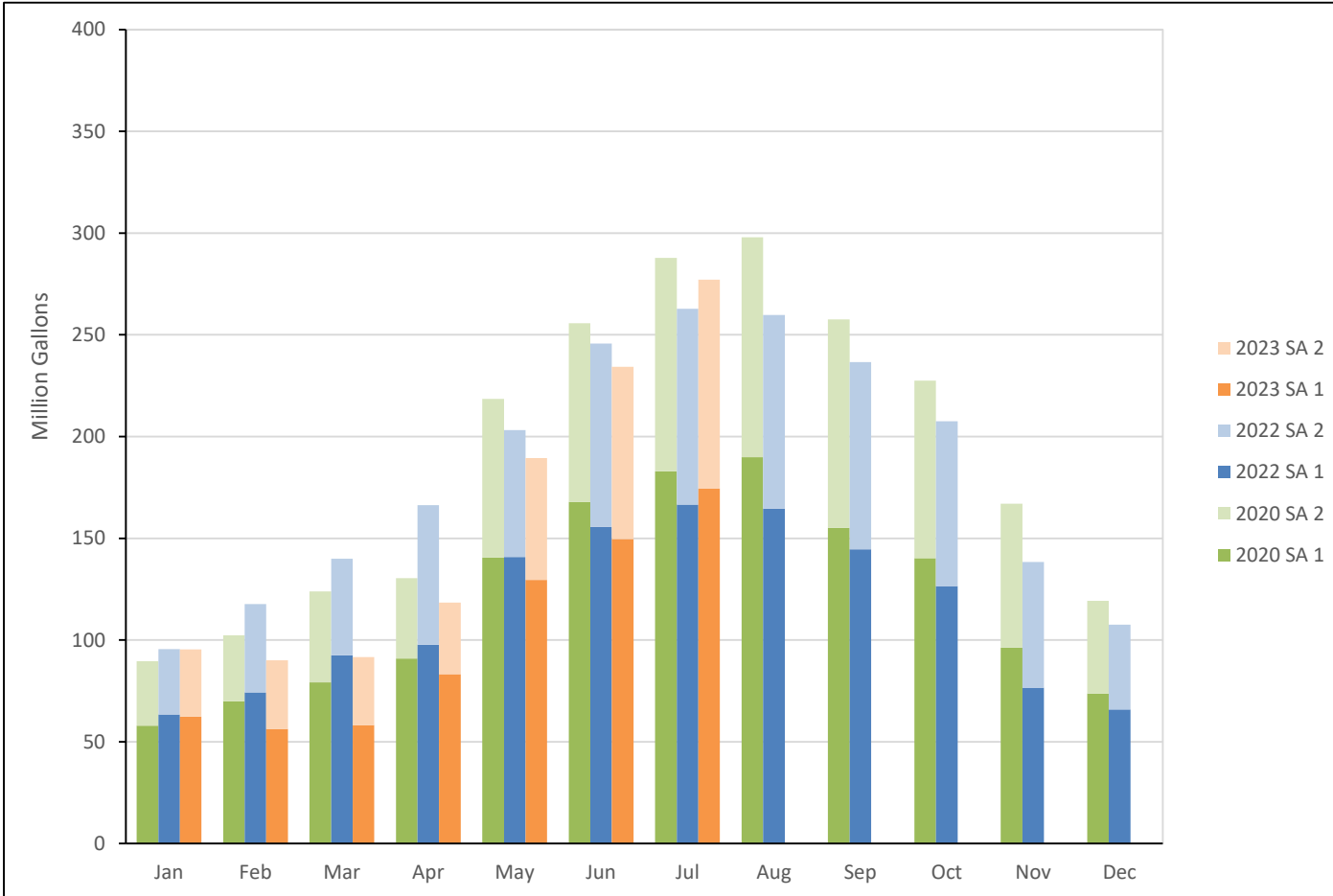




Elk Grove Water District

Total Demand/Production

Jul-2023



Current Month Demand/Production:

277,126,171 Gallons

***Change From July 2020:** -3.70%

GPCD: 189.8 Gallons per Day

R-GPCD: 141.9 Gallons per Day

Service Area 1

Active Connections: 7,938

Current Month Demand/Production:

174,452,699 Gallons

***Change From July 2020:** -4.65%

GPCD: 196.0 Gallons per Day

R-GPCD: 149.8 Gallons per Day

Service Area 2

Active Connections: 4,948

Current Month Demand/Production:

102,673,472 Gallons

***Change From July 2020:** -2.03%

GPCD: 180.2 Gallons per Day

R-GPCD: 130.2 Gallons per Day

*Percent reduction has been changed to percent change. Negative change is reduction and positive change is increase.

Elk Grove Water District Water Usage

----- Monthly Production (gallons) -----

2020	January	February	March	April	May	June	July	August	September	October	November	December	Total
GW (SA1)	57,904,843	69,920,851	79,195,437	90,851,253	140,575,760	167,942,394	182,964,721	189,801,764*	155,126,225	140,229,242	96,201,714	73,624,502	1,444,338,706
Purchased (SA2)	31,743,624	32,416,076	44,764,808	39,523,572	77,964,788	87,759,848	104,799,288	108,177,256	102,434,860	87,187,628	70,876,740	45,577,136	833,225,624
Total	89,648,467	102,336,927	123,960,245	130,374,825	218,540,548	255,702,242	287,764,009	297,979,020	257,561,085	227,416,870	167,078,454	119,201,638	2,277,564,330

2021	January	February	March	April	May	June	July	August	September	October	November	December	Total
GW (SA1)	64,881,378	57,088,452	78,904,998	122,759,415	161,903,489	171,428,103	180,693,083	173,985,025	153,922,309	114,717,480	65,607,814	61,008,401	1,406,899,947
Purchased (SA2)	34,553,112	34,867,272	38,268,428	53,156,620	84,725,960	96,521,920	110,862,576	113,081,144	94,977,300	84,569,628	48,501,816	34,885,972	828,971,748
Total	99,434,490	91,955,724	117,173,426	175,916,035	246,629,449	267,950,023	291,555,659	287,066,169	248,899,609	199,287,108	114,109,630	95,894,373	2,235,871,695

2022	January	February	March	April	May	June	July	August	September	October	November	December	Total
GW (SA1)	63,469,715	74,242,203	92,483,924	97,643,001	140,747,995	155,597,114	166,596,675	164,513,039	144,632,180	126,478,648	76,517,155	65,813,605	1,368,735,254
Purchased (SA2)	32,115,380	43,369,788	47,452,372	68,588,608	62,494,652	90,110,812	96,146,424	95,299,688	92,002,504	81,006,904	61,785,548	41,748,872	812,121,552
Total	95,585,095	117,611,991	139,936,296	166,231,609	203,242,647	245,707,926	262,743,099	259,812,727	236,634,684	207,485,552	138,302,703	107,562,477	2,180,856,806

2023	January	February	March	April	May	June	July	August	September	October	November	December	Total
GW (SA1)	62,562,387	56,343,279	58,232,742	83,205,416	129,475,692	149,684,059	174,452,699	-	-	-	-	-	713,956,274
Purchased (SA2)	32,851,412	33,735,548	33,439,340	35,189,660	59,937,240	84,604,784	102,673,472	-	-	-	-	-	382,431,456
Total	95,413,799	90,078,827	91,672,082	118,395,076	189,412,932	234,288,843	277,126,171	0	0	0	0	0	1,096,387,730

----- Monthly Percent Change - Comparing 2020 to 2023 -----

% Change	January	February	March	April	May	June	July	August	September	October	November	December	Total
GW (SA1)	8.04%	-19.42%	-26.47%	-8.42%	-7.90%	-10.87%	-4.65%	-	-	-	-	-	-
Purchased (SA2)	3.49%	4.07%	-25.30%	-10.97%	-23.12%	-3.60%	-2.03%	-	-	-	-	-	-
Total	6.43%	-11.98%	-26.05%	-9.19%	-13.33%	-8.37%	-3.70%	-	-	-	-	-	-
% Cumulative Change	6.43%	-3.38%	-12.27%	-11.37%	-12.02%	-11.00%	-9.26%	-	-	-	-	-	-

*Notes

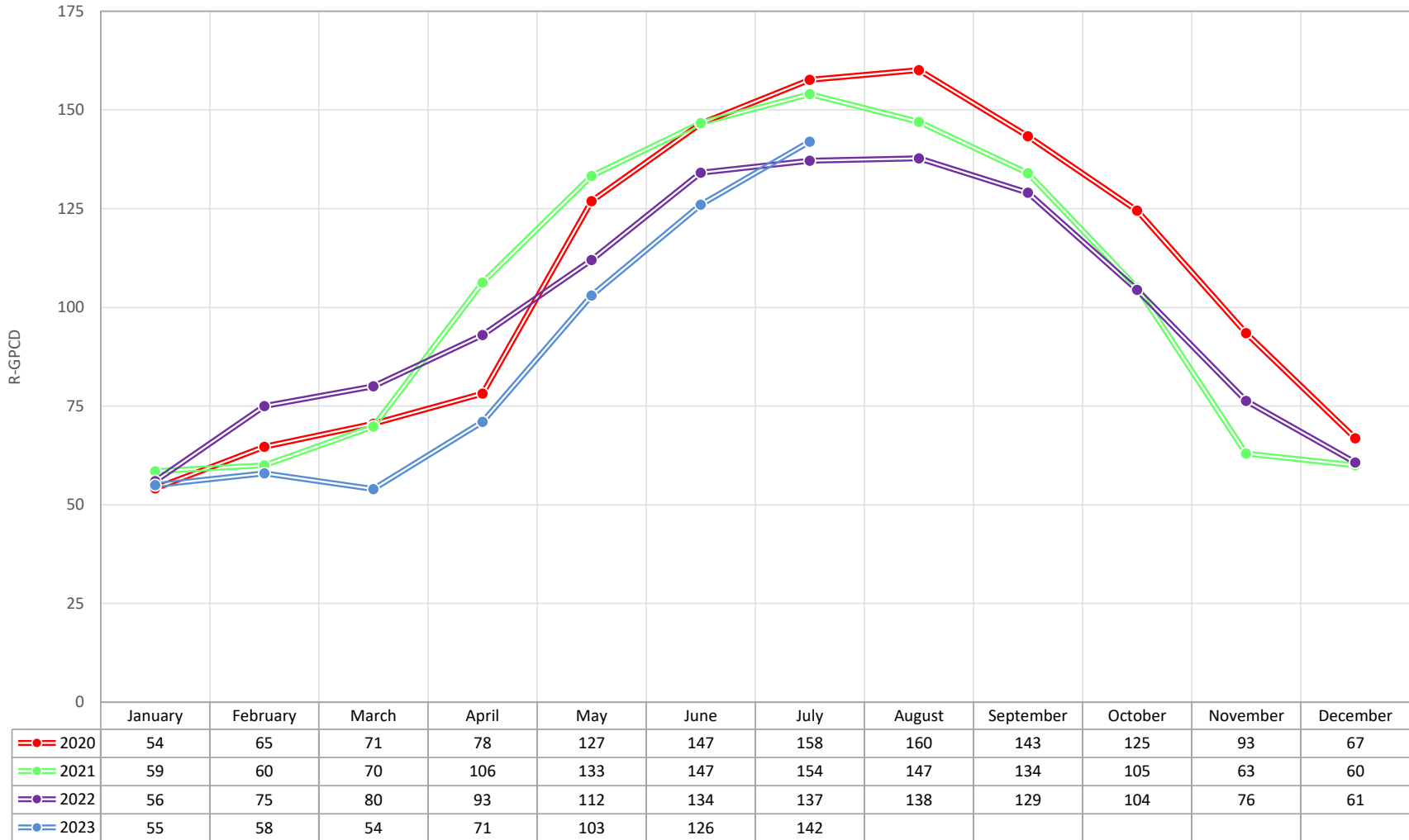
2020 August production number for SA1 includes water delivered through open interties with SA2.
 SA1 = Service Area 1, SA2 = Service Area 2. SA1 is all groundwater (GW) production. SA2 is all purchased water from SCWA.
 Charlois and Springhurst Intertie 18,000,000 Gallons
 Charlois Intertie (Aug 2020) 8,706,529 Gallons (Determined from Bruce Kamilos calculations)
 Springhurst Intertie (Aug 2020) 14,511,000 Gallons (Number provided from meter read by SCWA)

Service Area 2		Consumption	
2023	# Accts	CCF	Gallons
Jan	4,921	43,919	32,851,412
Feb	4,922	45,101	33,735,548
Mar	4,923	44,705	33,439,340
Apr	4,923	47,045	35,189,660
May	4,923	80,130	59,937,240
Jun	4,948	113,108	84,604,784
Jul	4,948	137,264	102,673,472
Aug			
Sep			
Oct			
Nov			
Dec			

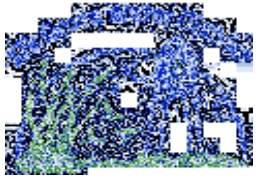


EGWD COMBINED R-GPCD

—●— 2020 —●— 2021 —●— 2022 —●— 2023



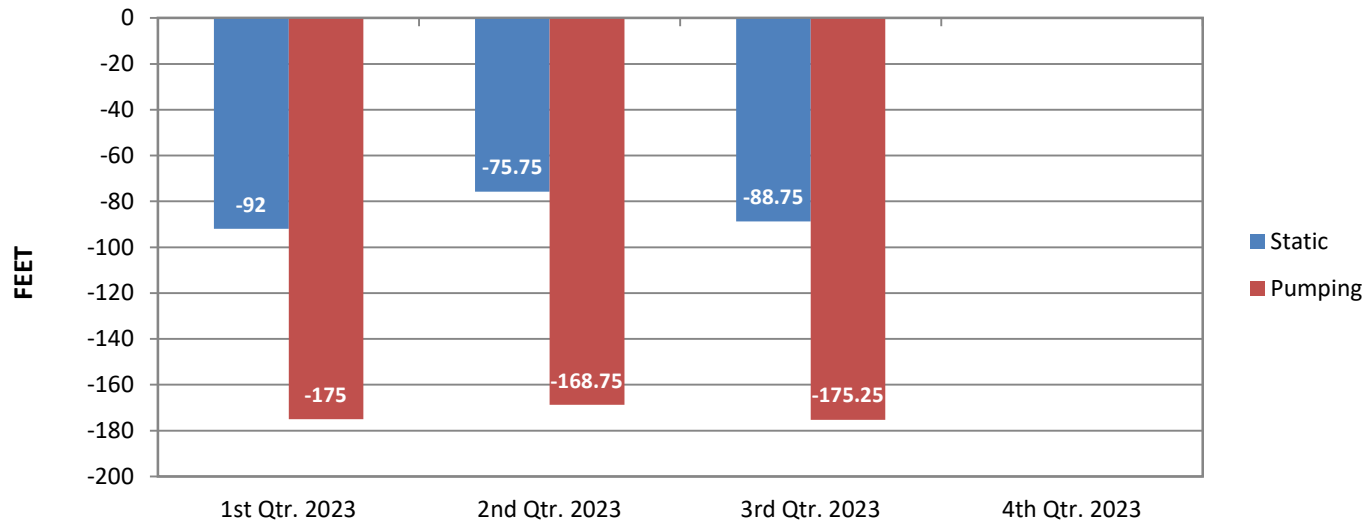
R-GPCD = Residential Gallons per Capita per Day



Elk Grove Water District

Static and Pumping Levels

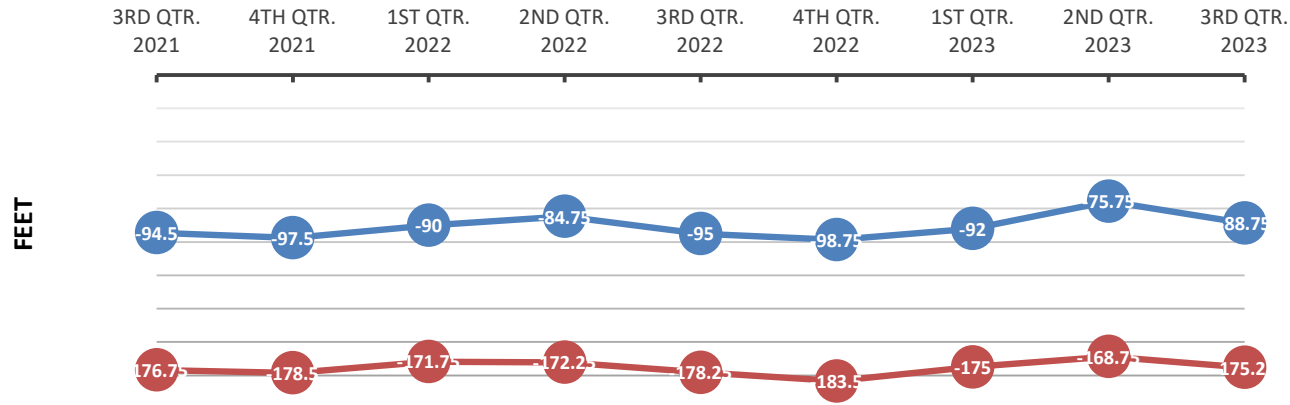
Well 1D School St



Latest Well Sounding

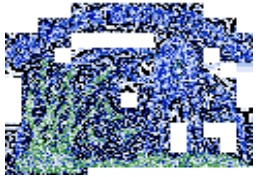
Static:	88.75 Ft
Pumping:	175.25 Ft
Drawdown:	86.5 Ft
GPM:	1,760
Specific Capacity:	20.341

Sounding Quarter/Year



Latest Sand Tester Results:

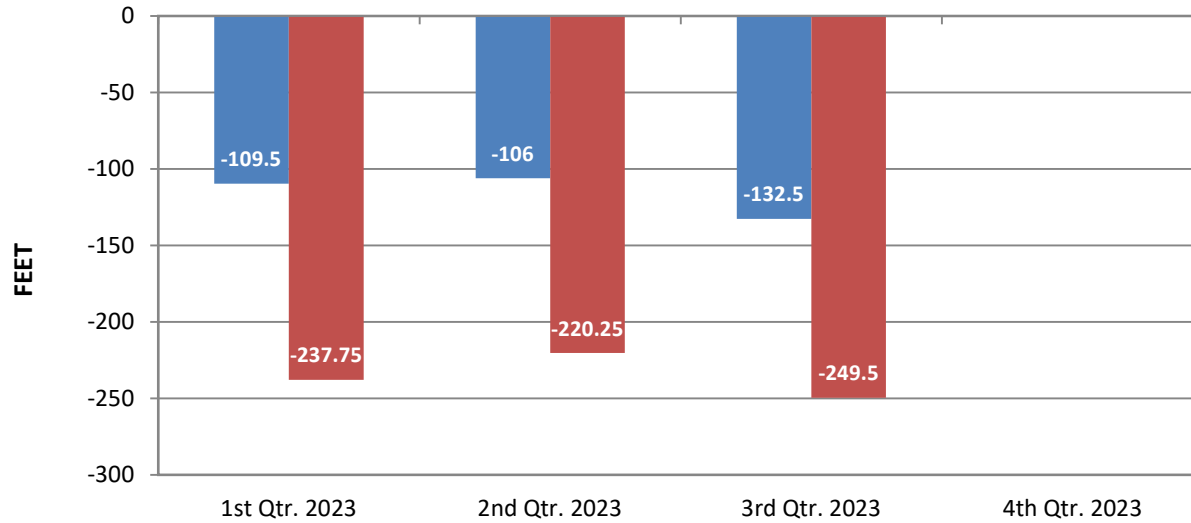
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

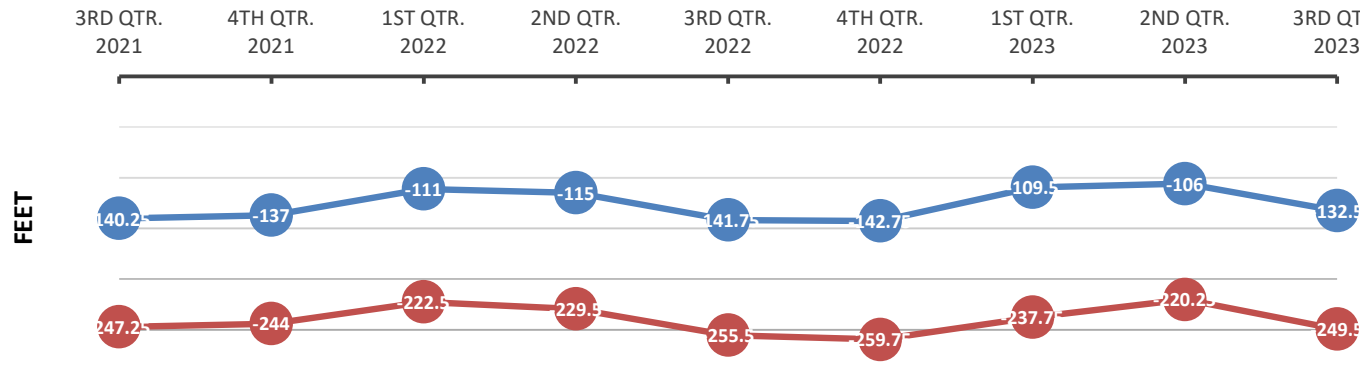
Well 4D Webb St



Latest Well Sounding

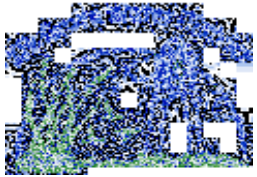
Static:	132.5 Ft
Pumping:	249.5 Ft
Drawdown:	117 Ft
GPM:	1,696
Specific Capacity:	14.499

Sounding Quarter/Year



Latest Sand Tester Results:

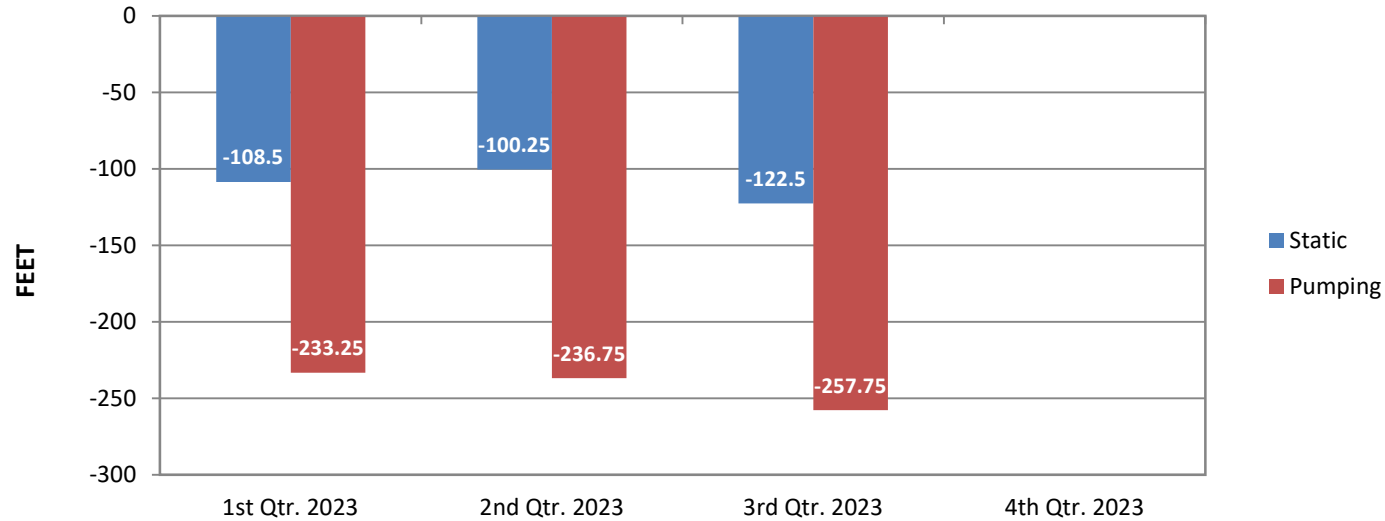
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

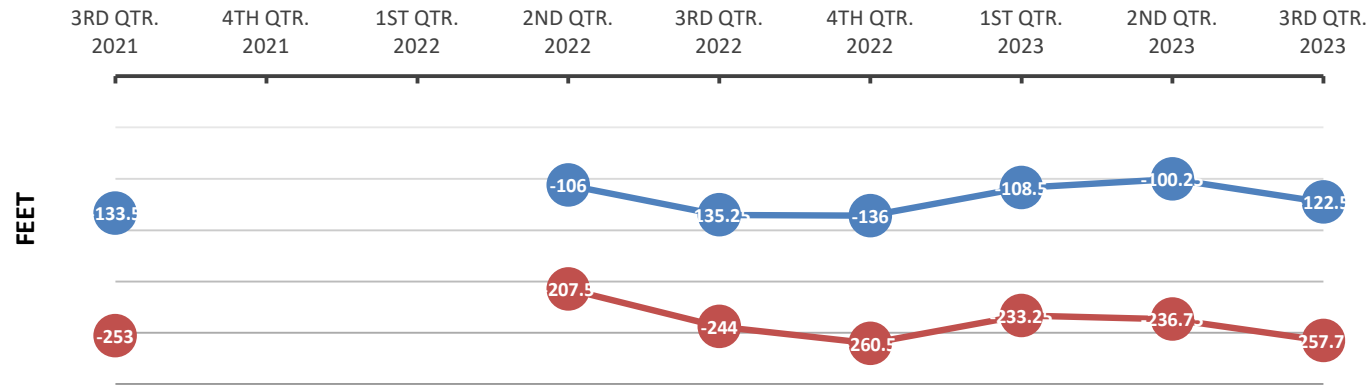
Well 11D Dino



Latest Well Sounding

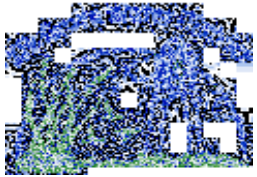
Static:	122.5 Ft
Pumping:	257.75 Ft
Drawdown:	135.25 Ft
GPM:	1,714
Specific Capacity:	12.670

Sounding Quarter/Year



Latest Sand Tester Results:

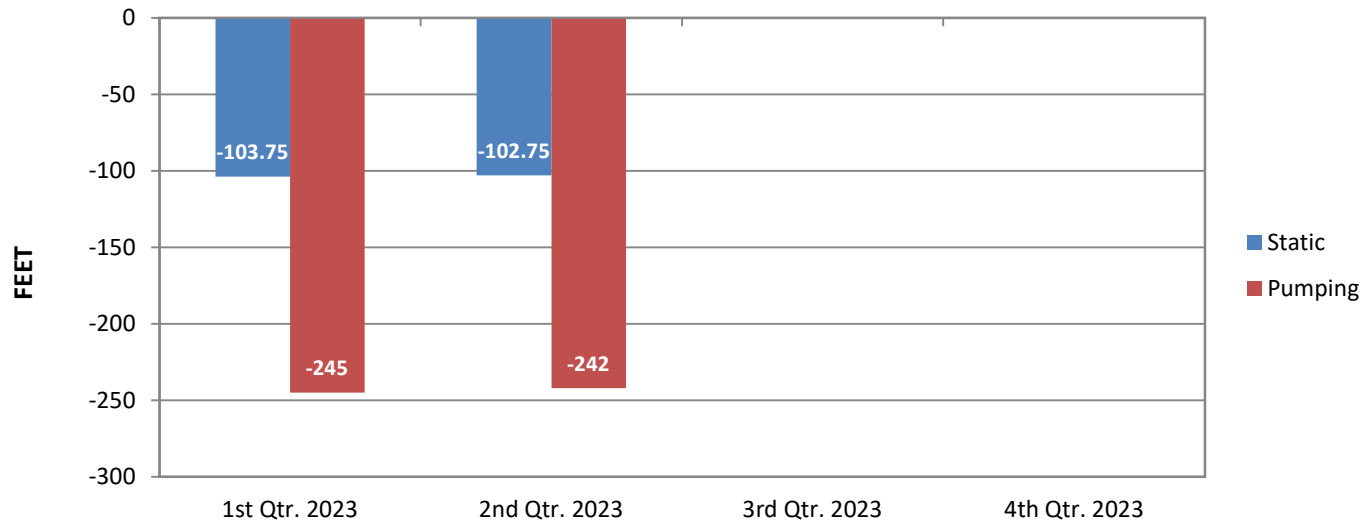
15 Min: < 5 ppm



Elk Grove Water District

Static and Pumping Levels

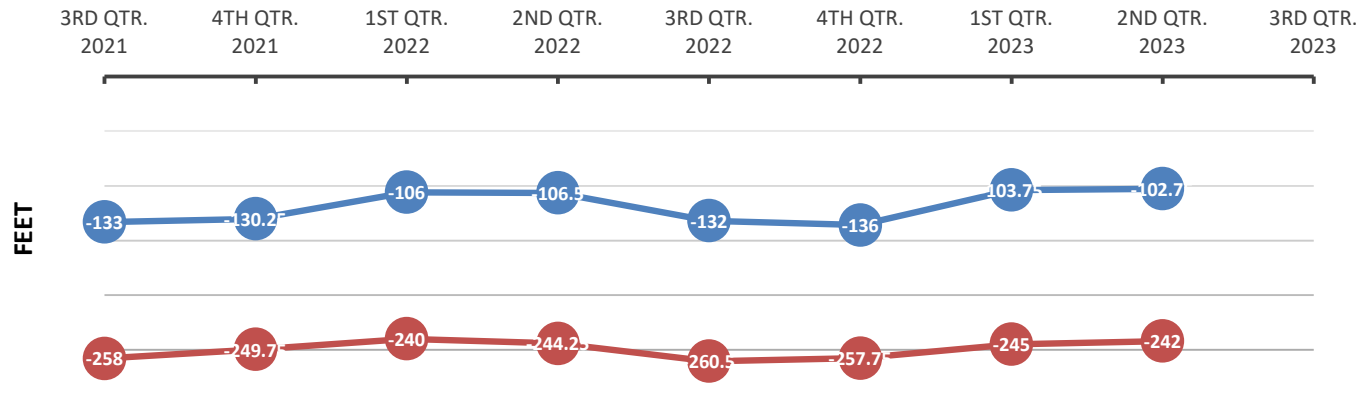
Well 14D Railroad



Latest Well Sounding

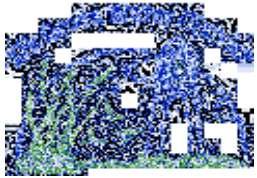
Static:	102.75 Ft
Pumping:	242 Ft
Drawdown:	139.25 Ft
GPM:	1,570
Specific Capacity:	11.277

Sounding Quarter/Year



Latest Sand Tester Results:

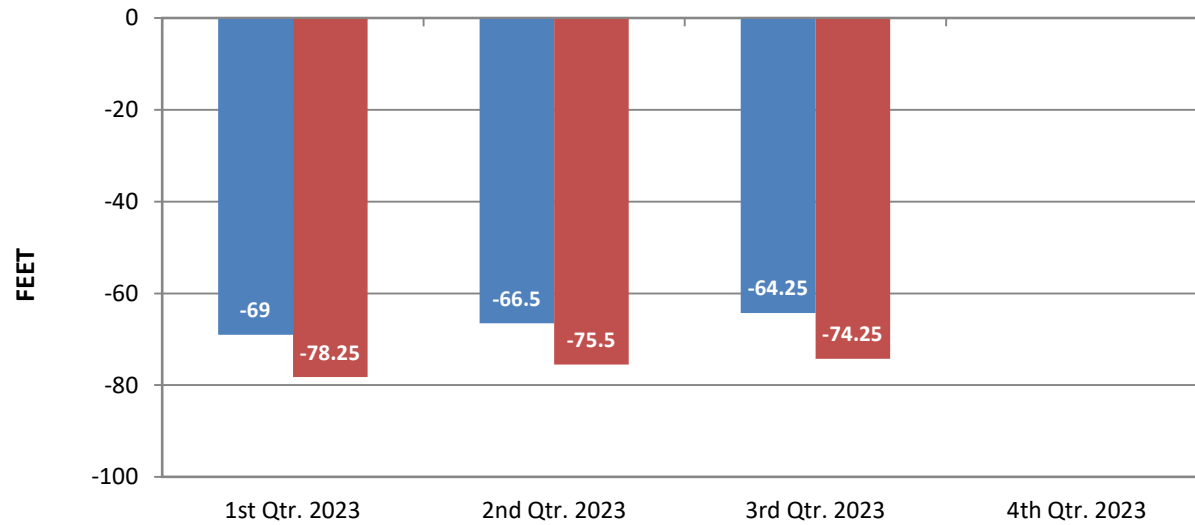
15 Min:	< 5 ppm
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Elk Grove Water District

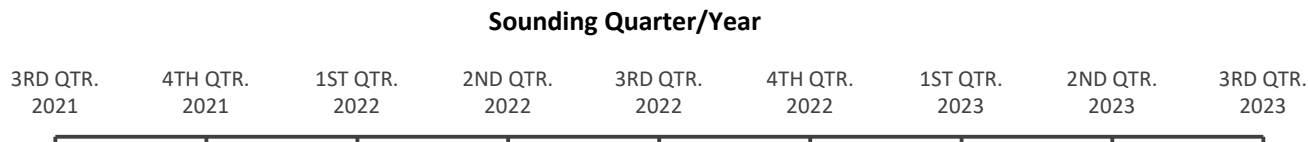
Static and Pumping Levels

Well 8 Williamson



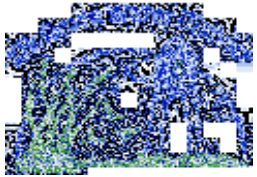
Latest Well Sounding

Static: 64.25 Ft
Pumping: 74.25 Ft
Drawdown: 10 Ft
GPM: 560
Specific Capacity: 55.972



Latest Sand Tester Results:

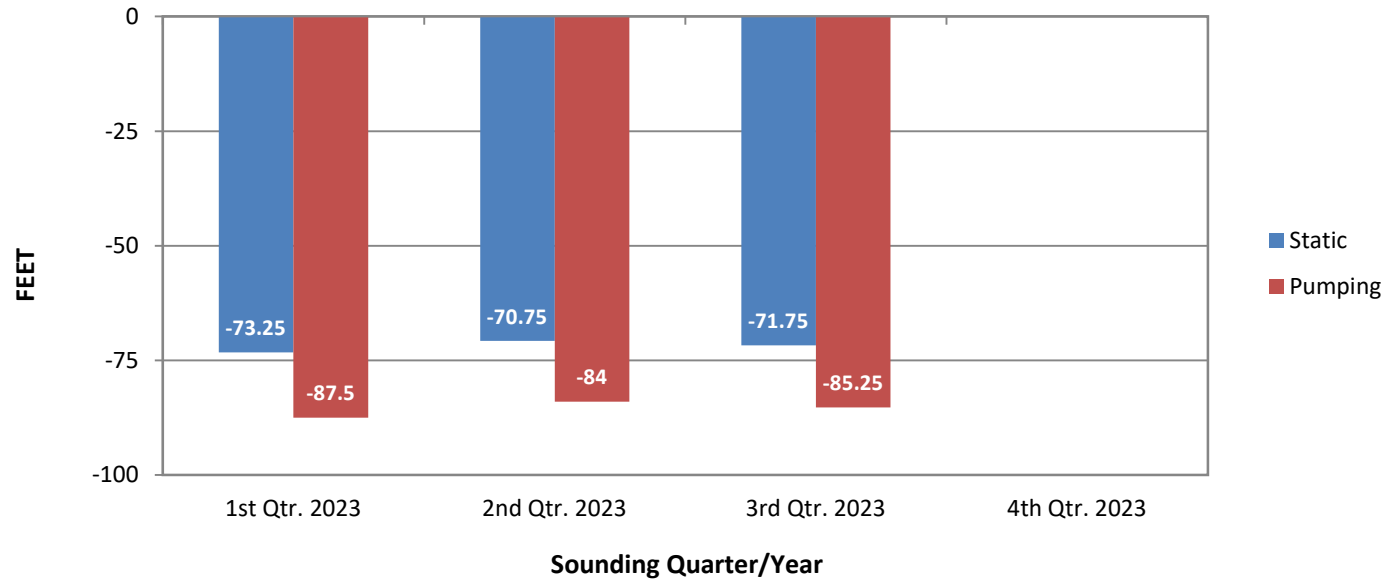
15 Min: < 5 ppm



Elk Grove Water District

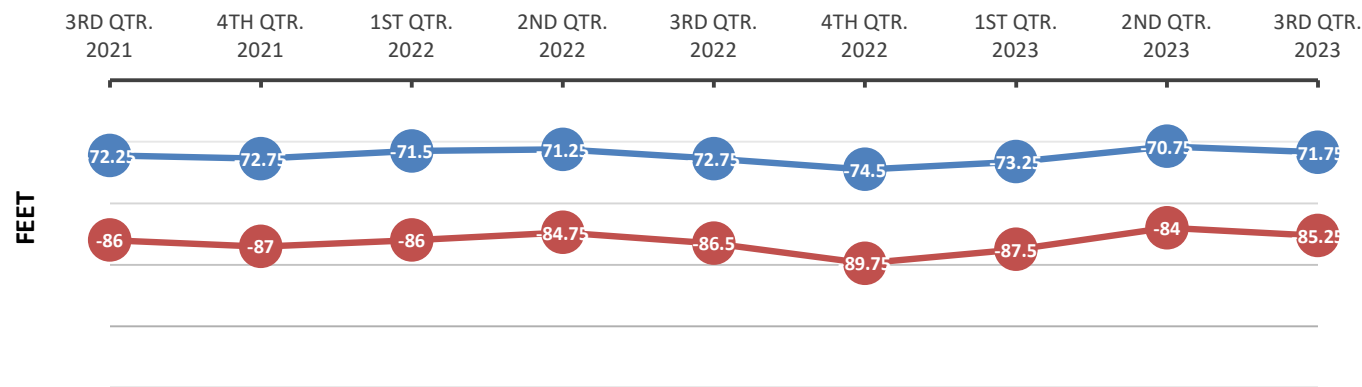
Static and Pumping Levels

Well 9 Polhemus



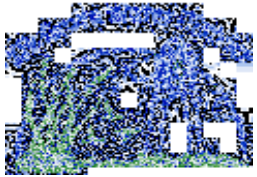
Latest Well Sounding

Static:	71.75 Ft
Pumping:	85.25 Ft
Drawdown:	13.5 Ft
GPM:	500
Specific Capacity:	37.003



Latest Sand Tester Results:

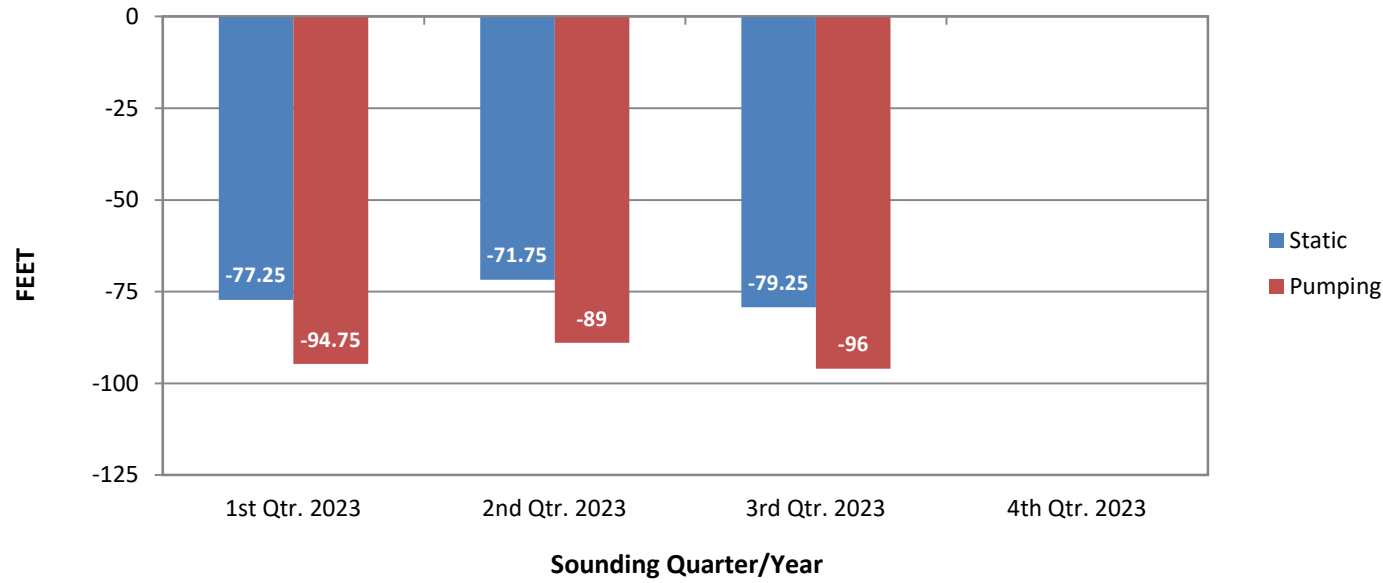
15 Min: < 5 ppm



Elk Grove Water District

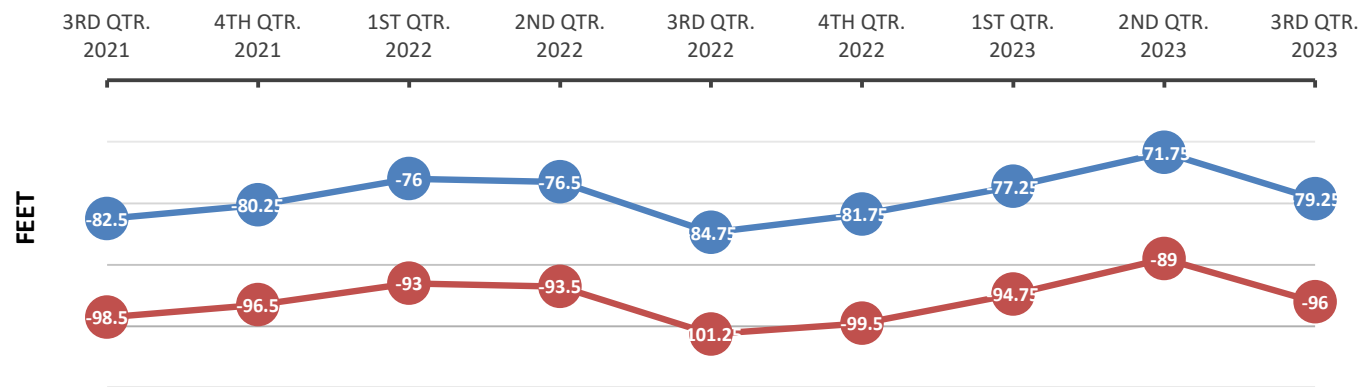
Static and Pumping Levels

Well 13 Hampton



Latest Well Sounding

Static:	79.25 Ft
Pumping:	96 Ft
Drawdown:	16.75 Ft
GPM:	961
Specific Capacity:	57.390



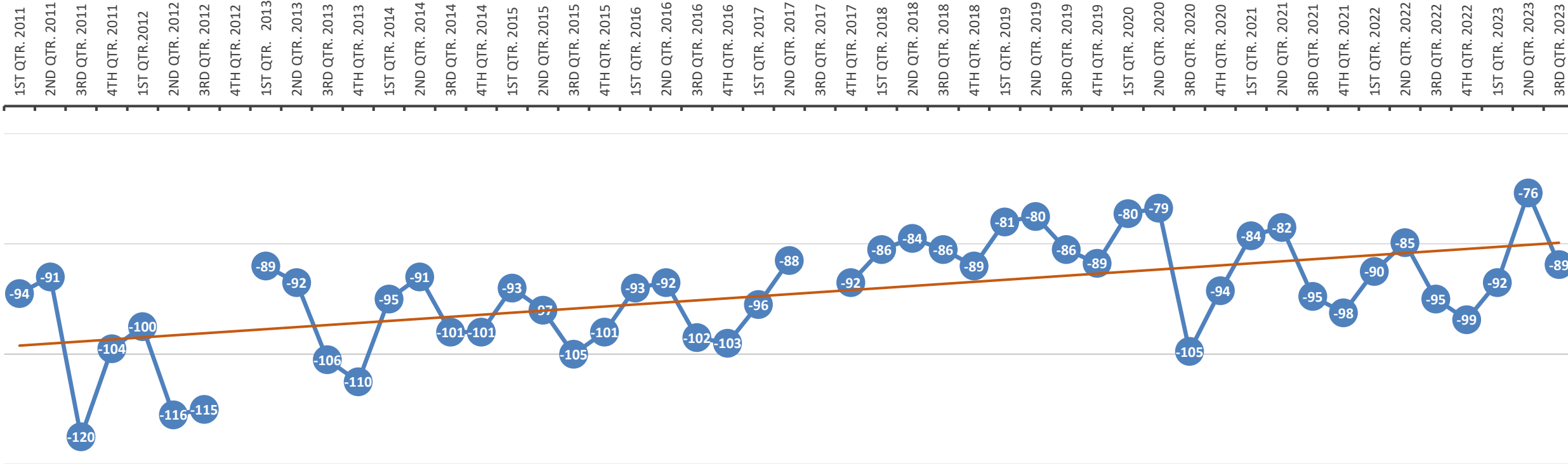
Latest Sand Tester Results:

15 Min:	< 5 ppm
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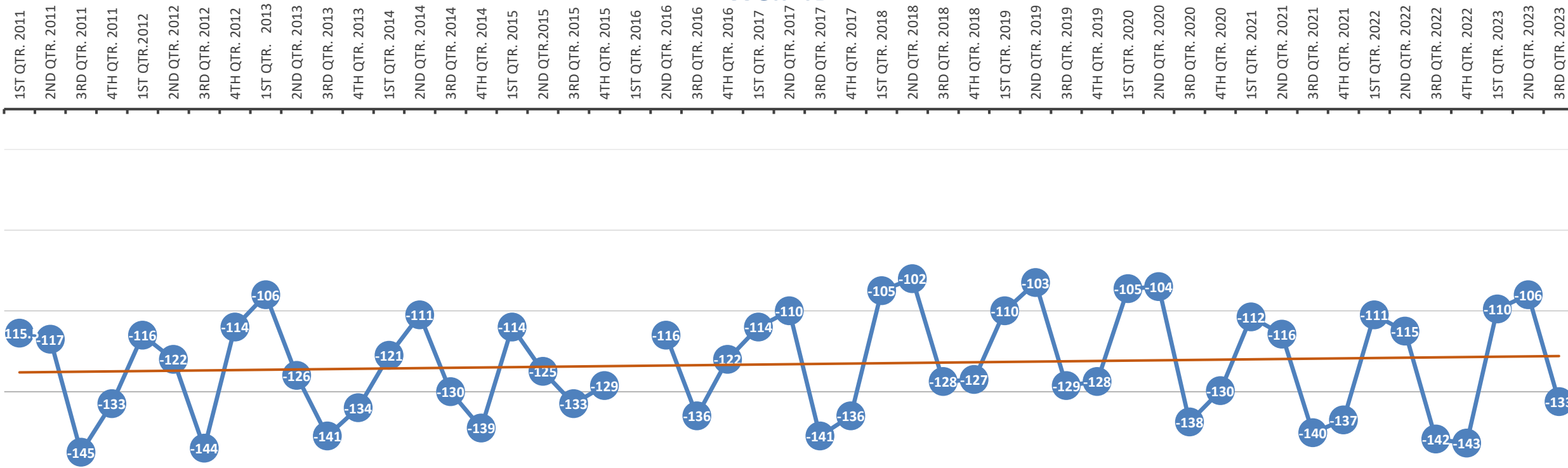


Historic Static Well Levels

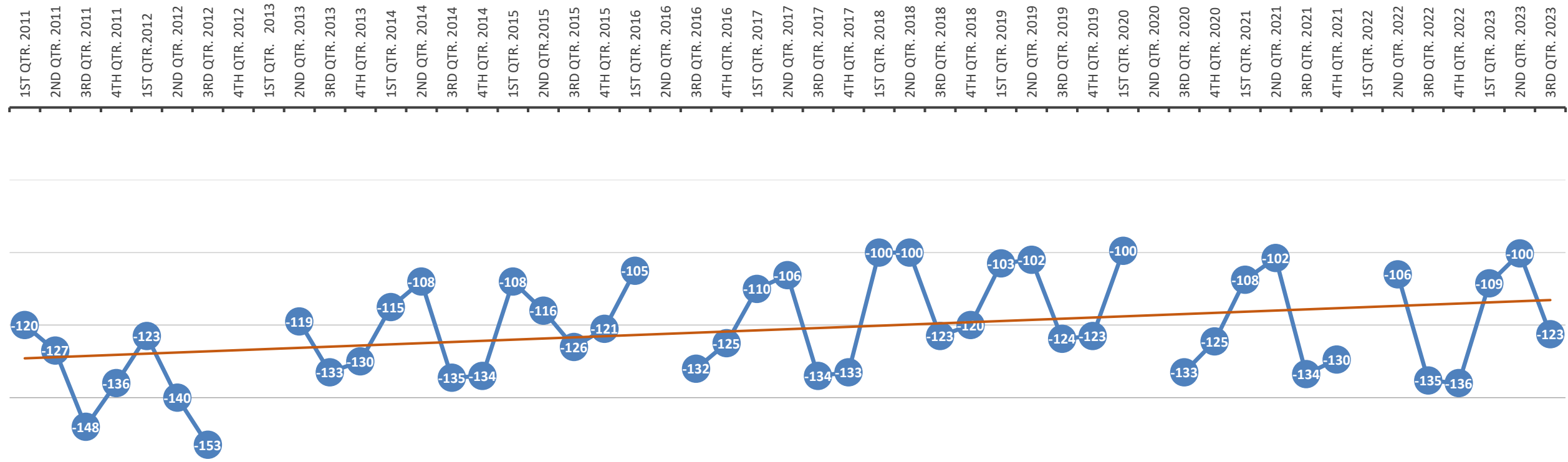
Well 1D



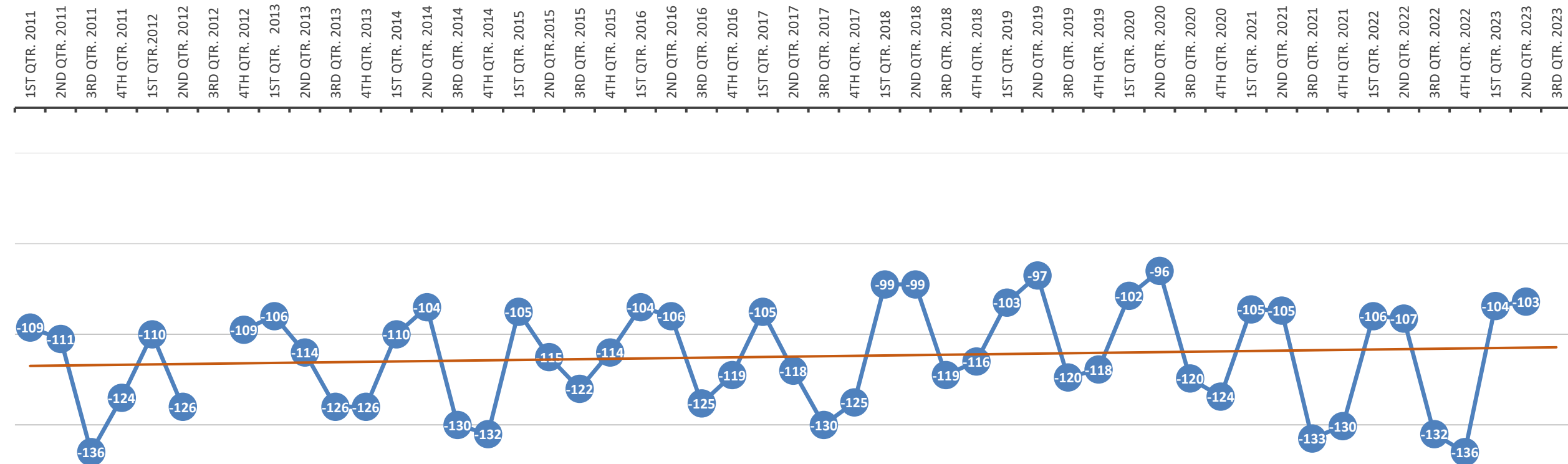
Well 4D



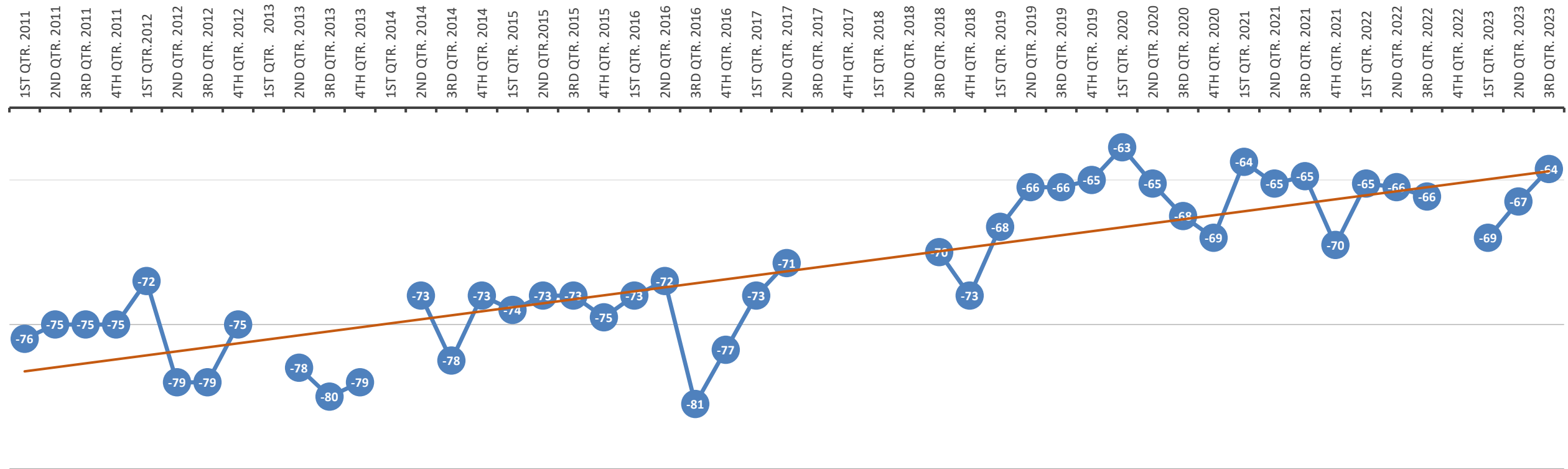
Well 11D



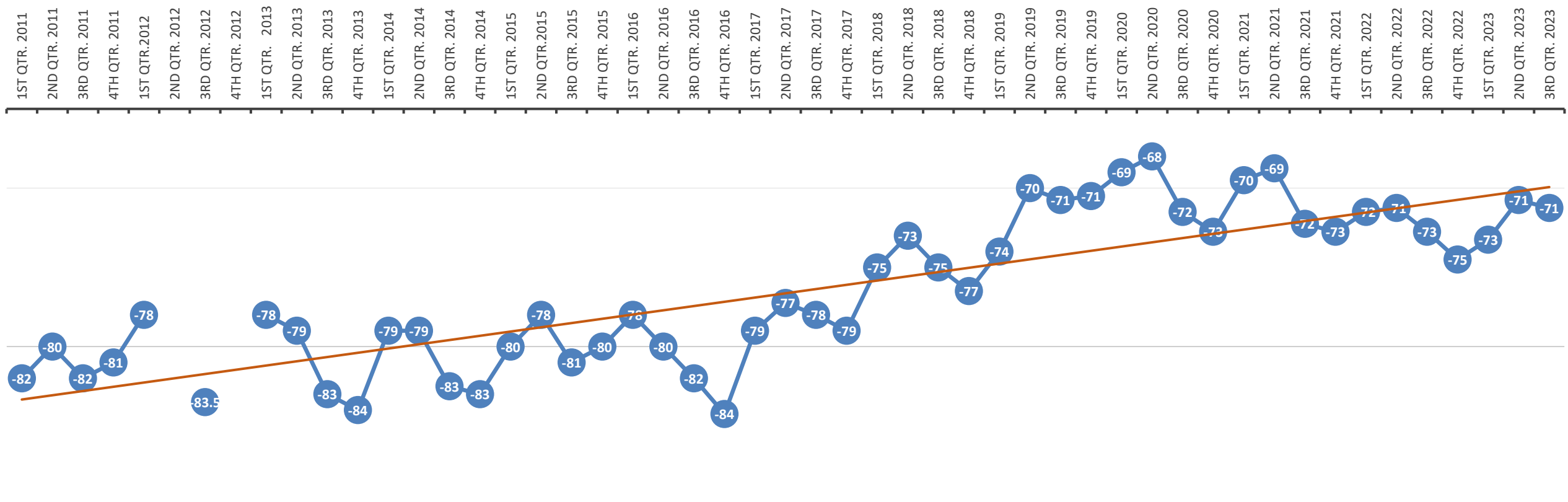
Well 14D



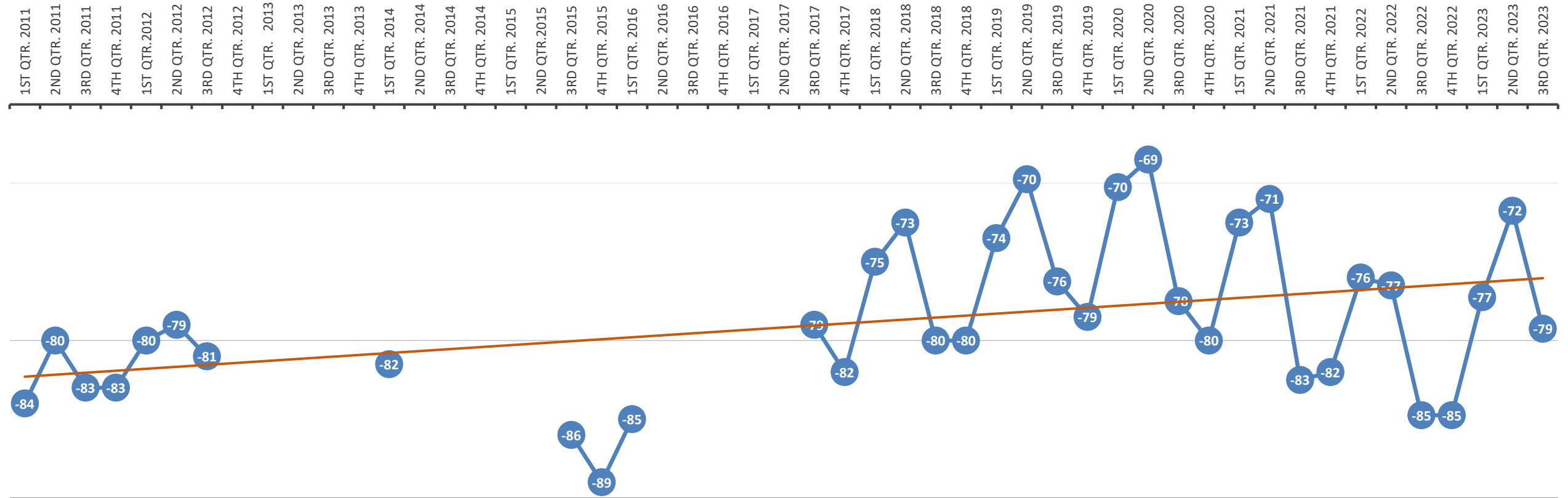
Well 8



Well 9



Well 13



Monthly Sample Report - July 2023
Water System: Elk Grove Water System

Sampling Point: 01 - 8693 W. Camden

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/3/2023	Distribution System	Bacteriological	Week
7/11/2023	Distribution System	Bacteriological	Week
7/18/2023	Distribution System	Bacteriological	Week
7/25/2023	Distribution System	Bacteriological	Week
7/3/2023	Distribution System	TTHM's and HAA5	Quarterly

Sampling Point: School Well 01D - Raw Water

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/18/2023	Source Water	3 mo - Bacteriological	Quarterly
7/18/2023	Source Water	3 mo - Fe,Mn,As Total	Quarterly
7/18/2023	Source Water	Treshold Odor	Quarterly
7/25/2023	Source Water	3 mo - PFAS	Quarterly

Sampling Point: 02 - 9425 Emerald Vista

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/3/2023	Distribution System	Bacteriological	Week
7/11/2023	Distribution System	Bacteriological	Week
7/18/2023	Distribution System	Bacteriological	Week
7/25/2023	Distribution System	Bacteriological	Week

Sampling Point: 03 - 8809 Valley Oak

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/3/2023	Distribution System	Bacteriological	Week
7/11/2023	Distribution System	Bacteriological	Week
7/18/2023	Distribution System	Bacteriological	Week
7/25/2023	Distribution System	Bacteriological	Week

Sampling Point: Webb Well 04D - Raw Water

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/3/2023	Source Water	3 mo - Bacteriological	Quarterly
7/3/2023	Source Water	3 mo - Fe,Mn,As Total	Quarterly
7/3/2023	Source Water	Treshold Odor	Quarterly
7/18/2023	Source Water	3 mo - PFAS	Quarterly

Sampling Point: 04 - 10122 Glacier Point

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/3/2023	Distribution System	Bacteriological	Week
7/11/2023	Distribution System	Bacteriological	Week
7/18/2023	Distribution System	Bacteriological	Week
7/25/2023	Distribution System	Bacteriological	Week

Sampling Point: 05 - 9230 Amsden Ct.

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/3/2023	Distribution System	Bacteriological	Week
7/11/2023	Distribution System	Bacteriological	Week
7/18/2023	Distribution System	Bacteriological	Week
7/25/2023	Distribution System	Bacteriological	Week
7/3/2023	Distribution System	TTHM's and HAA5	Quarterly

Sampling Point: 06 - 9227 Rancho Dr.

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/3/2023	Distribution System	Bacteriological	Week
7/11/2023	Distribution System	Bacteriological	Week
7/18/2023	Distribution System	Bacteriological	Week
7/25/2023	Distribution System	Bacteriological	Week

Sampling Point: 07 - Al Gates Park Mainline Dr.

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/3/2023	Distribution System	Bacteriological	Week
7/11/2023	Distribution System	Bacteriological	Week
7/18/2023	Distribution System	Bacteriological	Week
7/25/2023	Distribution System	Bacteriological	Week

Sampling Point: - Williamson Well 8 Raw Water

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/18/2023	Source Water	3 mo - Bacteriological	Quarterly
7/18/2023	Source Water	3 mo - Fe,Mn,As Total	Quarterly
7/18/2023	Source Water	Bacteriological	Quarterly

Sampling Point: 08 - 9436 Hollow Springs Wy.

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/3/2023	Distribution System	Bacteriological	Week
7/11/2023	Distribution System	Bacteriological	Week
7/18/2023	Distribution System	Bacteriological	Week
7/25/2023	Distribution System	Bacteriological	Week
7/3/2023	Distribution System	Fluoride	Week
7/3/2023	Distribution System	TTHM's and HAA5	Quarterly

Sampling Point: Polhemus Well 9 Raw Water

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/3/2023	Source Water	3 mo - Bacteriological	Quarterly
7/3/2023	Source Water	3 mo - Fe,Mn,As Total	Quarterly
7/3/2023	Source Water	Bacteriological	Quarterly
			Quarterly

Sampling Point: 09 - 8417 Blackman Wy.

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/3/2023	Distribution System	Bacteriological	Week
7/11/2023	Distribution System	Bacteriological	Week
7/18/2023	Distribution System	Bacteriological	Week
7/25/2023	Distribution System	Bacteriological	Week

Sampling Point: 10 - 9373 Oreo Ranch Cir.

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/3/2023	Distribution System	Bacteriological	Week
7/11/2023	Distribution System	Bacteriological	Week
7/18/2023	Distribution System	Bacteriological	Week
7/25/2023	Distribution System	Bacteriological	Week

Sampling Point: 11 - 9907 Kapalua Ln.

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/3/2023	Distribution System	Bacteriological	Week
7/11/2023	Distribution System	Bacteriological	Week
7/18/2023	Distribution System	Bacteriological	Week
7/25/2023	Distribution System	Bacteriological	Week

Sampling Point: 12-9205 Meadow Grove Dr.

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/3/2023	Distribution System	Bacteriological	Week
7/11/2023	Distribution System	Bacteriological	Week
7/18/2023	Distribution System	Bacteriological	Week
7/25/2023	Distribution System	Bacteriological	Week

Sampling Point: Dino Well 11D - Raw Water

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/3/2023	Source Water	3 mo - Bacteriological	Quarterly
7/3/2023	Source Water	3 mo - Fe,Mn,As Total	Quarterly
7/3/2023	Source Water	Threshold Odor	Quarterly
7/3/2023	Source Water	3 mo - PFAS	Quarterly

Sampling Point: Hampton Well 13 - Raw Water

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/3/2023	Source Water	Fe, Mn, As, Total	Weekly
7/11/2023	Source Water	Fe, Mn, As, Total	Weekly
7/11/2023	Source Water	Bacteriological	Quarterly
7/17/2023	Source Water	Fe, Mn, As, Total	Weekly
7/24/2023	Source Water	Fe, Mn, As, Total	Weekly
7/18/2023	Source Water	3 mo - PFAS	Quarterly
7/31/2023	Source Water	Fe, Mn, As, Total	Weekly

Sampling Point: Hampton WTP Effluent

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/3/2023	Source Water	Fe, Mn, As, Total	Weekly
7/11/2023	Source Water	Fe, Mn, As, Total	Weekly
7/17/2023	Source Water	Fe, Mn, As, Total	Weekly
7/24/2023	Source Water	Fe, Mn, As, Total	Weekly
7/31/2023	Source Water	Fe, Mn, As, Total	Weekly

Sampling Point: Hampton WTP Backwash Tank

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

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/11/2023	Source Water	3 mo - Bacteriological	Quarterly
7/11/2023	Source Water	3 mo - Fe,Mn,As Total	Quarterly
7/11/2023	Source Water	Threshold Odor	Quarterly
7/25/2023	Source Water	3 mo - PFAS	Quarterly

Sampling Point: Railroad WTP Effluent

Sample Date	Sample Class	Sample Name	Collection Occurrence
7/3/2023	Treated Plant Effluent	Fe, Mn,As, Al	Monthly
7/3/2023	Source Water	Threshold Odor	Quarterly

Sampling Point: Railroad WTP Backwash Tank

Sample Date	Sample Class	Sample Name	Collection Occurrence
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Sampling Point: Special Distribution/Construction Samples

Sample Date	Sample Class	Sample Name	Collection Description
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7/24/2023

Distribution System

Bacteriological

9096 Locust St.CIP cross tie in

7/26/2023

Distribution System

Bacteriological

9096 Locust St.CIP cross tie in

Colors

Monthly Total

Yearly Total

Black = Scheduled

88

514

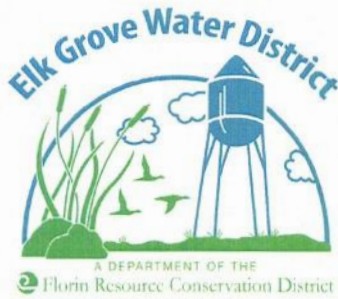
Green = Unscheduled

2

16

Red = Incomplete Sample

0



July 31, 2023

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

WASTEWATER DISCHARGE COMPLIANCE REPORT FORM

Enclosed is the Wastewater Discharge Compliance Report Form from Elk Grove Water District July 2023.

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

A handwritten signature in blue ink, appearing to read 'Steve Shaw', is positioned above the printed name.

STEVE SHAW
WATER TREATMENT SUPERVISOR

SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT (REGIONAL SAN)

COMPLIANCE REPORT FORM

Attn: Alex Burkert	E-mail: burkerta@sacsewer.com	Wastewater Source Control Section
Phone: (916) 875-6454		Fax: (916) 854-9286
From: Steve Shaw		
Company: Elk Grove Water District		Permit # WTP-010

Discharge Month:	July	Year:	2023
------------------	------	-------	------

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

<input checked="" type="checkbox"/> Water use/flow meter report (If there is no discharge during the reporting period, this must be reported)	Location	Total Gallons
	OF 1 Hampton WTP Backwash Tank	1,177,661
	OF 3 Railroad WTP Backwash Tank	0
	OF 5 Analyzer Water	35,712
	OF 6 Tank Sludge (preapproval req)	
	OF 7 Misc. (preapproval req)	

Monitoring results/analytical report(s)

pH (if measured); Grab Monitoring Data Review

Location	Date and Time	pH
OF1		
OF3		
OF6		
OF7		

pH compliance statement – CHECK ONE BELOW

Based on a review of this facility's pH data, pH has exceeded the discharge limits.

I certify that this facility has reviewed pH data and is in compliance.

Discharge Rate - CHECK ONE BELOW

or Based on a review of this facility's flow data, the discharge rate limit was exceeded.

I certify that this facility is in compliance with the discharge rate limit.

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

Flow monitoring equipment certification

Other (explain): Wastewater Discharge Compliance Outfall 1&3. Updated Slug Discharge Prevention and Control Plan Railroad WTP and Hampton WTP.

SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT (REGIONAL SAN)

Domestic Calculation

Domestic Usage/ Employee Monthly Totals	Number of Full-time Equivalent* Employees	Business Days per Month	Allowance (gallons per day)	Gallons
Production	2	18	15	540
Office	3	18	10	540
Drivers/Field	13	18	3	702
Total				1,782

*FTE Equivalent: all employees' monthly hours added together and converted to a full-time employee count

Certification Statement

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

SIGNATURE of Authorized Representative:

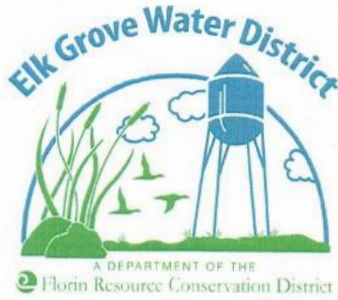


PRINTED NAME, TITLE:

Steve Shaw Water Treatment Supervisor
(Name) (Title)

DATE:

August 1, 2023



August 1, 2023

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

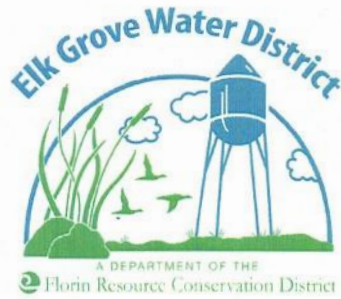
WASTEWATER DISCHARGE COMPLIANCE OUTFALL 1 AND OUTFALL 3

Wastewater discharge from outfall 1 at the Hampton WTP is controlled by waste valve setting at no more than 75 gpm.

Wastewater discharge from outfall 3 at the Railroad WTP is controlled at the backwash waste valve setting at no more than 200 gpm.

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

STEVE SHAW
WATER TREATMENT SUPERVISOR



July 31, 2023

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 July 2023.

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

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

STEVE SHAW
WATER TREATMENT SUPERVISOR

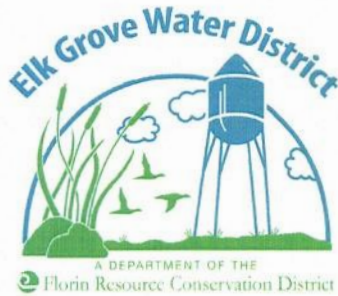
MONTHLY SUMMARY OF REVISED TOTAL COLIFORM RULE DISTRIBUTION SYSTEM MONITORING (including triggered source monitoring for systems subject to the Groundwater Rule)

System Name <p style="text-align: center; font-size: 1.2em;">Elk Grove Water District</p>	System Number <p style="text-align: center; font-size: 1.2em;">3410008</p>
Sampling Period <p style="text-align: center; font-size: 1.2em; color: blue;">July</p>	Year <p style="text-align: center; font-size: 1.2em;">2023</p>

	Number Required	Number Collected	Number Total Coliform Positives	Number E.coli Positives
1. Routine Samples (see note 1)	48	48	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)	48	48	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)			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<i>If a Level 2 Assessment is triggered, see note 8 below.</i>				
a Level 1 Assessment TT? (see note 7 for trigger info)			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<i>If a Level 1 Assessment is triggered, see note 9 below.</i>				
5. Triggered Source Samples per Groundwater Rule (see notes 12 and 13)		0	0	0
6. Invalidated Samples (Note what samples, if any, were invalidated; who authorized the invalidation; and when replacement samples were collected. Attach additional sheets, if necessary.)				
7. Summary Completed By: Steve Shaw				
Signature 	Title <p style="text-align: center; font-size: 1.2em;">Water Treatment Supervisor</p>	Date <p style="text-align: right; font-size: 1.2em;">7.31.2023</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.**



July 31, 2023

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 July 2023.

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

A handwritten signature in blue ink, appearing to read "Steve Shaw".

STEVE SHAW
WATER TREATMENT SUPERVISOR

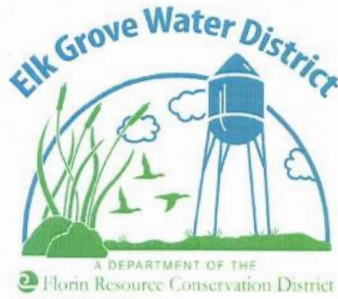
Elk Grove Water District

Hampton GWTP Monthly Report

PWS Number 3410008-013
 GWTP Name Hampton Water Treatment Plant

Month: July

Date	Hour Meter	Run Hours	Production Meter	Well Production	Backwash Meter	Backwash Waste	Weekly In-House Monitoring (mg/L) R (Raw) T (Treated)As (ug/L)							Weekly Average			
							Date	Fe, R	Fe, T	Mn, R	Mn, T	As, R	As, T	Inf. pH	Eff. pH		
last day	25925.4		516704023		32395303	39485055											
1	25947.9	22.5	517994419	1290396	32428213	39522978	7/3/2023	0.023	0.074	0.008	0.001	13	3	Inf. pH		Eff. pH	
2	25971.8	23.9	519362295	1367876	32460925	39561170	7/11/2023	0.018	0.048	0.018	0.01	13	2	Week 1: 7.0 to 7.0			
3	25996.2	24.4	520754965	1392670	32493877	39599997	7/17/2023	0.015	0.056	0.016	0.011	13	3	Cl2		1.01	
4	26020.7	24.5	522163807	1408842	32526653	39639504	7/24/2023	0.012	0.05	0.028	0.009	13	3	Week 2: 7.0 to 7.0			
5	26045	24.3	523557324	1393517	32559538	39678710	7/31/2023	0.022	0.059	0.011	0.008	8	3	Cl2		1	
6	26068.4	23.4	524897299	1339975	32592297	39715399								Week 3: 7.0 to 7.0			
7	26092.3	23.9	526263203	1365904	3265183	39752271	Total Gallons Sodium Hypochlorite: 417.8 Gal							Cl2		1.07	
8	26116.3	24	527636731	1373528	32654419	39790390	Pounds per day 16.85 Lbs/Day							Week 4: 7.0 to 7.0			
9	26140.2	23.9	529005253	1368522	32685460	39827803	Dosage (Milligrams Per Liter @ 12.5% Cl) 1.8 mg/L							Cl2		1.01	
10	26164.2	24	530381793	1376540	32716307	39866158								Week 5: to			
11	26188.3	24.1	531763995	1382202	32749178	39904658	Total Gallons Ferric Chloride: 251.8 Gal							Cl2			
12	26212.2	23.9	533138099	1374104	32778416	39942924	Dosage (Milligrams Per Liter @ 38% FeCl) .65mg/L										
13	26234.5	22.3	534414822	1276723	32811343	39982155											
14	26256	21.5	535645879	1231057	32844232	40016315	Total Gallons Sodium Hydroxide: 308 Gal										
15	26279.6	23.6	537002394	1356515	32873739	40052624	Dosage (Gallons Per Hour @ 30% NaOH) 0.48 Gal/Hr										
16	26303.3	23.7	538373082	1370688	32906792	40090090											
17	26328	24.7	539787433	1414351	32939766	40130274	Total Gallons Sulfuric Acid : 267.9 Gal										
18	26351.7	23.7	541155402	1367969	32969097	40167515	Dose (Gallons Per Hour @ 93% H2SO4) 0.33 Gal/Hr										
19	26375.5	23.8	542529332	1373930	33002043	40205567											
20	26399.6	24.1	543923902	1394570	33031379	40244919	Total Backwashed		37,014,661 Gal		Total Run Hours			732.9Hours			
21	26423.6	24	545317167	1393265	33064509	40284467											
22	26447.7	24.1	546721378	1404211	33097741	40324166	Total Water Pumped		42,092,354 Gal		Total Backwash Waste			1,177,661 Gal			
23	26471.6	23.9	548122968	1401590	33131028	40363503											
24	26496.1	24.5	549570627	1447659	33163847	40402379	Reporting Limits/Units							Maximum Contaminant Levels (MCLs)			
25	26514.4	18.3	550629139	1058512	33188997	40429386	Iron = 0.100 mg/L							Iron (Fe) = 0.300 mg/L (Secondary)			
26	26538.1	23.7	551976232	1347093	33217570	40466515	Manganese = 0.010 mg/L							Manganese (Mn) = 0.050 mg/L (Secondary)			
27	26561.8	23.7	553322273	1346041	33249901	40505110	Arsenic = 1.0 µg/L							Arsenic (As) = 10 µg/L (Primary)			
28	26586.3	24.5	554714389	1392116	33282356	40544105											
29	26610.4	24.1	556085291	1370902	33314784	4058257											
30	26634.2	23.8	557436275	1350984	33347339	40621614	Prepared By: Steve Shaw							Date: 7/31/2023			
31	26658.3	24.1	558796377	1360102	33387188	40662716											
Total		732.9		42,092,354	991,885	1,177,661											



July 31, 2023

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 July 2023.

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

A handwritten signature in blue ink, appearing to read "Steve Shaw".

STEVE SHAW
WATER TREATMENT SUPERVISOR

ELK GROVE WATER DISTRICT AREA 2

DISTRIBUTION SYSTEM

MONTHLY FLUORIDATION MONITORING REPORT

July-23

Week	Location of Sample	Monitoring Results (mg/L)		
		Date	Time	Results
1	Hollow Springs	7.3.2023	9:41 AM	0.71
1	Kapalua	7.3.2023	10:17 AM	0.64
1	Al Gates Park	7.3.2023	10:35 AM	0.71
1	Oreo Ranch	7.3.2023	10:55 AM	0.82
1	Blackman	7.3.2023	12:20 PM	1.01
2	Hollow Springs	7.11.2023	9:28 AM	0.69
2	Kapalua	7.11.2023	10:10 AM	0.71
2	Al Gates Park	7.11.2023	10:58 AM	0.66
2	Oreo Ranch	7.11.2023	11:15 AM	0.61
2	Blackman	7.11.2023	12:40 PM	0.74
3	Hollow Springs	7.18.2023	9:05 AM	0.57
3	Kapalua	7.18.2023	9:31 AM	0.77
3	Al Gates Park	7.18.2023	9:56 AM	0.77
3	Oreo Ranch	7.18.2023	10:22 AM	0.72
3	Blackman	7.18.2023	12:21 PM	0.8
4	Hollow Springs	7.25.2023	9:30 AM	0.66
4	Kapalua	7.25.2023	10:02 AM	0.63
4	Al Gates Park	7.25.2023	10:27 AM	0.67
4	Oreo Ranch	7.25.2023	11:00 AM	0.69
4	Blackman	7.25.2023	12:10 PM	0.68
5	Hollow Springs			
5	Kapalua			
5	Al Gates Park			
5	Oreo Ranch			
5	Blackman			

Monthly fluoride split sample results:

Date: 7.3.2023

Water System Results: 0.71 mg/L

Approved Lab: 0.74 mg/L

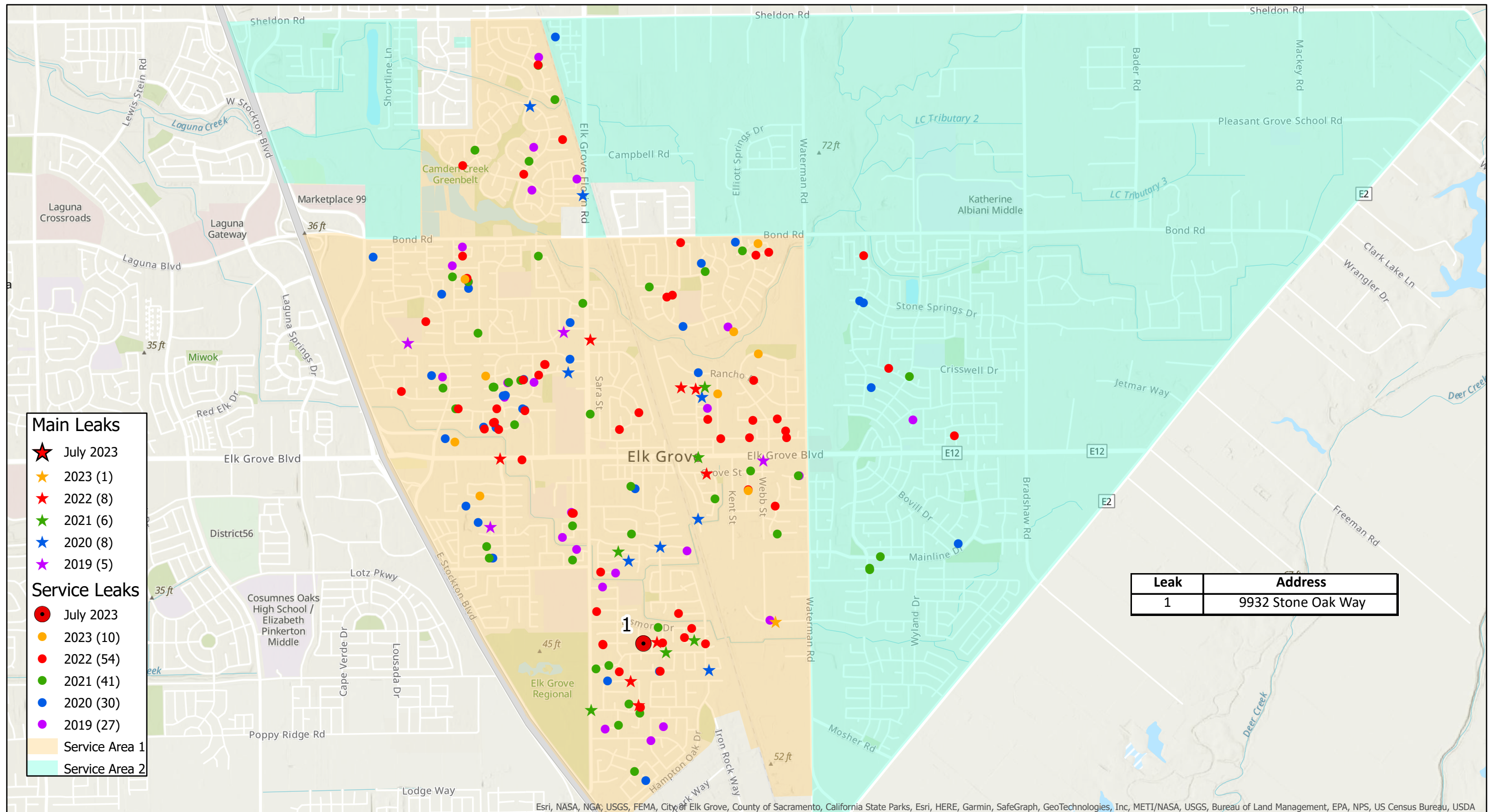
Contact Name: Steve Shaw

Telephone : (916) 585-9386

System PWS Number: 3410008

Elk Grove Water District
 Safety Meetings/Training
 July 2023

Date	Topic	Attendees	Hosted By
7/3/2023	Hearing Safety	Alan Aragon, Stefan Chanh, Jaylyn Gordon-Ford, David Frederick, Aaron Hewitt, Sean Hinton, James Hinegardner, Brandon Kent, Justin Mello, Jose Mendoza, Sal Mendoza, Michael Montiel, Chris Phillips, Steve Shaw, Brandon Wagner	Steve Shaw & Sean Hinton
7/17/2023	Hand Tool Safety	Alan Aragon, Stefan Chanh, David Frederick, Aaron Hewitt, Jaylyn Gordon-Ford, James Hinegardner, Sean Hinton, Brandon Kent, Jose Mendoza, Sal Mendoza, Michael Montiel, Steve Shaw, John Vance, Brandon Wagner	Steve Shaw & Sean Hinton
7/31/2023	Wildfire Safety	Alan Aragon, Aaron Hewitt, Sean Hinton, Brandon Kent, Sal Mendoza, Chris Phillips, Steve Shaw, John Vance, Brandon Wagner, Marcell Wilson	Steve Shaw & Sean Hinton



- Main Leaks**
- ★ July 2023
 - ★ 2023 (1)
 - ★ 2022 (8)
 - ★ 2021 (6)
 - ★ 2020 (8)
 - ★ 2019 (5)
- Service Leaks**
- July 2023
 - 2023 (10)
 - 2022 (54)
 - 2021 (41)
 - 2020 (30)
 - 2019 (27)
- Service Area 1
 Service Area 2

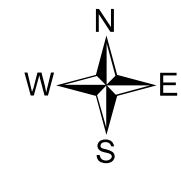
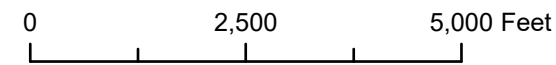
Leak	Address
1	9932 Stone Oak Way

Esri, NASA, NGA, USGS, FEMA, City of Elk Grove, County of Sacramento, California State Parks, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA

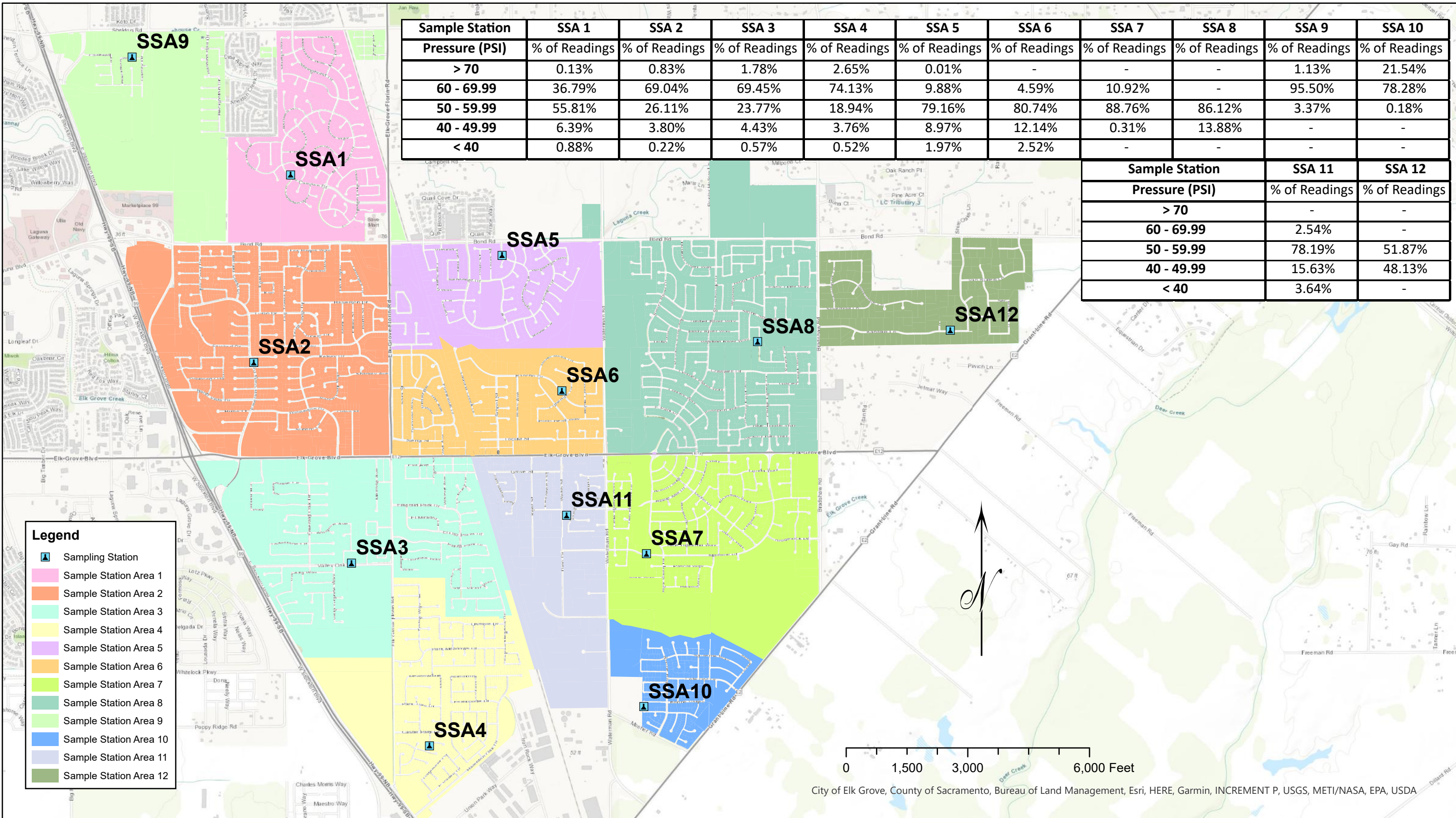
July 2023	
Main Line Leaks: 0	YTD: 1
Service Line Leaks: 1	YTD: 10
Total Leaks: 1	YTD: 11



Elk Grove Water District Main and Service Line Leaks Map



Elk Grove Water District
Main & Service Line Leaks
Created by: Richard Ko
Date: August 1, 2023



Sample Station	SSA 1	SSA 2	SSA 3	SSA 4	SSA 5	SSA 6	SSA 7	SSA 8	SSA 9	SSA 10
Pressure (PSI)	% of Readings	% of Readings	% of Readings	% of Readings	% of Readings	% of Readings	% of Readings	% of Readings	% of Readings	% of Readings
> 70	0.13%	0.83%	1.78%	2.65%	0.01%	-	-	-	1.13%	21.54%
60 - 69.99	36.79%	69.04%	69.45%	74.13%	9.88%	4.59%	10.92%	-	95.50%	78.28%
50 - 59.99	55.81%	26.11%	23.77%	18.94%	79.16%	80.74%	88.76%	86.12%	3.37%	0.18%
40 - 49.99	6.39%	3.80%	4.43%	3.76%	8.97%	12.14%	0.31%	13.88%	-	-
< 40	0.88%	0.22%	0.57%	0.52%	1.97%	2.52%	-	-	-	-

Sample Station	SSA 11	SSA 12
Pressure (PSI)	% of Readings	% of Readings
> 70	-	-
60 - 69.99	2.54%	-
50 - 59.99	78.19%	51.87%
40 - 49.99	15.63%	48.13%
< 40	3.64%	-

- Legend**
- Sampling Station
 - Sample Station Area 1
 - Sample Station Area 2
 - Sample Station Area 3
 - Sample Station Area 4
 - Sample Station Area 5
 - Sample Station Area 6
 - Sample Station Area 7
 - Sample Station Area 8
 - Sample Station Area 9
 - Sample Station Area 10
 - Sample Station Area 11
 - Sample Station Area 12

City of Elk Grove, County of Sacramento, Bureau of Land Management, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA

Sample Stations: 12

July 2023



Elk Grove Water District

Sample Station Areas

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

Source: EGWD GIS Database

Modified by: Richard Ko

August 3, 2023