RIO LINDA / ELVERTA COMMUNITY WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS

November 17, 2014 (6:30 p.m.)

Visitors / Depot Center
6730 Front St.
Rio Linda, CA 95673
(916) 991-1000

AGENDA

The Board may discuss and take action on any item listed on this agenda, including items listed as information items. The Board may also listen to the other items that do not appear on this agenda, but the Board will not discuss or take action on those items, except for items determined by the Board pursuant to state law to be of an emergency or urgent nature requiring immediate action. The Board may address any item(s) in any order as approved by the Board.

The public will be given the opportunity to directly address the Board on each listed item during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or any majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection at the District office at 730 L Street, Rio Linda, CA 95673. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the District office at (916) 991-1000. Request must be made as early as possible, and at least one full business day before the start of the meeting.

1. CALL TO ORDER, ROLL CALL and PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENT

Members of the public are invited to speak to the Board regarding items within the subject matter jurisdiction of the District that are not on the agenda or items on the consent agenda. Each speaker may address the Board once under Public Comment for a limit of 2 minutes. (Policy Manual § 2.01.160).

3. WELCOME NEW BOARD MEMBERS
The Board President would like to welcome the incoming Board members.

4. RECOGNITION
The members of the Board and General Manager would like to recognize the departing Board Members for their service.

5. CONSENT CALENDAR

Action items: Approve Consent Calendar Items

Pg. 1 **5.1 Minutes**
October 20 , 2014 Regular Meeting
The Finance & Administrative Committee recommends the Board approve the Minutes of October 20, 2014.

Pg. 5 **5.2 Expenditures**
The Finance & Administrative Committee recommends the Board approve the October Expenditures.

Pg. 9 **5.3 Financial Reports**
The Finance & Administrative Committee recommends the Board approve the October Financial Reports.

Pg. 14 **5.4 Construction Project Update**
The Board will be updated on the State Revolving Fund loan status.

Pg. 17 **5.5 Policy Manual**
The General Manager will present an updated version of the Policy Manual to-date for the Board as an informational item.

6. REGULAR CALENDAR

ITEMS FOR DISCUSSION AND ACTION

Pg. 93 **6.1 District Engineer's Report**
The District's Engineer will provide his monthly report to the Board of Directors

Pg. 99 **6.2. Arborist Report**
The Planning Committee recommends the Board review the Cedar Tree Arborist report and determine the fate of the tree.

Pg. 110 **6.3 Committee Appointments**
The Board President will appoint representatives to the committees.

7. INFORMATION ITEMS

Pg. 112 **7.1. DISTRICT ACTIVITY REPORT**
- **a**. General Manager's Report
- **b**. Water Operations Report

Pg. 117 **7.2. BOARD REPORTS**
- **a**. Regional Water Authority – Dills, Henrici
- **b**. Sacramento Groundwater Authority – Green, Anderson
- **c**. LAFCO - Green
- **d**. Planning Committee – Longo, Caron
- **e**. Finance / Administrative Committee – Dills, Anderson
- **f**. Other Reports

8. PUBLIC COMMENT FOR CLOSED SESSION

Public comment for closed session items only. The public is invited to comment on any item listed on the closed session agenda. Each speaker is limited to 2 minutes.

9. **CLOSED SESSION** – The Board of Directors will convene to Closed Session to discuss the following items.

9.1 CONFERENCE WITH LABOR NEGOTIATORS - *The Board of Directors will meet in closed session pursuant to Government Code § 54957.6 - Update and discussion, and possible action on Labor Negotiations. Agency representative – Ad Hoc Memorandum of Understanding (MOU) Negotiations Committee. Employee representative – Teamsters Local Union 150.*

9.2 CONFERENCE WITH GENERAL MANAGER – *The Board will meet in closed session pursuant to Government Code Section 54956.9 (d) Liability Claim – to discuss California Public Employees Retirement System (CAL PERS) audit.*

10. RECONVENE TO OPEN SESSION

11. DIRECTORS' AND GENERAL MANAGER COMMENTS

12. ADJOURNMENT

Upcoming meetings:

Planning Committee
December 2, 2014, Tuesday, 4:30 pm at the Sacramento Metro Fire Dept., 6609 Rio Linda Blvd, Rio Linda, CA 95673.

Finance / Administrative Committee
December 8, 2014, Monday, 6:30 pm at the Visitor's / Depot Center, 6730 Front St, Rio Linda, CA 95673.

Regular Board Meeting
December 15, 2014, Monday, 6:30 pm at the Visitor's / Depot Center, 6730 Front St, Rio Linda, CA 95673.

RIO LINDA

ELVERTA

Consent Calendar
Agenda Item: 5.1

Date: November 17, 2014

Subject: Minutes

Staff Contact: Mary Henrici, General Manager

Recommended Committee Action:
The Finance and Administrative Committee recommends the Board approve the Regular Board Meeting Minutes of October 20, 2014.

Current Background and Justification:
These minutes need to be reviewed and approved by the Board of Directors.

Conclusion:

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills:____Green:_____ Caron:____ Anderson:_____Longo:____.

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

MINUTES OF THE
OCTOBER 20, 2014
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE RIO LINDA/ELVERTA
COMMUNITY WATER DISTRICT

1. CALL TO ORDER, ROLL CALL and PLEDGE OF ALLEGIANCE

The October 20, 2014 Regular Meeting of the Board of Directors of the Rio Linda/Elverta Community Water District was called to order at 6:30 p.m. at the Depot/Visitor Center located at 6730 Front Street, Rio Linda, CA. General Manager, Mary Henrici took roll call of the Board of Directors. President Matt Longo, Director Anderson,Director Frank Caron, Director Paul R. Green, Jr., and Director Brent Dills were present. Director Dills led the pledge of allegiance.

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT CALENDAR

Action items: Approve Consent Calendar Items

3.1 Minutes:
September 15, 2014 Regular Meeting
3.2 Expenditures
3.3 Financial Reports

It was moved by Director Anderson and seconded by Director Longo to approve the consent calendar with the changes noted in the minutes. The motion carried with a unanimous vote of 5-0-0.

4. REGULAR CALENDAR

ITEMS FOR DISCUSSION AND ACTION

4.1 District Engineer's Report

District Engineer, Jim Carson provided the Board with a technical memorandum on the District's current projects. He informed the Board that the District solicited seven vendors for the demoing of the hydropneumatic tanks on Well 2A, Well 3 and Well 5. The District received two bids one for $11,400 and one for $15,000. This item will be on the Planning Committee meeting's agenda next month.

4.1.a Natomas Mutual Water Company Cost Reimbursement Agreement

Mr. Carson explained to the Board this agreement is being funded by the Elverta Specific Plan (ESP) developers. This agreement allows the District to hold the funds to be used to pay Natomas for their work. Natomas will be working towards identifying surface water rights in their area.

Public member, John Ridilla clarified with the Board that there would be no cost to the rate payers for this agreement.

It was moved by Director Anderson and seconded by Director Caron to approve the Natomas Mutual Water Company Cost Reimbursement Agreement. The motion carried with a unanimous vote of 5-0-0.

4.1.b Sacramento River Diversion Plan Agreement

Talk of the Sacremento River Diversion project started back in May, and now a cost share agreement is being presented to the Board. Mr. Carson informed the Board this is an agreement with all the water purveyors to put up $15,000.00 each, in order to have West Yost define the project and put together a report.

It was moved by Director Green and seconded by Director Dills to approve the Sacramento River Diversion Plan Agreement. The motion carried with a unanimous vote of 5-0-0.

4.1.c L St. Reservoir Change Order #3

Mr. Carson explained that Sacramento County miss marked the conduit for the street lighting, which was in conflict with the project's discharge piping. In order to keep the project moving, the line needs to be relocated in order to install the pipe.

Director Green suggested the General Manger send a letter to the County to reimburse the District, since the County was at fault. GM Ms. Henrici stated the District is in the County's right of way, and basically the District is being allowed to install our equipment in their roadway. Director Caron questioned if the company isn't made aware of their mistake, who's to say it won't be repeated. President, Longo agreed that maybe a correspondence should be sent making the County aware of the mistake, but not requesting reimbursement.

Public member, John Ridilla questioned if a contingency fee was built into the project for instances like this.

It was moved by Director Longo and seconded by Director Caron to approve the Lst. Reservoir Change Order #3. The motion carried with a unanimous vote of 5-0-0.

4.2 Surcharge Fund Transfer

Director Caron asked about the impact to these accounts by moving these funds. GM Henrici stated none, since all Surcharge Construction Fund money will be put back into the Surcharge Fund at project completion.

It was moved by Director Longo and seconded by Director Anderson to approve a transfer of $500,000.00 from the Surcharge Fund to the Surcharge Construction Fund. The motion carried with a unanimous vote of 5-0-0.

4.3 Policy Manual Additions

a. Payment Arrangements
b. Returned Checks
c. Liens

d. Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing

Director Caron asked if the policies had been reviewed by legal. GM Henrici stated that legal has reviewed them.

It was moved by Director Longo and seconded by Director Green to approve the Policy Manual Additions. The motion carried with a unanimous vote of 5-0-0.

5. INFORMATION ITEMS

5.1. DISTRICT ACTIVITY REPORT

a. General Manager's Report – Written report provided.

GM Henrici touched on the highlights from the manager's report and informed the Board that she had made a decision on the hiring of an individual to fill the Conservation Coordinator / Receptionist position.

Director Longo asked about the District going to monthly billing. GM Henrici stated that she is looking to possibly implement that in the near future.

b. Water Production Report – Written report provided.

5.2. BOARD REPORTS

a. Regional Water Authority – Dills, Henrici
b. Sacramento Groundwater Authority – Green, Anderson
c. LAFCo –Green
d. Planning Committee – Longo, Caron
e. Finance / Administrative Committee – Dills, Anderson
f. Other Reports

Director Caron informed the Board, that during the Planning Committee meeting it was reported, there are three service line replacements that will be happening within the District and initially were going to be subcontracted out. The Planning Committee recommended the smallest replacement service line be done by the District field staff as a learning experience.

6. DIRECTORS' AND GENERAL MANAGER COMMENTS

Director Longo stated that during a recent public event he attended, it was brought to his attention by a member of the community that the District field staff looked unprofessional dressed. It was suggested by several members of the Board to have the field staff tuck in their shirts and wear coveralls when doing repairs. GM Henrici explained that the District does not currently have coveralls, but will look into this.

7. ADJOURNMENT

President, Longo adjourned the meeting at 7:50 p.m.

Respectfully submitted,

Mary Henrici, Secretary

Matt Longo, President of the Board

RIO LINDA

ELVERTA

Consent Calendar
Agenda Item: 5.2

Date: November 17, 2014

Subject: Expenditures

Staff Contact: Mary Henrici, General Manager

Recommended Committee Action:
The Finance and Administrative Committee recommends approval of the Expenditures for the month of October 2014.

Current Background and Justification:
These expenditures have been done since the last regular meeting of the Board.

Conclusion:

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills:_____Green:_____ Caron:_____ Anderson:_____Longo:_____.

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

Accrual Basis

Rio Linda Elverta Community Water District
Operating Account GL 10000 Expenditure Report
October 2014

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/01/2014	3324	Joseph Sherrill	Monthly Settlement Payment 16 of 30	-2,966.66
Liability Check	10/10/2014	EFT	CalPERS	For PP Ending 10/10/14 Pay date 10/15/14	-3,685.59
Liability Check	09/11/2014	EFT	CalPERS	For PP Ending 10/10/14 Pay date 10/15/14	-765.12
Liability Check	10/14/2014	EFT	QuickBooks Payroll Service	For PP Ending 10/10/14 Pay date 10/15/14	-12,662.08
Check	10/14/2014	EFT	UPS	Postage	-8.57
Bill Pmt -Check	10/15/2014	EFT	Bankcard Center 3402	Fuel	-302.15
Bill Pmt -Check	10/15/2014	EFT	Bankcard Center 3452	Fuel	-370.00
Bill Pmt -Check	10/15/2014	EFT	Bankcard Center 3501	Fuel	-197.00
Bill Pmt -Check	10/15/2014	EFT	Bankcard Center 3551	Fuel	-352.10
Bill Pmt -Check	10/15/2014	EFT	Bankcard Center 4864	Maintenance, Safety, Fees, & Fuel	-386.27
Bill Pmt -Check	10/15/2014	EFT	Bankcard Center4054	Meetings/Conferences, Mgmt Training, Office Exp, Postage, & Fuel	-1,016.81
Check	10/15/2014	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	-41,666.67
Check	10/15/2014	EFT	RLECWD - SURCHARGE ACCOUNT	Current Monthly Transfer	-44,549.42
Liability Check	10/15/2014	EFT	Internal Revenue Service	Employment Taxes	-5,539.80
Liability Check	10/15/2014	EFT	Employment Development	Employment Taxes	-1,059.49
Liability Check	10/15/2014	EFT	AFLAC	Employee Benefits	-357.84
Liability Check	10/15/2014	EFT	Nationwide	Employee Benefits	-375.00
Liability Check	10/15/2014	EFT	Health Equity	Employee Benefits	-150.00
Bill Pmt -Check	10/15/2014	EFT	Sprint	Field Communication	-645.85
Paycheck	10/15/2014	3325	Employee	For PP Ending 10/10/14 Pay date 10/15/14	-1,177.99
Check	10/15/2014	3326	Customer	Final Bill Reimbursement	-93.22
Check	10/15/2014	3327	Customer	Final Bill Reimbursement	-121.72
Liability Check	10/15/2014	3328	California State Disbursement Unit	Wage Garnishment	-397.50
Liability Check	10/15/2014	3329	Franchise Tax Board	Wage Garnishment	-75.25
Liability Check	10/15/2014	3330	Teamsters Local #150	Union Dues	-457.50
Bill Pmt -Check	10/15/2014	3331	ACWA/JPIA Powers Insurance Authority	Employee Benefits	-25.30
Bill Pmt -Check	10/15/2014	3332	Affinity Engineering, Inc.	Elverta Specific Plan	-11,127.00
Bill Pmt -Check	10/15/2014	3333	American Mobile Shredding, Inc.	Office Expense	-25.00
Bill Pmt -Check	10/15/2014	3334	Bells Tree Service	Maintenance - removal of tree	-875.00
Bill Pmt -Check	10/15/2014	3335	BSK Associates	Laboratory Services	-5,750.00
Bill Pmt -Check	10/15/2014	3336	Bullet Information Technology Solutions	Computer Services	-140.00
Bill Pmt -Check	10/15/2014	3337	Comcast	Phone/Internet	-403.71
Bill Pmt -Check	10/15/2014	3338	CoreLogic Solutions LLC	Metro Scan	-134.75
Bill Pmt -Check	10/15/2014	3339	DirectHit Pest Control	Pest Control	-75.00
Bill Pmt -Check	10/15/2014	3340	Elk Grove Security Systems	Security Service	-78.00
Bill Pmt -Check	10/15/2014	3341	Equarius Waterworks, Inc.	Meter Maintenance	-15,400.61
Bill Pmt -Check	10/15/2014	3342	Fritz & Company	Pumping Maintenance	-3,138.10
Bill Pmt -Check	10/15/2014	3343	Griffin, Melvin E.	Notary Service	-40.00
Bill Pmt -Check	10/15/2014	3344	Interstate Battery System of Sacramento	Vehicle Maintenance	-148.71
Bill Pmt -Check	10/15/2014	3345	PG& E	Utilities	-40.43
Bill Pmt -Check	10/15/2014	3346	Prudential Overall Supply, Inc	Uniforms	-190.91
Bill Pmt -Check	10/15/2014	3347	Quill Corporation	Office Expense	-133.90
Bill Pmt -Check	10/15/2014	3348	R&B Company	Distribution Supplies	-2,003.40
Bill Pmt -Check	10/15/2014	3349	Republic Services	Utilities	-87.06
Bill Pmt -Check	10/15/2014	3350	Rio Linda Elverta Recreation & Park Dist	Meetings/Conferences	-50.00

Accrual Basis

Rio Linda Elverta Community Water District
Operating Account GL 10000 Expenditure Report
October 2014

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/15/2014	3351	Rio Linda Hardware and Building Supply	Shop Supplies	-140.43
Bill Pmt -Check	10/15/2014	3352	RW Trucking	Distribution Supplies	-509.49
Bill Pmt -Check	10/15/2014	3353	Sacramento County Recorder	Lien Fees	-327.00
Bill Pmt -Check	10/15/2014	3354	Sierra Chemical Company	Chemicals and Supplies	-1,053.90
Bill Pmt -Check	10/15/2014	3355	Spok, Inc. / USA Mobility Wireless, Inc.	Field Communication	-15.11
Bill Pmt -Check	10/15/2014	3356	John Todd	Website Design	-1,449.00
Bill Pmt -Check	10/15/2014	3357	Vanguard Cleaning Systems	Janitorial	-195.00
Bill Pmt -Check	10/15/2014	3358	Vulcan Materials	Distribution Supplies	-467.28
EFT	10/17/2014	EFT	Sprint	Field Communication	-108.49
Liability Check	10/27/2014	EFT	CalPERS	For PP Ending 10/24/2014 Pay date 10/31/2014	-3,234.12
Liability Check	10/27/2014	EFT	CalPERS	For PP Ending 10/24/2014 Pay date 10/31/2014	-641.14
Liability Check	10/27/2014	EFT	Western Health Advantage	Employee Benefits	-6,561.75
Liability Check	10/29/2014	EFT	QuickBooks Payroll Service	For PP Ending 10/24/2014 Pay date 10/31/2014	-11,476.78
Liability Check	10/31/2014	EFT	Internal Revenue Service	Employment Taxes	-4,737.06
Liability Check	10/31/2014	EFT	Employment Development	Employment Taxes	-823.07
Liability Check	10/31/2014	EFT	Employment Development	Employment Taxes	-158.99
Liability Check	10/31/2014	EFT	Health Equity	Employee Benefits	-150.00
Liability Check	10/31/2014	EFT	Nationwide	Employee Benefits	-375.00
Paycheck	10/31/2014	3359	Employee	For PP Ending 10/24/2014 Pay date 10/31/2014	-182.70
Paycheck	10/31/2014	3360	Employee	For PP Ending 10/24/2014 Pay date 10/31/2014	-971.50
Liability Check	10/31/2014	3361	California State Disbursement Unit	Employee Garnishment	-397.50
Liability Check	10/31/2014	3362	Franchise Tax Board	Employee Garnishment	-1.87
Check	10/31/2014	3363	Davis, Justin	Distribution Certification Reimbursement	-177.92
Check	10/31/2014	3364	Customer	Final Bill Reimbursement	-108.92
Check	10/31/2014	3365	Bassett, Kimberly	Bulk Mail Postage Reimbursement	-336.72
Check	10/31/2014	3366	Customer	Final Bill Reimbursement	-68.56
Liability Check	10/31/2014	3367	Sun Life Financial	Employee Benefits	-880.05
Bill Pmt -Check	10/31/2014	3368	Affinity Engineering, Inc.	Elverta Specific Plan	-13,668.50
Bill Pmt -Check	10/31/2014	3368	Affinity Engineering, Inc.	Northborough Project	-8,514.00
Bill Pmt -Check	10/31/2014	3368	Affinity Engineering, Inc.	September 2014 Engineering Services	-960.00
Bill Pmt -Check	10/31/2014	3369	California Special Districts Association	2015 Membership Dues	-5,288.00
Bill Pmt -Check	10/31/2014	3370	Churchwell White, LLP	Legal Services	-7,626.60
Bill Pmt -Check	10/31/2014	3371	Cintas First Aid & Safety	Safety Supplies	-174.92
Bill Pmt -Check	10/31/2014	3372	Kurt Stegen Consulting Arborist	Arborist Consulting Fees	-650.00
Bill Pmt -Check	10/31/2014	3373	Sacramento County Utilities	Utilities: Billing Period 9/22/14 to 11/21/14	-101.49
Bill Pmt -Check	10/31/2014	3374	Sierra Chemical Company	Chemicals & Supplies	-719.40
Bill Pmt -Check	10/31/2014	3375	SMUD	Utilities: Billing Period 9/5/14 to 10/3/14	-16,169.46
Bill Pmt -Check	10/31/2014	3376	SWRCB-DWOCP	Distribution Certification Fee	-80.00
Bill Pmt -Check	10/31/2014	3377	Postmaster	Bulk Mail Postage	-2,811.50
Total 10000 · Bank - Operating Account					**-251,559.70**

Accrual Basis

Rio Linda Elverta Community Water District
Other Accounts Expenditure Report
October 2014

Type	Date	Num	Payee	Memo	Amount
Check	10/15/2014	EFT	RLECWD - Operating Account	September 2014 Security Deposits Applied	-1,630.00
10100 · Security Deposits					**-1,630.00**

Type	Date	Num	Payee	Memo	Amount
Check	10/21/2014	EFT	RLECWD-Surcharge Construction	August 2014 Engineering SRF Related Services	-500,000.00
10300 · Surcharge Account					**-500,000.00**

Type	Date	Num	Payee	Memo	Amount
Bill Pmt -Check	10/21/2014	6052	JJM Engineering Construct, Inc.	August 2014 Engineering SRF Related Services	-580,004.53
Bill Pmt -Check	10/31/2014	6053	Affinity Engineering, Inc.	September 2014 Services: L Street Reservior & Pump Station	-13,322.88
Bill Pmt -Check	10/31/2014	6053	Affinity Engineering, Inc.	September 2014 Services: SRF Related	-1,761.26
10302 · Construction SRF Account					**-595,088.67**

Type	Date	Num	Payee	Memo	Amount
Bill Pmt -Check	10/15/2014	1097	Al's Grading and Paving	Well 9 Electrical Panel & Tank Removal: Paving	-8,760.00
Bill Pmt -Check	10/15/2014	1098	Ferguson Enterprises, Inc.	Well 9 Electrical Panel & Tank Removal: Paving	-157.68
Bill Pmt -Check	10/15/2014	1099	Tesco Controls, Inc.	Well 7 & 9 Electrical Panel & Tank Removal: Scada	-1,069.60
Bill Pmt -Check	10/31/2014	1100	Affinity Engineering, Inc.	Rio Linda Blvd No Elverta Rd Main Replacement	-970.00
Bill Pmt -Check	10/31/2014	1100	Affinity Engineering, Inc.	Front Street Main Replacement	-970.00
10400 · Capital Improvement					**-11,927.28**

RIO LINDA

ELVERTA

Consent Calendar
Agenda Item: 5.3

Date: November 17, 2014

Subject: Financial Reports

Staff Contact: Mary Henrici, General Manager

Recommended Committee Action:
The Finance and Administrative Committee recommends approval of the Financial Reports for the District for the month of October 2014.

Current Background and Justification:
The financial reports are for the District's income and expenditures year to date.

Conclusion:

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills:____Green:____ Caron:____ Anderson:____Longo:____.

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

Rio Linda/Elverta Community Water District
BANKING
As of October 31, 2014

CHECKING & SAVINGS BANK ACCOUNT BALANCES

GL Account No.	Reconcilled	Bank Account Name	Bank Balance
10000		Operating Account	
10005	Yes	Operating Fund	561,071.86
10010	Yes	Operating Reserve Fund	250,000.00
		Total 10000 · Operating Account	811,071.86
10100	Yes	Security Deposits	28,642.00
10300	Yes	Surcharge Account	280,310.01
10301	Yes	Surcharge Reserve	2,100.03
10302	Yes	SRF Construction Account	720,779.12
10400	Yes	Capital Improvement	
10405	Yes	Capital General Fund	1,178,788.89
10410	Yes	Capital Equipment Fund	11,998.53
		Total 10000 · Operating Account	1,190,787.42
10500	No	Bank of NY-Debt Service	174,137.51
10525		Bank of NY-Reserve Restricted Fund	
10530	No	CD Goldman Sachs	50,274.67
10535	No	CD Privatebank & TC Chicago	50,000.00
10540	No	Dreyfus Inst'l Res Treasury	33,531.79
10545	No	CD ConnectionE BK Englewood	49,620.38
10550	No	CD Customers BK Phoenixville	50,000.00
10590	No	Bank of NY Cash Reserve Fund	10,775.62
		Total 10525 · Bank of NY 2003 Reserve Fund	244,202.46
10600	Yes	Restricted LAIF: for GASB 45	15,627.59
10700		Fidelity Inv/Surcharge Reserve	
10705	No	Fidelity Cash Reserves	3,978.05
10710	No	CD Ally BK Midvale Utah	49,902.00
10715	No	CD Cathay BK Los Angel	49,943.50
10720	No	CD First Merchants BK	49,934.50
10725	No	CD GE Cap Retail BK	50,031.00
10730	No	CD Goldman Sachs BK	49,923.00
10735	No	CD Discover Bank	126,704.09
10740	No	CD Federal Home Loan BK	50,012.50
10745	No	CD Federal Home LN MTG	50,076.50
		Total 10700 · Fidelity Inv/Surcharge Reserve	480,505.14
10900	Yes	Authorize.net	1,515.03
			$ 3,949,678.17

Rio Linda Elverta Community Water District
Balance Sheet
As of October 31, 2014

Accrual Basis

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	Oct 31, 14
ASSETS	
Current Assets	
Checking/Savings	
10000 · Operating Account	811,071.86
10100 · Security Deposits	28,642.00
10300 · Surcharge Account	280,310.01
10301 · Surcharge Reserve	2,100.03
10302 · Construction SRF Account	720,779.12
10400 · Capital Improvement	1,190,787.42
10500 · Bank of NY Debt Service	174,137.51
10525 · Bank of NY 2003 Reserve Fund	244,202.46
10600 · Restricted LAIF GASB 45	15,627.59
10700 · Fidelity Inv/Surcharge Reserve	480,505.14
10900 · Authorize.net	1,515.03
Total Checking/Savings	3,949,678.17
Accounts Receivable	
11100 · ElvertaSpecific Plan Receivable	34,862.00
11150 · Accounts Receivable - Other	-0.70
11200 · SRF Accounts Receivable	1,405,247.26
Total Accounts Receivable	1,440,108.56
Other Current Assets	
12000 · Water Utility Receivable	74,567.16
12200 · Accrued Revenue	192,500.00
12250 · Accrued Interest Receivable	2,722.46
15000 · Inventory	51,811.55
16000 · Prepaid Expense	51,236.96
Total Other Current Assets	372,838.13
Total Current Assets	5,762,624.86
Fixed Assets	
17000 · General Plant	97,035.47
17100 · Transmission & Distribution	9,755,341.27
17130 · Source of Supply Plant	46,956.21
17150 · Pumping Plant	85,358.25
17200 · Construction in Progress	2,519,312.29
17500 · Land	496,673.45
Total Fixed Assets	13,000,676.94
Other Assets	
18000 · Intangible Assets	194,694.30
19000 · Deferred Outflows	400,601.70
Total Other Assets	595,296.00
TOTAL ASSETS	**19,358,597.80**

Rio Linda Elverta Community Water District
Balance Sheet
As of October 31, 2014

Accrual Basis

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	Oct 31, 14
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · A/P Operating	56,561.04
20010 · A/P SRF Construction	737,518.72
20015 · A/P Capital Improvement	11,939.21
Total Accounts Payable	806,018.97
Credit Cards	
20040 · CB Trust Credit Cards	2,516.76
Total Credit Cards	2,516.76
Other Current Liabilities	
21000 · Payroll Liabilities	364.51
21175 · Compensated Absences Liability	27,154.96
21300 · Accrued Interest Payable	38,705.84
21400 · Security Deposits Liability	28,542.00
21450 · Developer Deposits	34,510.00
21600 · Current Portion LT Liabilities	128,733.28
Total Other Current Liabilities	258,010.59
Total Current Liabilities	1,066,546.32
Long Term Liabilities	
23500 · Lease Buy-Back	993,118.07
24000 · Sherrill Settlement - LT	17,800.16
25000 · Surcharge Loan	6,110,168.78
26000 · 2003 Water Rev Refunding	2,915,000.00
Total Long Term Liabilities	10,036,087.01
Total Liabilities	11,102,633.33
Equity	
31500 · Invested in Capital Assets, Net	4,948,471.46
32000 · Restricted for Debt Service	817,652.75
32500 · Restricted for Capital Imp.	1,132,219.39
38000 · Unrestricted Equity	939,315.30
Net Income	418,305.57
Total Equity	8,255,964.47
TOTAL LIABILITIES & EQUITY	**19,358,597.80**

Rio Linda Elverta Community Water District
Profit & Loss Budget Performance
October 2014

	Annual Budget	Oct 14	Jul - Oct 14	% of Annual Budget	YTD Annual Budget Balance
Ordinary Income/Expense					
Income					
40000 · Operating Revenue					
Total 40000 · Operating Revenue	2,374,350.00	156,206.71	760,235.24	32.02%	1,614,114.76
41000 · Non-Operating Revenue					
41100 · Rents & Leases	0.00	2,078.01	14,632.87	100.0%	-14,632.87
41110 · Interest Revenue	4,000.00	9.56	-470.34	-11.76%	4,470.34
41120 · Taxes and Assessments	60,000.00	0.00	9,654.13	16.09%	50,345.87
41140 · Other Non-Operating Revenue	2,500.00	0.00	0.00	0.0%	2,500.00
Total 41000 · Non-Operating Revenue	66,500.00	2,087.57	23,816.66	35.82%	42,683.34
Total Income	2,440,850.00	158,294.28	784,051.90	32.12%	1,656,798.10
Gross Income	2,440,850.00	158,294.28	784,051.90	32.12%	1,656,798.10
Expense					
60000 · Operating Expenses					
60010 · Officers, Auditor & Legal Fees	141,550.00	8,724.08	50,334.97	35.56%	91,215.03
60110 · Salaries & Wages	539,870.00	38,984.94	157,189.82	29.12%	382,680.18
60150 · Employee Benefits & Expense	285,675.00	19,711.08	84,144.55	29.46%	201,530.45
60200 · Office Operations	91,800.00	11,325.13	39,504.87	43.03%	52,295.13
60400 · Conservation	11,894.00	0.00	5,045.96	42.42%	6,848.04
60420 · Engineering Services	50,000.00	960.00	4,651.11	9.3%	45,348.89
60430 · Insurance	40,750.00	4,015.76	14,071.29	34.53%	26,678.71
60500 · Memberships	40,785.00	7,910.00	33,709.00	82.65%	7,076.00
60550 · Permits & Fees	29,000.00	1,965.40	15,017.36	51.78%	13,982.64
60555 · Subscriptions & Licensing	2,120.00	134.75	629.00	29.67%	1,491.00
60560 · Elections	8,468.00	0.00	-400.00	-4.72%	8,868.00
60565 · Uncollectible Amounts	10,000.00	0.00	0.00	0.0%	10,000.00
60570 · Other Operating Expenses	2,000.00	0.00	0.00	0.0%	2,000.00
65000 · Field Operations	463,000.00	38,445.72	123,955.42	26.77%	339,044.58
Total 60000 · Operating Expenses	1,716,912.00	132,176.86	527,853.35	30.74%	1,189,058.65
69000 · Non-Operating Expenses					
69110 · Revenue Bond 2003					
69110 · Interest	140,088.00	0.00	0.00	0.0%	140,088.00
69120 · Admin Fees	1,870.00	0.00	0.00	0.0%	1,870.00
Total 69110 · Revenue Bond 2003	141,958.00	0.00	0.00	0.0%	141,958.00
69400 · Other Non-Operating Expense	5,000.00	0.00	0.00	0.0%	5,000.00
Total 69000 · Non-Operating Expenses	146,958.00	0.00	0.00	0.0%	146,958.00
Total Expense	1,863,870.00	132,176.86	527,853.35	28.32%	1,336,016.65
Net Ordinary Income	576,980.00	26,117.42	256,198.55	44.4%	320,781.45
**Net Income	**576,980.00**	**26,117.42**	**256,198.55**	**44.4%**	**320,781.45**

RIO LINDA

ELVERTA

Consent Calendar
Agenda Item: 5.4

Date: November 17, 2014

Subject: Construction Project Update

Staff Contact: Mary Henrici, General Manager

Recommended Committee Action:

The Finance & Administrative Committee received an update on the State Revolving Fund as an informational item to be passed along to the full Board.

Current Background and Justification:

L Street Reservoir and pump station: The contractor is currently 84.4% complete.

Total contract sum is	$3,068,039.61
Total billed to date	$2,460,151.34
Balance remaining	$ 607,888.27

This contract is on schedule as of November 3, 2014. We have asked for a time extension to make sure that adequate time is given to tie up loose ends at the end of the project. Project time has been extended to February 28, 2015.

Total loan amount expended to date are on the attached sheet for the committee's information.

Conclusion:

It looks as though the District will be under budget for the projects needed to lift our building moratorium. This process has taken longer than expected due to the initial proposal to construct a concrete tank. The District should be able to allow new construction in our area, barring other State mandates as soon as the tank and pumping station are completed.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills:____Green:____ Caron:____ Anderson:____Longo:____.

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

State of California

DEPARTMENT OF PUBLIC HEALTH

Safe Drinking Water State Revolving Fund (DWSRF)

BUDGET AND EXPENDITURE SUMMARY

■ LOAN FUNDS

☐ FORGIVENESS OF PRINCIPAL/GRANT FUNDS ☐ NEGATIVE INTEREST FUNDS

☐ OTHER SOURCE OF FUNDS

Name of Water System			Funding Agreement Number	
Rio Linda Elverta Community Water District			SRF11CX107-A2	
Contact Person: Mary Henrici	DUNS Number 007873631		Telephone Number (916) 991-1000	Email Address mhenrici@rlecwd.com
Claim Number 21	For Period From (Month/Day/Year) 10/11/2014		To Period (Month/Day/Year) 11/1/2014	

LINE ITEM NO.	DESCRIPTION	BUDGET AMOUNT	TOTAL PRIOR CLAIMS	CURRENT CLAIM	TOTAL CLAIMS TO DATE	BALANCE
1	Engineering	$859,611.67	$859,611.67	$ -	$859,611.67	$0.00
2	Environmental	$44,448.61	$44,448.61	$ -	$44,448.61	$0.00
3	Construction Administration	$328,154.04	$274,018.27	$ 15,084.14	$289,102.41	$39,051.63
4	Construction	$5,860,018.54	$4,711,613.66	$ 458,940.72	$5,170,554.38	$689,464.16
5	Environmental Mitigation	$78,300.00	$78,300.00	$0.00	$78,300.00	$0.00
6	Administration	$93,698.80	$81,200.56	$ -	$81,200.56	$12,498.24
7	Land Acquisition	$0.00	$0.00	$0.00	$0.00	$0.00
8	Contingency	$234,768.34	$0.00	$0.00	$0.00	$234,768.34
SUBTOTAL THIS PAGE		$7,499,000.00	$6,049,192.77	$ 474,024.86	$6,523,217.63	$975,782.37
SUBTOTAL PAGE						
SUBTOTAL PAGE						
TOTAL		$7,499,000.00	$6,049,192.77	$474,024.86	$6,523,217.63	$975,782.37

REVIEWED BY SUPPLIER'S AUTHORIZED REPRESENTATIVE *(Print Name, Title, RCE Number)*	SIGNATURE	DATE
James D. Carson, P.E., District Engineer, C043839		
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH APPROVAL - District Engineer *(Print Name)*	SIGNATURE	DATE

RIO LINDA

ELVERTA

Consent Calendar
Agenda Item: 5.5

Date: November 17, 2014

Subject: Policy Manual

Staff Contact: Mary Henrici, General Manager

Recommended Committee Action:

This is an informational item only.

Current Background and Justification:

The Policy Manual has been updated to reflect all the current Resolutions, Ordinances, Policy Additions, and corrections since the last policy update on 10-15-2012. The update includes the following policy manual additions and revisions:

Public Contract Bidding Policy
Records Retention Policy
Censure policy
Returned Checks Policy
Liens Policy
Payment Arrangements Policy
Payment of Outstanding Water Service Charges Upon Property Transfer
Duplicate Bill to Occupant – Occupant Non-Payment
Estimated Billing
Partial Payment on Delinquent Accounts
Fee Reversals
Write-off of Uncollectible Accounts Receivable
Disposing of Capital Assets

Mention of specific dollar amounts has also been removed as these change periodically.

With the adoption of the new Memorandum of Understanding the Personnel Section of the manual will be updated and possibly moved from the Policy Manual to become a separate Personnel Manual. This is still to be determined by the Finance and Admin. Committee and the Board of Directors.

Conclusion:

Due to the large amount of changes, staff feels it would be appropriate to provide the Board and public with an updated manual. Staff will be providing the updated version to the new Board members and making it available to the public.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills:____Green:_____ Caron:____ Anderson:_____Longo:____.

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RIO LINDA/ELVERTA
COMMUNITY WATER DISTRICT
POLICY MANUAL

Updated 11-14-2014

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Title 1
GENERAL PROVISIONS

Chapters:

1.01 ESTABLISHMENT OF MANUAL
1.03 DEFINITIONS
1.05 MISSION STATEMENT AND GOALS

Chapter 1.01
ESTABLISHMENT OF MANUAL

(Amended August 15, 2005)

Sections:

1.01.010 Purpose
1.01.020 Title, Citation and Reference
1.01.030 Validity of Policy
1.01.040 Scope of Authority Conferred
1.01.050 Interpretation and Use
1.01.060 Adoption/Amendment of Policies.

1.01.010 Purpose. It is the intent of the Board of Directors of the Rio Linda/Elverta Community Water District (District) to maintain a Policy Manual. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Policy Manual will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1.01.020 Title, Citation and Reference. This Manual shall be known as the "Rio Linda/Elverta Community Water District Policy Manual", and may be cited as and referred to herein as "Policy Manual". It shall be sufficient in the conduct of official activity of the District, its departments and officials to refer to this manual and its sections as numbered in lieu of referring to the ordinance, resolution or order establishing the policy contained and compiled herein. It shall be deemed sufficient when amending, repealing or adding to any policy contained herein to refer to this Policy Manual or to sections herein.

1.01.030 Validity of Policy. If any policy or portion of a policy contained within this Policy Manual conflicts with any rules, regulations or legislation having authority over the District, said rules, regulations or legislation shall control. Any District policy not contained herein shall not be invalid solely because it is not contained in this Policy Manual.

Policies found to be invalid and policies not contained herein may be brought to the Board's attention by the Board Secretary, the General Manager, any Board member, or any other person, and may be scheduled for review and action on the agenda pursuant to the procedures in Section 1.01.060.

1.01.040 Scope of Authority Conferred. The Board may adopt, amend, or repeal policies or regulations contained within this Policy Manual. This Policy Manual does not confer additional authority or limit the existing authority of the Board, any commission, department, or official to administer or enforce any regulation contained herein.

1.01.050 Interpretation and Use. Interpretation and use of this manual should be made only in conjunction with the underlying law permitting the establishment of the policy contained herein.

1.01.060 Adoption/Amendment of Policies. (*Amended Resolution 2012-10*) Consideration by the Board of Directors to adopt a new policy or to amend or repeal an existing policy may be initiated by submitting a written draft of the proposed action to the General Manager, the Board Secretary, or the Board President, and requesting that the item be included for consideration on the agenda at the next Board meeting.

Adoption of a new policy, or the repeal or amendment of an existing policy shall be accomplished at a Board meeting and shall require a majority affirmative vote of the entire Board.

Before considering any policy action, copies of the proposed action and associated documents shall be included in the agenda information packet distributed to Directors and made available to the public at least three (3) days prior to any meeting at which the action(s) are to be considered.

Notwithstanding the preceding sentence, the Board may add items to its agenda to consider a policy action if such action complies with the Ralph M. Brown Act *(Government Code§54950 et seq.)*

Chapter 1.03
DEFINITIONS
(Amended August 15, 2005)

Sections:

1.03.010 GENERAL
1.03.020 Board, or Board of Directors
1.03.030 County
1.03.040 District
1.03.050 Employee

1.03.130 Manager, or General Manager
1.03.150 Oath
1.03.155 Officer
1.03.190 Secretary, or Secretary of the Board
1.03.195 State
1.03.230 Water Works
1.03.235 Water Works System, or Water System

1.03.010 General. For purposes of this Policy Manual, certain terms, phrases, words and their derivatives shall be construed as specified in this chapter, unless otherwise indicated in this Policy Manual. Words used in the singular include the plural and the plural the singular. Words used in the masculine gender include the feminine and in the feminine gender the masculine. Words used in the present tense include the past and the future tenses and vice versa, unless manifestly inapplicable.

1.03.020 Board, or Board of Directors. For purposes of this Policy Manual, "Board" or "Board of Directors" shall mean the Board of Directors of the Rio Linda/Elverta Community Water District.

1.03.030 County. For purposes of this Policy Manual "County" shall mean the County of Sacramento.

1.03.040 District. For purposes of this Policy Manual, "District" shall mean the Rio Linda/Elverta Community Water District.

1.03.050 Employee. For purposes of this Policy Manual, "Employee" shall mean an employee of the Rio Linda/Elverta Community Water District, excepting officers of the District unless otherwise indicated.

1.03.130 Manager, or General Manager. For purposes of this Policy Manual, "Manager" or "General Manager" shall mean the General Manager of the Rio Linda/Elverta Community Water District.

1.03.150 Oath. For purposes of this Policy Manual "Oath" includes an affirmation or declaration in all cases in which, by law, an affirmation may be substituted for an oath, and in such cases, the words "swear" and "sworn" shall be equivalent to the words "affirm" and "affirmed."

1.03.155 Officer. For purposes of this Policy Manual, "officer" includes members of the Board, the General Manager, the Secretary of the Board, the Auditor, the General Counsel of the District, other legal counsel retained by the Board, and other persons designated by the Board.

1.03.190 Secretary or Secretary of the Board. For purposes of this Policy Manual, "Secretary" or "Secretary of the Board" shall mean the General Manager of the Rio Linda/Elverta Community Water District unless otherwise specified by the Board of Directors.

1.03.195 State. For purposes of this Policy Manual "State" shall mean the State of California.

1.03.230 Water Works. For purposes of this Policy Manual, "water works" shall mean facilities necessary to the supply, pumping, storage, treatment and distribution of water.

1.03.235 Water Works System or Water System. For purposes of this Policy Manual, "water works system" or "water system" shall mean the water works and all facilities and equipment necessary for the administration and operation thereof.

Chapter 1.05
MISSION STATEMENT AND GOALS

(Amended July 16, 2012 Res. 2012-13)

Sections:

1.05.010 Purpose
1.05.020 Mission Statement
1.05.030 Goals

1.05.010 Purpose. The purpose of the District mission statement and related goals are to provide general guidelines within which District policy shall be developed and implemented.

1.05.020 Mission Statement. The mission of the Rio Linda/Elverta Community Water District is to provide, in a manner responsive to District customers, a water supply that is adequate, safe, and potable (according to state and federal standards) and that meets both current and future needs.

1.05.030 Goals. The goals of the District are as follows:

A. Supply water to existing and future customers in a cost-effective manner while operating the District in a financially sound manner;

B. Maintain existing wells and storage in a manner that meets generally accepted water works standards and develop new wells and storage to meet peak flow demands and emergency needs;

C. Establish a responsive and cordial relationship with customers that include effective communications and notification regarding the affairs and operations of the District;

D. Complete and maintain a long-range plan for the water system;

E. Develop and maintain written policies, procedures, and specifications;

F. Establish a fiscally sound equipment replacement fund;

G. Participate in interagency cooperation in a manner that encourages respect between the agencies, including such cooperative activities as development of alternative water supplies, cooperative purchasing, mutual aid agreements and water system;

H. Develop and implement an effective water conservation program;

Title 2
ADMINISTRATION AND PERSONNEL

Chapters:

2.01 BOARD OF DIRECTORS
2.05 APPOINTED OFFICERS
2.10 GENERAL MANAGER
2.15 CLASSIFICATION PLAN
2.20 COMPENSATION OF OFFICERS AND EMPLOYEES
2.25 PERSONNEL RULES
2.30 CONFLICT OF INTEREST CODE
2.40 RECORDS RETENTION POLICY
2.50 ELECTRONIC RECORDS RETENTION POLICY
2.60 INFORMATION TECHNOLOGY SECURITY POLICY
2.70 IDENTITY THEFT POLICY

Chapter 2.01
BOARD OF DIRECTORS

(Amended August 15, 2005)

2.01.000 DIRECTORS
2.01.100 BOARD PROCEEDINGS
2.01.200 CONDUCT OF HEARINGS
2.01.300 PRESS RELATIONS POLICY
2.01.400 COMPLIANCE AND ENFORCEMENT

2.01.000 DIRECTORS

2.01.005 Governing body of the District. *(See Ca Water Code §30575 and §30576)* The Board is the governing body of the District. Directors are responsible for monitoring the District's progress in financing and attaining its goals and objectives, while pursuing its mission. The powers of the District enumerated in California Water Code Division 12 shall, except as therein otherwise provided, be exercised by the Board.

2.01.010 Number of Directors: Qualifications. *(See Ca Water Code §30500)* The District shall have a board of five Directors each of whom whether elected or appointed, shall be a voter in the District.

2.01.020 Terms of Office. *(See Ca Water Code §30502)* The term of office of each Director other than Directors first elected or Directors appointed to fill an unexpired term shall be four years.

2.01.025 Taking Office; Oath. *(See Ca Election Code §10554)* Directors elected to office take office at noon on the first Friday in December next following the General District Election. Prior to taking office, each Director shall take and subscribe the official oath and file it with the Secretary *(Ca Water Code §30509).*

2.01.030 Determination of Vacancy. *(See Ca Gov Code §1770; Ca Water Code §30508)* An office of a Director of the Board shall be deemed to become vacant when one or more events as specified in California Government Code Sections 1770 et seq. or California Water Code Sections 30500 et seq. have occurred.

2.01.040 Vacancies: Manner of filling. *(See Ca Gov Code §1780)* All vacancies occurring in the office of Director shall be filled pursuant to California Water Code Section 30504 and California Government Code Section 1780.

2.01.050 Compensation of Directors. *(See Ca Water Code §30507 and Resolution 2002-12 adopted November 18, 2002)* Each director shall receive compensation in an amount determined by resolution of the Board not to exceed one hundred dollars ($100) for each day's attendance at meetings of the Board or for each day's service rendered as a Director by request of the Board, not exceeding a total of six days in any calendar month, together with any expenses incurred in the performance of his/her duties required or authorized by the Board.

2.01.055 Election of President and Vice President. *(See Ca Gov Code §30520)* At its regular meeting in December the Board shall elect one of its members as President and one of its members as Vice President who shall hold office thereafter until their successors are elected and qualify. The election of the President and Vice President shall be by voice vote cast separately for each office with the member with the highest number of votes being deemed elected.

2.01.060 Duties of President and Vice President. *(See Ca Water Code §30578)* The President shall preside at all meetings of the Board and act as Chairperson of the Board, shall appoint all committee members as specified in section 2.01.080, shall sign all contracts on behalf of the District, and shall perform all other duties necessary or incidental to his/her office as authorized or imposed by the Board. In the absence of the President or because of the President's inability to act, the Vice President shall take his/her place and perform the duties of the President.

2.01.065 Committees and Other Assignments. The Board President shall appoint such standing and/or ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The President of the Board shall make all appointments of Directors to ad hoc and standing Committees. In addition, the President of the Board may designate Board members to represent the Board as needed.
(a) The duties of a standing committee shall be determined at the time of appointment. Standing committees shall only be dissolved by majority vote of the Board.
(b) The duties of an ad hoc committee shall be determined at the time of appointment and the committee shall be considered dissolved when its final report has been made.
(c) If the Board President or the Board has created a standing committee, then the members of such committee shall be appointed for the year no later than the Boards regular meeting in January.
(d) All meetings of standing committees shall conform to all open meeting laws (e.g., Ralph M. Brown Act) that pertain to regular meetings of the Board.

2.01.070 Requests for Information. Requests for information by Board members regarding District operations should be made through the General Manager or other designated District staff. The General Manager shall designate management or supervisory personnel to respond to inquiries in his/her absence.

2.01.075 Attendance at Meetings. Board members are expected to attend all regular and special meetings of the Board, including closed sessions, unless there is good cause for the absence or the absence is pre-approved by the President. A request for absence, except emergency absence, shall be

submitted to the Board President in writing as soon as the Board Member becomes aware that he/she may be absent. Absences shall conform to the requirement of Government Code Section 1063 or other applicable law.

2.01.080 Ralph M. Brown Act. The Board as a whole and each Director shall comply with the Ralph M. Brown Act.

2.01.085 Code of Ethics. The Board of Directors is committed to providing excellence in legislative leadership that result in the provision of the highest quality of services to its constituents. The following rules should be observed in order to assist in the governance of the behavior between and among members of the Board of Directors.

(a) Directors shall thoroughly prepare themselves to discuss agenda items. Information may be requested pursuant to Section 2.01.090 or exchanged between Directors before meetings in a manner consistent with the Ralph M. Brown Act.

(b) The dignity, style, values and opinions of each Director should be respected.

(c) Responsiveness and attentive listening in communication is encouraged.

(d) The needs of the District's constituents should be the priority of the Board of Directors.

(e) When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and route their questions through appropriate channels and to responsible management personnel.

(f) The primary responsibility of the Board of Directors is the formulation and evaluation of policy and strategy to give direction and guidance to District staff. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

(g) Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

(h) Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

(i) Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action Directors should commit to supporting said action and not to create barriers to the implementation of said action.

(j) The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

(k) Directors should develop a working relationship with the General Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly.

(l) Directors should practice the following procedures while working with the General Manager, District staff, and District constituents;

(1) In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

(2) In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager or delegated District staff.

(3) In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

(4) When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

2.01.090 Email Accounts ***(added 12/6/2010)*** In order for the public to contact the Board of Directors each Director must establish an email account through the District's server. It is required that all Directors use their District email addresses instead of personal private email accounts. An email account will be assigned to Board members as they take office.

2.01.100 BOARD PROCEEDINGS

2.01.110 Regular Meetings. (*amended with Resolution 2012-08 and 12/16/13 board meeting*) The regular meeting of the Board of Directors shall be held on the third Monday of each month except when the third Monday is a District, State or Federal holiday, in which case the regular meeting may be held on the second Monday of the month. Meetings shall commence at 6:30 p.m. unless otherwise noticed and shall be held at the Visitor Center located at 6730 Front Street, Rio Linda, or other location within the District.

2.01.120 Ralph M. Brown Act. The Board shall hold its meetings in the manner required by the Ralph M. Brown Act. *(See Ca Gov Code 54950 et. seq)*

2.01.130 Meetings to be Informal; Robert's Rules of Order. It is the intent of the Board that meetings shall remain as informal as reasonably possible consistent with the business needs of the District. Failure to comply with these rules shall not invalidate an otherwise lawful action of the Board. Nevertheless, whenever the President, or a majority of the Board, deems it necessary for the orderly conduct of business, formal proceedings may be initiated. In such case, the meeting shall be conducted pursuant to Robert's Rules of Order except as otherwise provided in this Chapter.

2.01.140 Posting Notice. *(Amended Resolution 2008-08)* Notices and other items required to be posted by law or Board direction shall be posted on bulletin board at 810 Oak Lane, in the window of the District Office, and on the District's website.

2.01.150 Agendas. *(Amended Resolution 2008-08, 3/30/09 minutes)* The Secretary shall prepare the agenda for the meeting containing a brief description of each agenda item and post it at least 72 hours prior to the regular Board meeting after consultation with the President. If a Board member twenty-four (24) hours prior to the posting of the agenda requests a matter be placed on an agenda, the Secretary shall include an item on the agenda to permit discussion of the matter, subject to approval by the President. Agendas for Special Board meetings shall be posted at least twenty-four (24) hours prior to the meeting. The Board by majority vote, or as otherwise provided by law, may modify the agenda prior to proceeding to the consideration of the first matter. All matters shall be considered by the Board in the order listed on the agenda as posted or modified, to the extent of time available. No action may be taken on any matter which did not appear on the posted agenda except as permitted by State law. Agenda items not considered or completed at a meeting for lack of time become agenda items at the following meetings in accordance with the forgoing policies.

2.01.160 Public Comment. An item shall be placed on each regular meeting agenda labeled "Public Comment" to provide citizens with an opportunity to express views on matters not otherwise on the agenda. Whether on this agenda item or on another item, such public expression shall be subject to the rules provided herein. No person may address the Board without the permission of the presiding officer, or a majority of the quorum, or as otherwise required by law. Except as required by law, the presiding officer may not recognize anyone other than a Board member or member of the Board staff until Board members have discussed the agenda item under consideration. A person addressing the Board shall begin by offering his name and address. Each speaker shall limit his remarks to two (2) minutes, except as otherwise specifically provided for in these rules, or except as time is extended by the presiding officer with the consent of a majority. Each speaker shall avoid repetition of the remarks of prior speaker's and speak only to the agenda item under consideration. Following each speaker's remarks, each Board member shall be given the opportunity to comment further and to address questions to the speaker.

2.01.170 Form of Action. *(Amended Resolution 2008-08, Minute order June 17, 2013)* The Board may act through the enactment of an ordinance whenever appropriate. A minute order shall be adopted to amend, repeal or otherwise modify the Policy Manual. The meeting date that the modification was approved will be recorded in the corresponding section of the manual.

2.01.175 Ordinances. *(Amended Resolution 2008-08)* An ordinance may be adopted at a special or regular meeting. An ordinance shall take effect immediately upon adoption, and the Secretary shall post the full text of said ordinance in the District office an publish a summary of the ordinance in a newspaper printed, published and circulated in the District at least five (5) days prior to and within fifteen (15) days after adoption of the ordinance. The latter posting and publishing shall also include the names of those directors voting for and against the ordinance.

2.01.180 Quorum; Vote Required. *(Amended Resolution 2008-08)* The majority of the Board shall constitute a quorum for the transaction of business. No ordinance, resolution, or motion shall be passed or become effective without the affirmative votes of at least a majority of the full Board. An abstention shall be recorded as an abstention and shall have the effect of a non-vote.

2.01.200 CONDUCT OF HEARINGS

2.01.205 Purpose. This procedure is a guide in conducting a dignified and functional hearing.

2.01.210 Questioning through President. During the course of the hearing a person or Board member should direct any question regarding the matter to the President. No direct questioning of witnesses should be allowed.

2.01.220 Staff Reports. Staff reports will first be heard upon the matter before the Board. The staff shall submit a report describing the physical situation and other facts bearing on the case.

2.01.230 Appearance of Applicant. The applicant will then be given an opportunity to present statements amplifying the written application or providing supplemental information. The applicant may appear in his own behalf or by a representative.

2.01.235 Appearance in Support of Applicant. Anyone else wishing to do so may then speak in support of the proposal. Supporters may appear in their own behalf or by a representative.

2.01.240 Written Communication regarding Proposal. The Secretary will then either read or introduce into the record as a whole communications received concerning the proposal.

2.01.245 Appearance in Opposition to Proposal. Anyone wishing to be heard may next speak in opposition to the proposal. Opponents may also appear in their own behalf or by a representative.

2.01.250 Applicant's Rebuttal. The applicant or representative will be afforded the opportunity to offer statements in rebuttal to opposition statements.

2.01.260 Staff Summary, Alternatives and Recommendation. The staff will then present summary, alternatives and necessary recommendations.

2.01.270 Close Hearing. The public portion of the hearing will then be closed and no further testimony taken.

2.01.280 Board Discussion and Action. After the public portion of the hearing is closed and the matter is before the Board, the Board shall proceed with discussion and then: (a) defer taking action on the matter and then continue it until another time and place for further discussion and appropriate action; or (b) vote upon the matter by either granting or denying it as presented or granting it subject to conditions.

2.01.290 Request for Stenographic Report. Any person interested in an application or Board initiated action may request the Secretary in advance of the hearing to provide for the recording of all testimony in a stenographic report. Such person shall make the request in writing to the Secretary and shall agree to pay all costs involved in taking and preparation of the stenographic report.

2.01.300 PRESS RELATIONS POLICY

2.01.305 Purpose. The purpose of this policy is to provide for an orderly presentation to the press of factual information about District activities and Board action.

2.01.310 Press Relations. The General Manager is hereby designated as the official of the District to represent the District to the press. Employees of the District shall refer all press inquiries to the General Manager. Board members and other District officials are encouraged to refer press inquiries regarding District activities and Board actions at meetings to the General Manager or the President of the Board. Individual Board members should take care not to represent their own opinions as those of the Board or the District, even when those opinions coincide with formal Board action.

2.01.315 Press Releases. Press releases regarding the District shall be approved by the General Manager and the President of the Board. Whenever possible, all members of the Board shall be givenan opportunity to review proposed press releases.

2.01.400 COMPLIANCE AND ENFORCEMENT *(Per Res. 2007-02)*

2.01.405 Purpose. The purpose of this policy is to establish a process for enforcement of the duties and standards of conduct for District Directors as set forth in this Chapter 2.01. Directors themselves have the primary responsibility to assure that these duties and standards of conduct are understood and met, and that the public can continue to have full confidence in the integrity of local government.

2.01.410 Responsibility to Intervene. The chairs of committees, the Board President and all Board and committee members have the additional responsibility to intervene when actions of Directors that appear to be in violation of this Chapter are brought to their attention.

2.01.415 Grounds for Disciplinary Action. The failure of a Director to comply with the provisions of this Chapter shall constitute grounds for disciplinary action against him/her. A majority of the Board may place a disciplinary action hearing on a District Board agenda. In taking such action, the Board shall identify the Director or Directors involved and describe the conduct constituting the alleged violation.

2.01.420 Non-Participation of Director Who is Subject to Disciplinary Action. A Director who is the subject of an alleged violation shall be ineligible to vote on any matter related to a disciplinary action including, but not limited to, agendizing the hearing and adopting a resolution of censure.

2.01.425 Notice and Opportunity To Be Heard. A Director who is the subject of an alleged violation shall be provided with written notice of the disciplinary action hearing and the grounds for the proposed action. Such notice shall be prepared by District staff and reviewed by legal counsel. At the disciplinary action hearing, the Director shall have an opportunity to be heard concerning the allegations. The Director may submit a written response to the allegations in addition to, or in lieu of, speaking at the disciplinary action hearing if he/she so chooses.

2.01.430 Resolution of Censure. If, at the close of the disciplinary action hearing, the District Board finds that the Director's conduct does not comply with the District's standards, the District Board may direct staff to prepare a resolution of censure which may include the imposition of sanctions against the Director as a majority of the Board deems appropriate. Such sanctions may include removal from a committee and restrictions on District-related travel privileges. At the next District Board meeting, the Board may consider and adopt the resolution of censure including any sanctions imposed by the Board.

2.01.435 No Basis for Challenging a Board Decision. A violation of this Chapter shall not be considered a basis for challenging the validity of a Board decision."

Chapter 2.05
APPOINTED OFFICERS

(Resolution 1996-02-01)

Sections:

2.05.010 Appointment of District Officers
2.05.020 Director not Eligible
2.05.030 Compensation and Tenure
2.05.040 Bond
2.05.100 Duties of Auditor
2.05.200 Duties of Counsel

2.05.010 Appointment of District Officers. The Board shall appoint by majority vote, and enter into contracts for services for, a general manager, auditor, and general counsel to carry out the duties required by law and other duties required by the board. Persons appointed as officers shall serve at the pleasure of the Board. *(See Ca Water Code §§30540,30541,30544; Ca Gov Code 53060)*

2.05.020 Director not eligible. A director shall not be the general manager, general counsel, or auditor. *(See Ca Water Code §30541)*

2.05.030 Compensation. The general manager, general counsel, and auditor shall each receive the compensation determined by the board.*(See Ca Water Code §30542)*

2.05.040 Bond. The District shall insure against losses caused by an employee or officer of the district in lieu of providing a bond or bonds in such amounts as shall be determined by the Board. *(See Ca Gov Code §53226.3)*

2.05.100 Duties of Auditor. The Auditor shall (a) audit the books of the District annually in a manner consistent with law and the rules of the American Institute of Certified Public Accountants; (b) advise the General Manager; (c) provide such other accounting related services as the Board may desire; (d) attend meetings of the Board when requested by the Board; and (e) upon receipt of an inquiry from a

member of the Board regarding District financial matters, respond in writing to the entire Board with a copy to the General Manager and to the Counsel. *(See Ca Gov. Code §53060; Ca Water Code §30540)*

2.05.200 Duties of Counsel. District Counsel (a) shall provide legal advice to the Board and other officers of the District; (b) shall represent the District in legal matters before the courts; (c) shall perform such other duties as appropriately requested by the Board or the General Manager; (d) shall review all contracts and ordinances of the District prior to approval by the Board; (e) may, and when requested shall, attend meetings of the Board and its committees; (f) upon receipt of an inquiry from a member of the Board regarding District matters (exclusive of matters personal to the Director), shall respond in writing to the entire Board with a copy to the General Manager. *(See Ca Gov. Code §53060; Ca Water Code §31088)*

Chapter 2.10
GENERAL MANAGER

(Resolution 1996-02-01)

Sections:

2.10.001 EMPLOYMENT
2.10.100 MANAGER-BOARD RELATIONS
2.10.105 Attendance at Meetings
2.10.110 Matters before the Board
2.10.115 Direction from the Board
2.10.120 Requests for Information
2.10.200 DUTIES OF THE MANAGER
2.10.205 General Manager and District Secretary
2.10.210 Full Charge and Control of Water System
2.10.215 Employ and Discharge Employees
2.10.220 Prescribe Duties of Employees
2.10.230 Fiscal Agent
2.10.235 Agent of the Board
2.10.240 Representative of the Board
2.10.245 District's Public Relations Officer
2.10.250 Purchasing Agent
2.10.290 Additional Duties

2.10.001 EMPLOYMENT. The Board of Directors shall employ by contract a person specially trained, experienced, and competent to perform the duties of the General Manager. Said contract shall provide for terms of employment, compensation, and other benefits, including provisions for termination of employment, in a manner consistent with this Chapter. The General Manager shall serve at the pleasure of the Board. *(See Ca Gov Code §53060)*

2.10.100 MANAGER-BOARD RELATIONS The relationship between the Board and the General Manager shall be governed by the following policies:

2.10.105 Attendance at Meetings. The General Manager shall attend all meetings of the Board and committees thereof except those closed sessions involving matters related to the employment or termination of the Manager.

2.10.110 Matters before the Board. The Board shall permit the General Manager to address all matters coming before the Board and, to such extent reasonably possible, the General Manager shall prepare written reports on all matters coming before the Board.

2.10.115 Direction from the Board. The General Manager shall receive direction from the Board only through a vote taken by the Board in public meeting except as provided by the Ralph M. Brown Act.

2.10.120 Requests for Information. Requests for information by members of the Board regarding the operations of the District shall be made through the General Manager or other appropriate appointed officer. When the General Manager is not available, members of the Board may pass requests for information regarding operations of the District to the General Manager through employees and assistants of the General Manager. Such employees and assistants shall as soon as possible thereafter advise the General Manager of any such request. The General Manager shall furnish requested information as soon as reasonably possible. Board members shall not attempt to give direction to employees.

2.10.200 DUTIES OF THE GENERAL MANAGER

2.10.200 General Manager. The General Manager shall perform the duties of General Manager of the District and the Duties of Secretary as provided by law and by policy statements and direction given to the General Manager by the Board.

2.05.205 Duties as Secretary. As Secretary, the General Manager shall: (a) serve as the secretary of the Board; (b) maintain minutes of meetings and record all hearings and official actions; and (c) serve as custodian of district records. *(See Ca Water Code §§30540,30570,30590; Ca Gov Code §§6200, 6250 et seq.)*

2.10.210 Full Charge and Control of Water System. The General Manager shall have full charge and control of the maintenance, operation, and construction of the water-works system of the district. *(See Ca Water Code §30580)*

2.10.215 Employ and Discharge Employees. The General Manager shall have full power and authority to employ and discharge all employees and assistants at pleasure. *(See Ca Water Code §30580)*

2.10.220 Prescribe Duties and Fix Compensation of Employees. The General Manager shall prescribe the duties of employees and assistants; and fix and alter the compensation of employees and assistants subject to approval by the board. *(See Ca Water Code §30580)*

2.10.230 Fiscal Officer. The General Manager, as chief fiscal officer, shall (a) prepare the annual budget for Board consideration and adoption, and maintain proper budgetary control through the establishment and maintenance of a budgetary accounting system in a manner consistent with state law; and (b) prior to the issuance of checks to pay demands made against the District, review and approve such demands as required under the Government Code.

2.10.235 Agent of the Board. The General Manager shall act as agent of the Board of Directors in relationships with other consultants, contractors, engineers, legal counsel, accountants, and auditors employed and retained by the District.

2.10.240 Representative of the District. The General Manager shall act as representative of the District in working with county, regional, state and federal agencies concerned with water and wastewater operations and construction projects.

2.10.245 District's Public Relations Officer. The General Manager shall act as the District's public relations officer, endeavoring to keep the community informed of the District's efforts to operate and maintain an efficient program.

2.10.250 Purchasing Agent. The General Manager shall act as the purchasing agent of the District. Pursuant to direction given by the Board, the General Manager shall execute such purchase orders as may be necessary to implement the annual budget of the District.

2.10.290 Additional Duties of General Manager. The general manager shall also: (a) perform other duties imposed by the board; and (b) report to the board in accordance with the rules and regulations as it adopts. *(See Ca Water Code §30581)*

Chapter 2.15
CLASSIFICATION PLAN

(Resolution 1996-09-01)

Sections:

2.15.010 Purpose of Classification Plan
2.15.020 Definitions
2.15.030 Composition of the Classification Plan
2.10.040 Use of Classes
2.10.050 Adoption and Amendment of Classification Plan

2.15.010 Purpose of Classification Plan Every position of employment with the Rio Linda/Elverta Community Water District shall be assigned an appropriate classification based on the duties and responsibilities of such position. The purpose of the classification plan is to standardize titles, each of which is indicative of a definite range of duties and responsibilities, and has the same meaning throughout the organization.

2.15.020 Definitions. For purposes of this Chapter, certain terms, phrases, words and their derivatives shall be construed as specified in this section:

(1) "class" shall mean a group of positions which are sufficiently alike in general duties and responsibilities to warrant the use of the same title, job description, and pay rate;

(2) "classification" shall mean the act of grouping positions in classes with regard to (1) duties and responsibilities, (2) requirements for experience, ability, education and knowledge, (3) tests of fitness, and (4) range of pay;

(3) "job description" shall mean a written description of a class consisting of a class title, a general statement of level or work, and of the distinguishing features of work, examples of duties, and the desirable qualifications for the class.

2.15.030 Composition of the Classification Plan. The classification plan shall consist of a grouping by classes of positions which are approximately equal in difficulty and responsibility, which call for the same general qualifications, and which can be equitably compensated within the same range of

pay under similar working conditions. Each such class shall have a job description which will include: a concise, descriptive title; a general description of the duties and responsibilities of positions in the class; an itemization of the duties of positions in the class; a statement of desirable qualifications for someone in the position; a statement of the minimum required qualifications for filling such positions; and such other information as may be deemed necessary or desirable.

2.15.040 Use of Classes. Class titles are to be used in all personnel, accounting, budget, appropriation and financial records. No person will be appointed to or employed in a position under a title not included in the classification plan. Class job descriptions are to be interpreted in their entirety and in relation to others in the classification plan. Particular phrases or examples are not to be isolated. Job descriptions are deemed to be generally descriptive and explanatory of the kind of work performed and not necessarily inclusive of all duties performed.

2.15.050 Adoption and Amendment of Classification Plan. The classification plan may be amended from time-to-time only as recommended by the General Manager and approved by resolution of the Board of Directors. (*Classification Plan amended with Resolution 2012-11)*

LABORER

GENERAL STATEMENT OF DUTIES:

Under general supervision, to perform a variety of assignments in the maintenance, repair, and construction of the District water treatment, water collection and distribution system and reads water meters. Assists with and performs a variety of unskilled and semi-skilled duties in the maintenance, construction, and repair of District facilities.

Operates tools, light trucks, and light construction machinery.

SUPERVISION RECEIVED:

Works under the immediate supervision of the Water Utility Worker or Water Utility Operator.

SUPERVISION EXERCISED:

Supervision ordinarily is not a responsibility of this class.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs unskilled duties such as cutting weeds, clearing debris, cleaning ditches, and painting hydrants;

Paves, patches, and repairs roads and streets;

Hand sweeps surfaces; operates hand tools such as jackhammers and chainsaws; may drive vehicles to transport materials, tools, and equipment;

Performs routine maintenance and repair tasks on equipment;

Acts as a flag person for road repair and maintenance crews;

Performs shovel work, opening, widening, and backfilling excavations;

Performs janitorial duties, cleanup and yard maintenance as assigned;

Maintains district vehicles;

Works in a safety conscious manner, complies with all safety rules and orders;

Insures the District facilities are kept in a clean, safe and neat manner.

Installs and maintains pumps, valves, mains, services, meters, and related water distribution facilities and appurtenances.

Reads water meters

Operates and performs regular routine maintenance on equipment used in water system, including vehicles, pumps, and other equipment.

PERIPHERAL DUTIES:

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Two years experience in construction and maintenance related to utility facilities; possession of a valid California driver's license or the ability to obtain one within one (1) month of employment; graduation from high school; or any equivalent combination of experience, training, and certification.

Necessary Knowledge, Skills and Abilities:

Familiarity with the use of a variety of construction tools, equipment, and machinery; ability to perform routine maintenance on light vehicles; ability to work harmoniously with other employees; ability to use tact and judgment when dealing with the public; ability to lift heavy objects and perform sustained manual work.

SPECIAL REQUIREMENTS :

Must be bondable.
Must possess a valid driver's license.
Must pass a drug screening test.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including pickup truck, utility truck, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, hand-held computer.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

WATER UTILITY WORKER

GENERAL STATEMENT OF DUTIES:

Assists with the operation and maintenance of the District water treatment, water collection and distribution system; reads water meters; operates tools, light trucks, and light construction machinery.

SUPERVISION RECEIVED:

Works under the immediate supervision of the Water Utility Supervisor or Water Utility Operator.

SUPERVISION EXERCISED:

Supervision ordinarily is not a responsibility of this class.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists operators with maintenance and operation of the District water system; makes necessary tests for water quality and adjusts chemical systems as indicated, performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, main and pipe repair, laying and backfilling.

Performs routine water quality testing, gathers information for reports needed for regulatory agencies.

Installs and maintains pumps, valves, mains, services, meters, and related water distribution facilities and appurtenances.

Reads water meters; turns services off and on; meets with customers to identify service locations and resolve service problems.

Operates and performs regular routine maintenance on equipment used in water system, including vehicles, pumps, and other equipment.

Performs duties of Laborer as needed.

PERIPHERAL DUTIES:

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Two years experience in construction and maintenance related to utility facilities; possession of a current California Department of Health Water Treatment Operator Grade I or Water Distribution Operator Grade I certificate or the ability to obtain one within one year from employment; possession of a valid California driver's license or the ability to obtain one within one (1) month of employment; graduation from high school; or any equivalent combination of experience, training, and certification.

Necessary Knowledge, Skills and Abilities:

Familiarity with the use of a variety of construction tools, equipment, and machinery; ability to perform routine maintenance on light vehicles; ability to work harmoniously with other employees; ability to use tact and judgment when dealing with the public; ability to lift heavy objects and perform sustained manual work.

SPECIAL REQUIREMENTS :

Must be bondable.
Must possess a valid driver's license.
Must pass a drug screening test.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including pickup truck, utility truck, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, hand-held computer.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

WATER UTILITY OPERATOR

GENERAL STATEMENT OF DUTIES:

Operates and maintains the District water system including the well, treatment, storage, and distribution facilities; prepares reports for regulatory agencies; and performs chemical tests for water quality.

SUPERVISION RECEIVED:

Works under the general supervision of the Water Utility Supervisor who reviews work for conformance to established standards and procedures.

SUPERVISION EXERCISED:

Supervision ordinarily is not a responsibility of this class; may supervise trainees, part-time or temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Operates District water system; makes necessary tests for water quality and adjusts chemical systems as indicated; performs systematic checks electrical system, pumps, tanks and other system components; maintains operating records as required by law; keeps water system facilities in a clean, neat, and orderly fashion.

Installs and maintains pumps, valves, mains, services, meters, and related water distribution facilities and appurtenances.

Operates and maintains equipment used in water system construction, including backhoe/front end loader, jackhammer, dump truck, tamper, etc.

Reads water meters; turns services off and on; meets with customers to identify service locations and resolve service problems.

Maintains inventory of chemicals at wells and assures the safe handling of caustic and toxic materials.

Performs routine water quality testing; gathers information for reports needed for regulatory agencies and assures conformance of operations to regulatory standards.

Conducts tours of the District utility system and responds to citizen inquiries regarding water quality or problems with pressure or volume.

Performs duties of Laborer and Water Utility Worker as needed.

PERIPHERAL DUTIES:

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, main and pipe repair, laying and backfilling.

Operates and performs regular routine maintenance on equipment used in water system, including vehicles and other equipment.

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Two years experience in the operation and maintenance of a water utility or four years experience in pipeline or other underground construction; possession of a current California Department of Health Water Distribution Operator Grade III certificate or the ability to obtain one within one year of employment; possession of a valid Class C California driver's license or the ability to obtain one within one (1) month of employment; graduation from high school; or any equivalent combination of experience, training and certification.

Necessary Knowledge, Skills and Abilities:

Familiarity with proper practices in the construction, maintenance and operation of a water utility; familiarity with federal and state regulations regarding water quality control and distribution of potable water; familiarity with pumps, telemetry, and other related water system equipment; ability to operate equipment such as a backhoe, tamper, etc.; ability to work harmoniously with other employees; ability to make decisions independently in accordance with established policy and to use initiative and judgment in carrying out tasks and responsibilities with only general instruction and guidance; ability to use tact and judgment when dealing with the public; ability to lift heavy objects and perform sustained manual work.

SPECIAL REQUIREMENTS :

Must be bondable.
Must possess a valid driver's license.
Must pass a drug screening test.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, backhoe, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, hand-held computer,

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

LEAD UTILITY OPERATOR

GENERAL STATEMENT OF DUTIES:

Performs a variety of supervisory, construction, technical, operations, and maintenance work in the operation, repair, maintenance, replacement and construction of the District water system.

SUPERVISION RECEIVED:

Works under the general direction of the General Manager who reviews work for effectiveness in conformance to established policy.

SUPERVISION EXERCISED:

Exercises direct supervision over Water Utility Operators, Water Utility Workers and Laborers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, schedules, implements and oversees construction, maintenance, and operation activities in order to assure quality water service for District customers; standardizes department policies and procedures to improve efficiency and effectiveness of operations.

Reviews project and development plans of others for compliance with District regulations and standards and inspects work for compliance with approved plans.

Assures the operation of the water quality sampling program and the proper reporting related thereto in order to conform county, state, and federal regulations; maintains operations records and prepares reports based on those records to be submitted to state and federal regulatory agencies.

Interacts with representatives of the State Department of Health Services regarding compliance issues involving the water system and permits related thereto.

Supervises, instructs and assists assigned crews in installing and relocating water lines, valves, fire hydrants and meters, and maintaining the existing water supply system.

Responds to or assures the proper response to complaints regarding water quality, leaks, pressure loss or no water; explains findings to property owners if necessary.
Trains, supervises and disciplines subordinate employees performing the duties of maintenance, construction and operation of the District water system.

Supervises the use of and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and operation of the District water system; requisitions such materials, supplies and equipment as needed and budgeted; insures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies from the store room.

Analyzes annual operating costs and makes recommendations for department budget.

Oversees the safety of Utility Operators and Workers by instructing individuals in proper safety procedures and monitoring work in progress and performs the duties of District Safety Officer.

Assists in development and maintains a procedure manual for all departmental operations.

Performs duties of Laborer, Water Utility Worker and Water Utility Operator as needed

PERIPHERAL DUTIES:

Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.

Assists the General Manager with the development of a capital improvement and replacement program for the District and the development of short term and long range plans.

Serves on various employee, regional association, or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Seven years experience in the operation and maintenance of a water utility at a responsible level; possession of a current California Department of Health Water Treatment Operator Grade II certificate and a California Department of Health Water Distribution Operator certificate Grade III; possession of a valid Class C California driver's license or the ability to obtain one within one (1) month of employment; graduation from high school; or any equivalent combination of experience, training and certification.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of equipment, facilities, materials, regulations, methods and procedures used in the construction and maintenance of public water systems; ability to guide, direct and motivate employees; ability to operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks, etc.; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to make decisions independently in accordance with generally accepted construction practices and established policy and to use initiative and judgment in carrying out tasks and responsibilities with only general instruction and guidance; ability to use tact and judgment when dealing with the public; ability to lift heavy objects and perform sustained manual work.

SPECIAL REQUIREMENTS :

Must be bondable.
Must possess a valid driver's license.
Must pass a drug screening test.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, backhoe, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, hand-held computer, personal computer (including word processing, spreadsheet, database and other software), copy and fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CLERK/RECEPTIONIST

GENERAL STATEMENT OF DUTIES:

Performs a variety of routine and complex clerical, secretarial, data processing, accounts receivable, bookkeeping, reception and administrative work associated with the operation of the District Office.

SUPERVISION RECEIVED:

Works under theGeneral Manager.

SUPERVISION EXERCISED:

Supervision ordinarily is not a responsibility of this class; may supervise part-time or temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Receives and stamps incoming mail, reviews mail with the General Manager and distributes as directed; processes outgoing mail.

Maintains District filing system and filing indices and District library.

Develops and maintains office forms and procedures.

Assists Bookkeeper with administrative and accounting tasks; assists Lead Utility Operator with administrative and reporting tasks.

Answers central telephone system and mobile phone system..

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Serves as cashier including receipting of utility payments and various other payments, and posting monies to appropriate accounts.

Processes work orders for utility disconnections, reconnections, new orders, and other public works service requests.

Processes meter reading data; prepares and mails utility bills; maintains current customer account files; assists in reconciling utility billing activity with the general ledger.

Receives telephone calls and citizen visits concerning utility billings or services; handles questions and matters of a more technical nature; responds to citizen complaints.

Pursues collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishing and monitoring payment schedules, customer follow-up account research, preparing liens and write-offs when appropriate.

Maintains a weeklycash balance; balance of cash on hand against receipts; prepares and balances deposits; makes a listing of deposits by accounts; examines petty cash receipts for accuracy and completeness; follows up on collection of NSF checks.

Prepares periodic utility, financial, statistical or operational reports as assigned.

PERIPHERAL DUTIES:

Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.

Provides clerical support to other staff as required.

Receives the public and answers questions; responds to inquiries from employees, customers and others and refers, when necessary, to appropriate persons.

Processes outgoing mail.

Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an high school with specialized course work in general office practices such as typing, accounting, data processing; and five years of increasingly responsible receivables related experience including collections (completion of community college or business school bookkeeping or data processing training may be substituted for one year of experience); or any equivalent combination of education and experience

Necessary Knowledge, Skills and Abilities:

Knowledge of standard office practices and of business English, spelling, composition, and math; excellent typing skills; computer experience with word processing and spreadsheets; ability to make decision independently in accordance with established policy; ability to use tact and judgment in dealing with the public.

TOOLS AND EQUIPMENT USED:

Personal computer, including accounting, billing, word processing and spreadsheet software; typewriter, 10-key calculator, phone, copy machine, fax machine and mail processing equipment.

SPECIAL REQUIREMENTS :

Must pass a drug screening test
Must be bondable.
Must have a valid driver's license

TOOLS AND EQUIPMENT USED:

Personal computer, including accounting, billing, word processing and spreadsheet software; typewriter, 10-key calculator, phone, copy machine, fax machine and mail processing equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A physical examination by a licensed physician selected by the District will be required prior to employment to determine if the applicant can meet the physical demands of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands, wrists, and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately noisy.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SECRETARY/RECEPTIONIST

GENERAL STATEMENT OF DUTIES:

Performs a variety of routine and complex clerical, secretarial, data processing, accounts receivable, billing, reception and administrative work associated with the operation of the District Office.

SUPERVISION RECEIVED:

Works under the supervision of the General Manager..

SUPERVISION EXERCISED:

Supervision ordinarily is not a responsibility of this class; may supervise part-time or temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Processes work orders for utility disconnections, reconnections, new orders, and other public works service requests.

Processes meter reading data; prepares and mails utility bills; maintains current customer account files; assists in reconciling utility billing activity with the general ledger.

Receives telephone calls and citizen visits concerning utility billings or services; handles questions and matters of a more technical nature; responds to citizen complaints.

Pursues collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishing and monitoring payment schedules, customer follow-up account research.

Prepares periodic utility, financial, statistical or operational reports as assigned.

Does related work as required.

Receives and stamps incoming mail, and distributes as directed; processes outgoing mail.

Provides assistance to the General Manager in meeting management; copies, assembles and distributes Board agenda packets and background materials; prepares draft minutes of meetings from video recordings.

Maintains District filing system and filing indices and District library; maintains agenda packet binders, minute books, ordinance books and resolution books; updates policy and procedure books as directed.

Develops and maintains office forms and procedures.

Answers central telephone system and mobile phone system..

Serves as cashier including receipting of utility payments and various other payments, and posting monies to appropriate accounts.

Maintains District website insuring that it is current and up to date.

PERIPHERAL DUTIES:

Provides clerical support to other staff as required.

Receives the public and answers questions; responds to inquiries from employees, customers and others and refers, when necessary, to appropriate persons.

Processes outgoing mail.

Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Prepares and maintains office supply inventory.

Serves on or provides support for various employees, regional association, or other committees as assigned.

Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an high school with specialized course work in general office practices such as typing, accounting, data processing (completion of community college or business school bookkeeping or data processing training may be substituted for one year of experience); or any equivalent combination of education and experience. Three years of experience in a responsible secretarial position with exposure to legal or governmental documents..

Necessary Knowledge, Skills and Abilities:

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures and computers and data processing; skills in operating listed tools and equipment, ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions. Knowledge of standard office practices and business English, spelling, composition, and math; excellent typing skills; computer experience with word processing and spreadsheets; ability to make decisions independently in accordance with established policy; ability to use tact and judgment in dealing with the public.

SPECIAL REQUIREMENTS :

Must be bondable.
Must have valid drivers license
Must pass a drug screening test.

TOOLS AND EQUIPMENT USED:

Personal computer, including accounting, billing, word processing and spreadsheet software; typewriter, 10-key calculator, phone, copy machine, fax machine and mail processing equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A physical examination by a licensed physician selected by the District will be required prior to employment to determine if the applicant can meet the physical demands of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands, wrists, and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately noisy.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

BOOKKEEPER

GENERAL STATEMENT OF DUTIES:

Performs routine supervisory and complex accounting, administrative, and data processing work in maintaining the fiscal records and systems of the District, supporting the administration of the District's standard operating policies and procedures, and providing administrative support to the General Manager.

SUPERVISION RECEIVED:

Works under the general direction of the General Manager who reviews work for effectiveness in conformance to established policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintains District accounting system; inputs data into financial accounting system; makes journal entries to balance and close monthly books in general ledger, revenue and expense accounts; reconciles general ledger and subsidiary accounts; reconciles bank accounts.

Performs accounts payable functions: processes invoices for payment; matches invoice with purchase order; checks all invoices for accuracy; verifies account codes for proper assignment of budget expenditure; prepares automated and manual checks for signature; mails checks; prepares list of checks for Board approval.

Assures the reconciliation of daily cash balance and balancing cash on hand against receipts; reviews deposits for accuracy.

Maintains employee payroll and leave records; compiles payroll data such as hours worked; determines taxes, insurance, and retirement to be withheld and/or paid by the District on behalf of employee; prepares paychecks for signature; enters payroll information into general ledger; prepares payroll tax deposits and reports, group insurance payments and reports, retirement system payments and reports, and similar information.

Prepares periodic financial, statistical or operational reports and a variety of studies, reports and related information as assigned.

Develops and maintains a procedures manual for accounting operations.

Performs the duties of Receptionist/Clerk and Secretary/Receptionist as needed and related duties as required.

PERIPHERAL DUTIES:

Interacts with vendors on invoices and questions regarding payments.

Answers payroll and leave related questions from employees.

Assists the General Manager in the development of the annual budget and the capital improvement and replacement program and the development of short term and long range plans.

As needed or as directed, composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Serves on various employees, regional association, or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Five years experience as a bookkeeper with full responsibility for payables, receivables, payroll, and general ledger in a water utility or local governmental setting; completion of high school or college courses in accounting principles and computer use; graduation from high school; possession of a bachelor's degree in accounting may be substituted for up to two years of experience; possession of a valid California Driver's License or the ability to obtain one within one (1) month from employment.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of double entry and fund accounting theory, principles and practices, auditing theory and practices, internal control procedures, and bookkeeping and accounting procedures and systems; working knowledge of computers and electronic data processing, including LAN, accounting, word processing and spreadsheet software; working knowledge of modern office practices and procedures; ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to maintain effective accounting procedures, ability to carry out assigned projects to their completion without supervision; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers.

SPECIAL REQUIREMENTS :

Must have a valid driver's license
Must be bondable.
Must pass a drug screening test.

TOOLS AND EQUIPMENT USED:

Personal computer, including accounting, billing, word processing and spreadsheet software; typewriter, 10-key calculator, phone, copy machine, fax machine and mail processing equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A physical examination by a licensed physician selected by the District will be required prior to employment to determine if the applicant can meet the

physical demands of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands, wrists, and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately noisy.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job

CONSERVATION COORDINATOR

GENERAL STATEMENT OF DUTIES:

Organizes and directs the District's conservation program.

SUPERVISION RECEIVED:

Works under the general direction of the General Manager who reviews work for effectiveness in conformance to established policy.

SUPERVISION EXERCISED:

Supervision ordinarily is not a responsibility of this class, may supervise part-time or temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Organizes and conducts the District conservation program pursuant to generally accepted standards; carries out water audits on site; calculates water budgets for customers; assists customers in development of irrigation practices.

Develops and maintains a procedures manual for conservation department operations.

Performs the duties of Accounting Technician and Secretary/Receptionist as needed and related duties as required.

PERIPHERAL DUTIES:

As needed or as directed, composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Serves on various employees, regional association, or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Possession of certification as a Water Conservation Practitioner from the American Water Works Association or the ability to obtain certification within one year of employment; possession of a valid California Driver's License or the ability to obtain one within one (1) month from employment.

Necessary Knowledge, Skills and Abilities:

Knowledge of water conservation practices and landscape irrigation auditing; ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to maintain effective accounting procedures, ability to carry out assigned projects to their completion without supervision; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers.

SPECIAL REQUIREMENTS :

Must have a valid driver's license.
Must be bondable.
Must pass a drug screening test.

TOOLS AND EQUIPMENT USED:

Personal computer, word processing and spreadsheet software; typewriter, 10-key calculator, phone, copy machine, fax machine and mail processing equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A physical examination by a licensed physician selected by the District will be required prior to employment to determine if the applicant can meet the physical demands of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands, wrists, and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately noisy.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

GENERAL MANAGER/BOARD SECRETARY

GENERAL STATEMENT OF DUTIES:

As the statutory chief executive officer, performs high level administrative, technical and professional work in directing and supervising the administration and operations of the District.

SUPERVISION RECEIVED:

Works under the broad policy guidance of the Board receiving direction only through a vote taken by the Board.

SUPERVISION EXERCISED:

Exercises supervision over all District employees either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Has full charge and control of the administration, maintenance, operation, and construction of the water-works system of the district; manages and supervises all operations of the District to achieve goals within available resources.

Prescribes the duties of District employees and fixes and alters the compensation of employees subject to approval by the board; plans and organizes workloads and staff assignments; trains, motivates and evaluates immediate subordinates; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; Provides professional advice to the Board of Directors; gathers, interprets, and prepares data for studies, reports and recommendations; communicates official plans, policies and procedures to staff and the general public.

Advises the Board of financial conditions and current and future District needs; as chief fiscal officer, (a) prepares the annual budget for Board consideration and adoption, and maintains proper budgetary control through the establishment and maintenance of a budgetary accounting system in a manner consistent with state law; and (b) prior to the issuance of checks to pay demands made against the District, reviews and approves such demands as required under the Government Code.

Acts as agent of the Board of Directors in relationships with other consultants, contractors, engineers, legal counsel, accountants, and auditors employed and retained by the District.

Acts as representative of the District in working with county, regional, state and federal agencies concerned with water and construction projects.

Acts as the District's public relations officer, endeavoring to keep the community informed of the District's efforts to operate and maintain an efficient program.

Acts as the purchasing agent of the District, developing specifications for purchases and assuring conformance to District purchasing policy.

Serves as custodian of official District records and public documents; performs certification and recording for the District as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring District certification.

Attends all meetings of the Board and committees; addresses all matters coming before the Board and, to such extent reasonably possible, prepares written reports on all matters coming before the Board; oversees an accurate recording of the proceedings, preparation of the minutes proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.

Prepares or supervises the preparation of agendas, materials, minutes and records of meetings.

Oversees the compilation of resolutions and ordinances into the District policy manual.

Prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.

Performs the duties of Administrative Supervisor and Water Utility Supervisor as needed.

PERIPHERAL DUTIES:

Attends local, regional and national meetings, seminars and workshops related to duties and responsibilities.

Accepts claims for damages and other legal papers served on the District.
Assures the proper response to complaints regarding water quality, leaks, pressure loss or no water and to complaints regarding billings; explains findings to property owners if necessary; makes adjustments to billings when appropriate.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field; seven (7) years of experience as a manager or assistant manager in a California governmental agency operating a water utility (a masters degree or registration as a professional engineer may be substituted for two years of experience); possession of a current California Department of Health Water Treatment Operator Grade II (or higher) certificate or the ability to obtain one within one year of employment; possession of a valid Class C California driver's license or the ability to obtain one within one (1) month of employment.

Necessary Knowledge, Skills and Abilities:

Considerable knowledge of modern policies and practices of public administration; working knowledge of utility law, finance, human resources, and management; skill in preparing and administering public agency budgets; skill in planning, directing and administering governmental programs; ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, officials and the public; some knowledge of civil engineering principles, practices and methods as applicable to a water utility setting; working knowledge of applicable laws, standards and regulations relating to construction, inspection, safety and traffic control; skill in reading and interpreting construction drawings, plans and specifications.

SPECIAL REQUIREMENTS :

Must be bondable.
Must pass a drug screening test.

TOOLS AND EQUIPMENT USED:

Requires frequent use of personal computer (including a local area network, data base, word-processing and spreadsheet programs), calculator, telephone, copy machine, fax machine, motor vehicle and mobile radio.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various construction sites or facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; driving records will be evaluated; drug screening is mandatory, as is a physical to determine capability to meet the physical demands of the job.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Anything contained within this job description which conflicts with state law or Chapter 2.10 of the Policy Manual is invalid.

Chapter 2.20
COMPENSATION OF OFFICERS AND EMPLOYEES

(Resolution 1996-09-02)

Sections:

2.20.100 COMPENSATION OF DIRECTORS
2.20.200 COMPENSATION OF OTHER OFFICERS
2.20.300 EMPLOYEE SALARY AND WAGE PLAN
2.20.400 ELIGIBLE TRAVEL RELATED EXPENSES
2.20.500 BENEFIT PROGRAM

2.20.100 COMPENSATION OF DIRECTORS

(Amended by Resolution 2003-05 adopted on July 21, 2003)

2.20.110 Compensation for Board Meetings. Each Director shall receive compensation in accordance with Section 2.01.050 of the Administration and Personnel Policy for each day's attendance at regular and special meetings of the Board of Directors.

2.20.120 Compensation for Attendance at District-Related Functions. Each Director shall receive compensation in accordance with Section 2.01.050 of the Administration and Personnel Policy for each day's attendance at approved conferences, meetings and seminars subject to the policies and limitations contained in this Chapter 2.20. Such compensation shall not include travel days, unless the Director was in attendance at the approved function on the day of travel.

2.20.130 Policy on Director Travel. Individual Board members may attend any meeting, conference or seminar of their choosing, but shall only officially represent the District and receive compensation and/or travel reimbursement for approved travel. Approved travel shall consist of attendance at meetings, conferences and seminars as identified in Section 2.20.140, or which the Board of Directors has approved by majority vote at a regular or special meeting. Directors attending a meeting, conference or seminar shall provide information regarding their attendance at the next regular Board meeting.

2.20.140 Pre-Approved Travel for Assigned District Representatives. The Board President shall appoint one Director to be the primary representative and one Director as the alternate to the following organizations: Sacramento Groundwater Authority (SGA), Regional Water Authority (RWA), California Special Districts Association (CSDA), Association of California Water Agencies (ACWA) and/or ACWA/Joint Powers Insurance Authority (ACWA/JPIA) and such other ad hoc or special committees approved by a majority of the Board of Directors. The Primary representative, or the alternate when the primary representative is not able to be present and requests that the alternate attend, may attend the "regular meetings" of the assigned organization and receive compensation and travel reimbursement without prior approval of the Board of Directors. A "regular meeting" shall only include those recurring scheduled business meetings of the organization on which the District representative sits on the governing board, or the twice-annual general membership conferences held by statewide organizations. All other meetings, conferences and seminars shall require prior Board approval if the Director wishes to be compensated for attendance and/or receive travel reimbursement.

2.20.150 Limitations on Director Reimbursement. The District will pay for reasonable expenses incurred by a Director that is directly related to attendance at a function authorized under Section 2.20.130. Reimbursement for mileage for use of a private vehicle shall be limited to travel destinations in excess of 50-miles from the District. Overnight lodging reimbursement shall be limited to destinations in excess of 75-miles from the District. Exceptions to this Section shall require prior approval by a majority of

the Board of Directors. Payment of travel-related expenses shall only be made in accordance with the provisions of Section 2.20.410 of this Chapter.

2.20.160 Limitation on Board Compensation. Compensation to any individual Director under the provisions of Sections 2.20.110 and 2.20.120 shall not exceed six (6) days in any calendar month.

2.20.200 COMPENSATION OF OTHER OFFICERS

2.20.210 Compensation Determined by Contract. The compensation of the General Manager, General Counsel and the Auditor shall be as determined by a written contract or agreement for services.

2.20.300 EMPLOYEE SALARY AND WAGE PLAN

2.20.310 Employee Salary and Wage Plan. The employee salary and wage plan established herein is to provide pay ranges and steps associated with time intervals for performance review which shall not be less frequently than once per year. Each class in the classification plan shall be assigned a pay range. All persons employed by the District shall be compensated in accordance with the compensation plan then in effect.

2.20.320 Administration of Employee Salary and Wage Plan. Except for those employees affected by a contract, employment agreement, or memorandum of understanding, at least once each year the General Manager shall recommend to the Board of Directors an appropriate compensation plan. Application and use of the compensation plan shall be administered by the General Manager in accordance with the provisions of the plan.

2.20.330 Salary and Wage Ranges; Range Assignments.

2.20.340 Steps. An employee when first appointed to a position in a class shall be assigned to a step on the appropriate pay range based upon qualifications for the position. Following a satisfactory evaluation of the employee's performance on the anniversary date of his or her appointment to the position, the employee may be advanced one step until reaching the highest step on the range.

2.20.350 Payment of Wages and Salaries. Except for employees being terminated, all wages and salaries shall be paid on the 15th and last day of each month; except that when said date falls on Saturday, Sunday or a holiday, payment shall be made on the last working day preceding the usual date. Part-time and temporary employees shall be paid the hourly wage indicated on the salary and wage plan. Full-time regular employees shall be paid the semi-monthly salary indicated on the salary and wage plan; except that if a full-time regular employee was not in pay status for part of the semi-monthly pay period, said employee shall be paid hourly for hours worked in that period. Employees leaving the job normally will be paid on the regular payday following the date of termination and only upon written clearance from the supervisor that all the Rio Linda Water District's tools, clothing, keys, equipment, etc., have been returned.

2.20.360 Overtime. All employees (other than officers and supervisory employees) are eligible for overtime pay. No overtime pay, however, shall be made unless the additional work time shall have

been authorized in writing, by both the employee's supervisor and by the General Manager. Overtime pay shall be as follows:

(A) For all time worked in excess of a work day (8 hours) and in excess of a work week (40 hours), an employee shall be paid one and-one-half times the employee's ordinary hourly rate of pay.

(B) For all time worked on a regularly scheduled paid holiday, an employee shall be paid one-and-one-half times the employee's ordinary hourly rate of pay in addition to the employee's ordinary salary paid for the holiday.

(C) Employees not on standby pursuant to 2.20.370 herein below who are called to work on their day off or called back to work after they have left the job, will receive no less than a minimum of two (2) hours overtime pay; employees on standby shall receive no less than fifteen (15) minutes overtime pay per call-out.

(D) Notwithstanding any other provision herein, under unusual circumstances Supervisory employees may be paid overtime at straight time when approved by the General Manager. When such overtime is paid, it shall be reported to the Board.

(Amended by Resolution 1999-04-01 on April 11, 1999)

2.20.370 Standby Duty and Pay. (Amended by 12/1/11 MOU)
(A) Compensation for assuming standby duty shall be $30.00 per day.
(B) To provide for and take care of problems and emergencies that occur outside regular work hours, certain employees shall be assigned to standby duty. Employees on standby duty are subject to call whenever needed. They shall keep themselves available for call and shall answer the after-hours emergency cellular telephone. They shall keep said phone in a location in which they can readily answer it at all times. In addition, the supervisor responsible for their work shall be informed of the normal telephone number by which they can be reached.

2.20.380 Termination Pay. At the time an employee terminates employment with the Rio Linda/Elverta Community Water District, the employee shall be compensated for all accrued vacation. In addition, where it is deemed appropriate, the General Manger may provide for up to two weeks of severance pay at the employee's then current rate of pay.

2.20.390 Deductions from Pay. Deductions from employee's pay shall be made in accordance with prevailing laws, contracts, memorandums of understanding, and administrative rules and procedures established by the General Manager.

2.20.400 ELIGIBLE TRAVEL RELATED EXPENSES

2.20.400 Eligible Travel Related Expenses. Employees and Directors traveling on District related business shall be eligible for reimbursement of travel expenses. Eligible travel related expenses shall include, but not be limited to, the following:

- Transportation on public carriers such as airplanes, trains, buses and taxi cabs;
- Private vehicle use and commercially available rental vehicles;
- Overnight lodging at commercial establishments;
- Meals at restaurants and other food service establishments;
- Conference and seminar fees and charges;
- Business related telephone calls, faxes, postage, copy charges and related incidentals;
- Tolls and parking fees
- Such other expenses approved by a majority of the Board of Directors.

2.20.410 Limitation on Reimbursable Expenses. Reimbursement for travel related expenses shall be for actual costs subject to the following limitations:

- Reimbursement for meals not covered as part of the event or hotel registration fee shall be limited to the following amounts: Breakfast - $12.00; Lunch - $15.00; Dinner - $25.00;
- Use of a personal vehicle: The current Internal Revenue Service (IRS) mileage rate for business travel shall be the only personal vehicle use expense eligible for reimbursement;
- Air and train travel shall be in an amount not to exceed the standard or coach fare;
- Entertainment or non-business related events or expenses not provided as part of the conference fee shall not be eligible for reimbursement;
- Alcoholic beverages are not eligible for reimbursement;
- Meals and/or lodging provided in a private home are not eligible for reimbursement;
- Travel related expenses for a spouse or companion shall not be eligible for reimbursement;
- Rental vehicle reimbursement shall not exceed the midsize vehicle rate.

2.20.420 Reimbursement Claim Required. Employees and Directors authorized to travel for District related business shall complete a claim form and provide supporting receipts in order to receive reimbursement. No reimbursement shall be made, unless a completed and signed claim form with corresponding receipts is submitted to the District office within ninety-days of travel.

2.20.430 Use of District Credit Card and Travel Advances. On approval of the General Manager a travel advance, or District credit card may be issued to an Employee or Director for travel. Travel advances shall not exceed an amount up to the estimated balance of expenses associated with the travel. Within ten (10) days of return from the function, the Employee or Director shall submit a claim with corresponding receipts for the travel. The General Manager shall reconcile the expenditures against District reimbursement policy and determine if any balance is due the District. The Employee or Director will reimburse the District within ten (10) days, or the balance will be taken from any compensation owed to the Employee or Director.

(Sections 2.20.410 – 2.20.440 were amended by Resolution 2003-05 adopted on July 21, 2003)

2.20.500 BENEFIT PROGRAM

2.20.510 Benefit Program Defined *(Amended by Minute order June 17, 2013).* The District's benefit program consists of the following:

(A) a group insurance program including health insurance, dental insurance, vision insurance, long term disability insurance and life insurance; and
(B) a retirement program includes participation in the California Public Employees Retirement System (PERS) and a deferred compensation program.

Effective January 1, 2013 AB340 the Public Employees Pension Reform Act requires new employees who are not vested in PERS through a previous employer will participate in the miscellaneous 2% at 62 formula. Employees hired prior to January 1, 2013 or employees who are vested in PERS through another employer are eligible under the District's original 2% at 55 formula.

2.20.520 Contracts for Benefit Program Prevail. Notwithstanding any other provision herein, where a conflict exists between this policy manual and a lawful contract for an element of the benefit program, the provisions of the contract shall prevail.

2.20.530 Payment of Premiums on Group Insurance. The District shall pay the premiums on group medical insurance program for coverage of the employee only. Employees eligible for coverage under group dental, vision, long term disability and life insurance plans may enroll at the employees' expense. For dependant coverage as permitted under each particular insurance contract, for dependants enrolled the employee shall pay all the premiums for dependants.

2.20.540 Retiree Group Medical Plan Coverage. Employees hired before May 1, 2004, and who retire from the District, and who have attained the age of fifty (50) and have at least five (5) years of service with the District, shall be eligible for paid group medical plan coverage. Such paid coverage shall only be available to the eligible retiree and eligible dependent(s) in accordance with the terms of the medical plan provider. The District shall pay the cost of the eligible retiree and eligible dependent(s) medical plan premium, plus any additional costs for administrative fees and/or contingency reserve fund assessments.

Employees hired by the District on, or after, May 1, 2004 and also retire from the District, and who otherwise have attained the age and service eligibility requirements set forth, above, shall be subject to the following vesting schedule for District paid retiree and eligible dependent medical insurance premiums:

Service	District Share	Retiree Share
0 – 9.9 Years	0 %	100 %
10 Years	50 %	50 %
11 Years	55 %	45 %
12 Years	60 %	40 %
13 Years	65 %	35 %
14 Years	70 %	30 %
15 Years	75 %	25 %
16 Years	80 %	20 %
17 Years	85 %	15 %
18 Years	90 %	10 %
19 Years	95 %	5 %
20 or more years	100 %	0 %

Employees hired by the District on or after May 1, 2004, and who retire from the District, and who have attained the age of fifty-nine (59) and have at least twenty (20) years of service with the District, shall be eligible for paid group medical plan coverage for the retiree only, in amount not to exceed three hundred dollars ($300.00) per month.

(Amended by Resolution 2004-01 adopted March 15, 2004)

2.20.550 Eligibility for Group Insurance Coverage. Only regular employees shall be eligible for group insurance coverage. Such regular employees shall become eligible for coverage upon the first of the month following completion of six (6) months of employment. Eligibility for dependent coverage shall be as described in each insurance coverage contract.

2.20.560 Public Employees Retirement System. Employees will be enrolled in the California Public Employees Retirement System as required by the District's contract and law. The District will pay all contributions required of it as the employer. The employee shall pay 100% of the normal member contribution as Employer Paid Member Contributions (EPMC), which consists of seven percent (7%) of gross wages.

(Amended by Resolution 2003-08 adopted November 17, 2003 retro-active to November 1, 2001)

2.20.570 Deferred Compensation Program. The District has entered into a deferred compensation program for employees who wish to participate. Employees may contribute to the program as permitted by law and the contract.

2.20.580 Benefit Program Subject to Review. The Board reserves the right to review and revise the scope of coverage and payment of costs of the elements of the benefit program.

Chapter 2.25
PERSONNEL RULES

(Res No. 1996-09-03)

Sections:

2.25.000 GENERAL PROVISIONS
2.25.050 DEFINITIONS
2.25.150 EMPLOYMENT
2.25.200 TERMINATION OF EMPLOYMENT
2.25.250 HOURS OF WORK
2.25.300 VACATION AND SICK LEAVE
2.25.400 FAMILY AND MEDICAL LEAVE
2.25.450 OTHER LEAVES OF ABSENCE
2.25.500 DISCIPLINARY ACTION
2.25.600 GRIEVANCE PROCEDURE
2.25.650 EMPLOYER-EMPLOYEE RELATIONS
2.25.900 MISCELLANEOUS

2.25.000 GENERAL PROVISIONS

2.25.005 Purpose. The purpose of these Rules is to facilitate effective operation of the organization and to provide for a fair and equitable system of personnel management. These rules set forth in detail those procedures which insure equal treatment for applicants and employees, and define the obligations, rights, privileges, benefits and prohibitions placed upon all employees. These are intended to indicate the customary and the most reasonable methods whereby the aims of the personnel program of the Rio Linda/Elverta Community Water District can be carried out in all departments under the direction of the General Manager of Rio Linda/Elverta Community Water District. For Employees that are represented by a union the current Memorandum of Understanding supersedes policies of this manual if they are in conflict.

2.25.010 Adoption and Amendment. The following personnel Rules were adopted by Resolution No.1996-09-03 of the Board of Directors of the Rio Linda/Elverta Community Water District upon the recommendation of the General Manager. These rules may be amended only by the adoption of a resolution of the Board of Directors upon the recommendation of the General Manager.

2.25.015 Personnel Policy. The following statements are hereby declared to be the personnel policy of the Rio Linda/Elverta Community Water District and these Rules shall be administered and interpreted in terms of this policy:

(a) It is the duty of the General Manager to supervise all personnel and administer these rules.

(b) Since employment and promotion by the Rio Linda/Elverta Community Water District shall be based

on merit and fitness, these rules shall be administered in such a manner as to systematically work toward the elimination of discrimination by breaking down barriers of habit, attitude, and training which prevent the recognition of individual merit.

(c) The California Fair Employment Practices Act shall govern all employment practices of Rio Linda/Elverta Community Water District.

(d) Tenure of employees covered by these rules shall be subject to good behavior, satisfactory work performance, necessity for the performance of work and the availability of funds.

(e) Conduct by employees, the General Manager, or members of the Board which constitutes harassment or sexual harassment shall not be tolerated.

(f) Members of the Board of Directors shall not as individuals direct the actions of any employee nor interfere with the responsibilities of the General Manager as provided herein.

2.25.020 Employment Constitutes Acceptance. In accepting employment with Rio Linda/Elverta Community Water District, each employee agrees to be governed by and to comply with these personnel Rules, administrative rules and procedures established by the General Manager pursuant hereto, and regulations and directives of the department or program in which employee is employed. All employees holding a position with Rio Linda/Elverta Community Water District on the effective date of these Rules shall thereafter be subject in all respects to the provisions herein.

2.25.050 DEFINITIONS

2.25.053 Appeal. An application for review of an alleged grievance submitted or instituted by an employee to higher authority.

2.25.054 Applicant. An individual who has completed and submitted an application for employment with the Rio Linda/Elverta Community Water District.

2.25.055 Appointment. The offer to and acceptance by a person of a position either on a regular or temporary basis.

2.25.056 Appointing Authority. The General Manager or a subordinate to whom the authority to make an appointment has been delegated.

2.25.057 Certification. Endorsement as being eligible for appointment to a vacant position.

2.25.060 Demotion. Assignment of an employee from one class to another which has a lower maximum rate of pay.

2.25.061 Department. The primary organizational unit of Rio Linda/Elverta Community Water District which is under the immediate charge of an employee who reports directly to the General Manager.

2.25.064 Discharge. The ending of employment of an employee by the Rio Linda/Elverta Community Water District for cause.

2.25.068 Employee. An individual who is legally employed by the Rio Linda/Elverta Community Water District and is compensated through the Rio Linda/Elverta Community Water District's payroll for his service. Individuals or groups compensated on a fee basis are not included.

2.25.069 Employer. The Rio Linda/Elverta Community Water District and all its departments, programs, and subsidiaries which have employees.

2.25.070 Examination. The process of testing, evaluating, or investigating the fitness and qualifications of applicants and employees.

2.25.071 Exempt Service. Those positions in the classification plan not covered by these rules including: General Manager.

2.25.073 Harassment. Harassment includes verbal harassment, physical harassment and visual harassment. Harassment includes, but is not limited to, by epithets, derogatory comments, jokes, derogatory posters, drawings, cartoons, physical interference or other personally offensive and unwelcome behavior based on a persons age, sex, ancestry, color, marital status, medical condition, national origin, physical handicap, race or religion that results in the loss of tangible job benefits or creates a hostile, obnoxious or intimidating work atmosphere.

2.25.075 Immediate Family. Includes wife, husband, son, daughter, mother, father, brother, or sister of employee, and other persons residing with the employee as may be determined by the General Manager.

2.25.079 Layoff. The involuntary non-disciplinary termination of an employee from a position.

2.25.080 Leave. An approved type of absence from work as provided for by these rules.

2.25.088 Probationary Period. The working test consisting of an trial period of employment beginning and ending as specified in these rules.

2.25.089 Promotion. Assignment of an employee from one class to another which has a higher maximum rate of pay.

2.25.091 Regular Appointment. An appointment without time limitation or special restrictions as to continued employment to a position authorized to be filled and made as prescribed by these rules.

2.25.092 Regular Employee. An employee who has received and accepted a regular appointment.

2.25.093 Sexual Harassment. Sexual harassment is sexual behavior that is unwelcome and personally offensive. Acts of sexual harassment include, but are not limited to, unwelcome sexual activity of another person, and other verbal or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
(b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
(c) Such conduct is offered in order to receive special treatment or in exchange for or in consideration of any personal action;
(d) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

2.25.095 Suspension. An enforced leave of absence for disciplinary purposes or pending investigation of charges made against an employee.

2.25.097 Transfer. Assignment of an employee from one position to another position with Rio Linda/Elverta Community Water District not involving a demotion or promotion.

2.25.099 Work Day. Scheduled number of hours that any employee is required to work per day.

2.25.150 EMPLOYMENT

2.25.154 Employment Policy. The stated employment policy of this organization is to hire, promote, and retain the best qualified personnel available. The best qualified personnel shall mean those persons who can most effectively perform in the position. Applicants are to be evaluated only in terms of those factors which affect their ability to perform on the job. Employees are to be evaluated only in terms of their effectiveness in the position.

2.25.158 Citizenship. Employment is open to qualified men and women who are citizens of the United States, or to qualified non-citizens who are legally employable residents of the State of California.

2.25.162 Recruitment. Individuals shall be recruited from a geographic area as wide as is necessary to assure obtaining well qualified candidates for the various types of positions. Such various media of publicity shall be used as might be expected to bring notice of vacancies to as many qualified persons as possible.

2.25.166 Application. All candidates for employment shall file an application with the District Office on an application form prescribed by the General Manager. Such an application should have attached to it a resume prepared by the applicant.

2.25.170 Selection Process. The selection process shall include personal interviews and may include such recognized techniques as achievement tests, aptitude tests, performance tests, evaluation of previous work performance, psychological evaluation, work samples, physical agility tests, review and investigation of personal background and references, drug screening and fingerprinting. Subsequent to appointment, but before beginning work, all applicants shall provide the Rio Linda/Elverta Community Water District with the results of a pre-employment medical examination performed by a doctor selected by the Rio Linda/Elverta Community Water District. Upon recommendation of the examining physician, the employee may be refused employment. Selection techniques will be impartial and shall relate to those areas which will adequately and fairly indicate the relative ability and quality of candidates under consideration to execute the duties and responsibilities of the position to which they seek to be appointed. Upon completion of the selection process, the General Manager shall make appointments from those candidates who, on the basis of their performance in the selection process, appear most qualified for the position under consideration. The appointment shall become effective when the selected applicant has signed all papers required by the Rio Linda/Elverta Community Water District, and those papers bear the appropriate signatures confirming the appointment.

2.25.174 Ineligibility or Disqualification. The General Manager may withdraw anyone from consideration whose appointment will be deemed contrary to the best interest of the Rio Linda/Elverta Community Water District. Reasons for disqualifications may include but shall not be limited to the following deficiencies:

(a) Lack of any of the requirements established for the position for which application has been made.

(b) Physical or mental disabilities such as to render the applicant unfit to perform the duties of the position to which appointment is being sought.

(c) Use of intoxicating beverages to excess.

(d) Unlawful use of habit forming drugs.

(e) Conviction of a felony or conviction of a misdemeanor involving moral turpitude.

(f) Infamous or notoriously disgraceful conduct.

(g) Dismissal from any position for any cause which would be cause for dismissal by the Rio Linda/Elverta Community Water District.

(h) Resignation from any position to avoid dismissal.

(i) Deception or fraud in making the application.

(j) Request by applicant that his name be withdrawn from consideration.

(k) Failure to reply within reasonable time to communication concerning availability for employment.

(l) Failure to accept appointment within two days after notification or to report for duty within the time prescribed in the offer of employment.

(m) Positive results from the pre-employment drug screening.

Applicants disqualified shall be notified immediately. All records related to disqualifications shall be maintained for a period of at least two years.

2.25.178 Categories for Appointment. The following categories of appointment may be made by the General Manager in conformity with the rules established:

(a) Regular Full-Time Employees. A regular full-time employee works at least forty (40) hours per week on a continuing indefinite basis. Such employees are subject to all Rules and receive all benefits and rights as provided by the Rules.

(b) Regular Part-Time Employees. A regular part-time employee works less than 37-1/2 hours per week, but works on a regularly scheduled basis. Such employees are subject to all Rules and receive all benefits and rights as provided by the rules. Those rights or benefits shall be in proportion to their work hours which financial or other numerical calculations are involved.

(c) Temporary Employees. Temporary employees are appointed in the same manner and are subject to the same procedures as permanent employees, except that they will be laid off at the close of the job for which they have been employed and may not be eligible for benefits.

(d) Emergency Employees. In order to prevent stoppage of business, appointment of employees on a temporary basis may be authorized by the General Manager for not more than 60 days.

2.25.182 Probationary Period. All appointments shall be tentative and subject to a probationary period fixed by the general manager at the time of appointment of not less than six (6) months nor more than (18) months. The probationary period may not be extended beyond the length of time initially established.

2.25.186 Objective of Probationary Period. The probationary period shall be regarded as part of the selection process. It shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to the position, and for rejecting a probationary employee whose performance does not meet acceptable standards of work.

2.25.190 Probationary Employee Performance Reports. A performance report of each probationary employee shall be made by the General Manager. The employee performance valuation report shall be prepared by the General Manager upon the completion of the employee's first, third, and sixth month of employment. Thereafter, they shall be prepared every three months until the end of the probationary period.

2.25.194 Rejection of Probationary Employee. During the probationary period, an employee may be suspended, demoted, or terminated at any time by the General Manager without cause and without the right to appeal or to submit a grievance. The noticing requirements of Section 2.25.515 herein shall apply to the cause, and if so, what that cause is. Unless the employee responds pursuant to 2.25.515, said notice shall not become a permanent part of the employee's record.

2.25.198 Reappointments. Reappointment of any former employee shall be considered new employment.

2.25.199 Continued Employment. Continued employment with Rio Linda/Elverta Community Water District shall be subject to good behavior, satisfactory work performance, and availability of funds.

2.25.200 TERMINATION OF EMPLOYMENT

2.25.205 Resignation or Retirement. An employee wishing to leave the services of the Rio Linda/Elverta Community Water District in good standing either by resignation or retirement shall give the supervisor at least two weeks notice.

2.25.210 Lack of Work or Funds. An employee's position may be terminated by the General Manager because of changes of duties or organization, abolishment of position, shortage of work or funds, or completion of work. In cases involving regular employees only, notice of such termination will be given to the employee at least two (2) weeks prior to the effective date of termination, unless employee agrees to a different termination period. Such termination shall not be subject to appeal, but the employee shall be given first consideration for any other vacant position with Rio Linda/Elverta Community Water District for which employee is qualified.

2.25.250 HOURS OF WORK

2.25.253 Work Week. The work week shall begin at 4:00 P.M. on each Sunday. Scheduling of working hours during each week shall be done by the General Manager for each employee.

2.25.256 Normal Work Week. The General Manager is hereby directed to establish pursuant to this Section a normal work week of forty (40) hours per week for all full time employees. For part time employees, the work week shall be calculated as a percentage of forty (40) hours per week.

2.25.259 Attendance. An employee shall be in attendance at scheduled working hours in accordance with these rules and general departmental or program regulations. All employees shall keep daily attendance records which shall be approved by the General Manager and submitted for payroll as specified by the General Manager.

2.25.262 Paid Holidays.

(A) Notwithstanding 2.25.259 above, employees shall not be required to be in attendance on paid holidays. Paid holidays are authorized as follows:

New Year's Day	January 1st
President's Day	Third Monday in February
Memorial Day	Last Monday of May
Independence Day	July 4th
Labor Day	1st Monday of September
Veterans Day	November 11
Thanksgiving Day	4th Thursday of November
Day after Thanksgiving	4th Friday in November

Christmas Eve (1/2 day).....December 24th
Christmas Day..... December 25th
New Years Eve (1/2 day).....December 31st

When an authorized paid holiday falls on a Saturday, the preceding Friday shall be observed as an authorized paid holiday and when an authorized paid holiday falls on a Sunday the following Monday shall be observed as an authorized paid holiday.

(B) Upon prior approval of the employee's supervisor or the General Manager, a regular employee may take one "personal holiday" per calendar year. This personal holiday shall be with pay.

(C) Unless excused for good cause by the General Manager, an employee must work the last scheduled day before the holiday and the first scheduled day after the holiday in order to be eligible for holiday pay.

2.25.300 VACATION AND SICK LEAVE

2.25.305 Vacation Leave: Purpose. Vacation leave are days away from work provided by the District to employees with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee.

2.25.310 Vacation Leave: Accrual.

(A) During the first three (3) years of employment, regular full-time employees shall accrue one (1) week of vacation leave per year.

(B) Beginning in the fourth year of employment and through the sixth year of employment, regular full-time employees shall accrue two (2) weeks of vacation leave per year.

(C) Beginning in the seventh year of employment and through the fifteenth year of employment, regular full-time employees shall accrue three (3) weeks of vacation leave per year.

(D) Beginning in the sixteenth year of employment and thereafter, regular full-time employees shall accrue four (4) weeks of vacation leave per year.

(E) No employee may accrue more than two hundred forty (240) hours of vacation leave. Upon reaching the maximum accrual, vacation leave accrual shall cease until the accrual is reduced below the maximum by usage of vacation leave.

(F) No employee may accrue vacation leave during such time as the employee is not receiving wages from the District.

2.25.315 Vacation Leave: Scheduling. Vacation schedules should be arranged as far in advance as possible. An employee should obtain the approval of the General Manager at least one month prior to using vacation leave. A vacation schedule covering the following twelve months will be maintained, and scheduling conflicts will be resolved on the basis of the order of requests received. The District reserves the right to schedule vacations in accordance with its operating needs. No employee shall take vacation leave during the first six months of employment.

2.25.320 Vacation Leave: Payment on Termination. At termination of employment for any reason, the District shall pay the employee for accumulated vacation time at the employee's hourly rate of pay.

2.25.330 Sick Leave: Purpose. Sick leave is granted to provide financial security to employees by providing for salary continuation when the employee is unable to work because of illness, injury, or quarantine due to exposure to a contagious disease. In addition, it is granted to allow the employee to maintain his or her health by providing paid leave so that the employee can visit medical practitioners during normal working hours, subject to advance approval. Sick leave is not a privilege which an employee may use at his or her discretion.

2.25.335 Sick Leave: Accrual.

(A) Regular full-time employees shall accrue sick leave at a rate of six (6) days per pay year.

(B) No employee may accrue sick leave during such time as the employee is not receiving wages from the District.

2.25.340 Sick Leave: Use. Sick leave with pay shall be granted regular full-time employees in accordance with the following provisions:

(A) Sick leave may be used for all sickness or injury causing disability which requires the employee's absence from work except the following:

1. Disability arising from any sickness or injury purposely self-inflicted or caused by the willful misconduct of the employee.

2. Sickness or disability while on a leave of absence without pay.

It shall be the responsibility of each employee absent from work due to such disability to notify the General Manager as soon as possible on the first day of absence. A statement from a medical doctor verifying the reason for absence due to illness or injury may be required by the District.

(B) Subject to advanced approval by the General Manager, sick leave may be taken to visit a medical practitioner.

(C) All sick leave must be taken in increments of one hour.

2.25.350 Family Sick Leave.

(A) Compassionate leave with pay for up to three (3) days absence will be authorized by the General Manager for a regular employee to provide care for a member of his or her immediate family, who is ill or injured. Said leave shall be deducted from sick leave accrual.

(B) Additional leave with pay for this purpose may be authorized only when the attending physician has certified in writing that such care is necessary and can be provided only by the employee.

(C) Compassionate leave with pay for funerals of members of the immediate family will be allowed when prior authorization has been granted by the General Manager. The maximum time off with pay that will be authorized is three (3) days. The General Manager is empowered to grant additional time off for funeral attendance under appropriate circumstances, if so requested. For purposes of this section, immediate family means the employees spouse, children, parent, parent-in-law, grandparent, brother or sister.

2.25.400 FAMILY AND MEDICAL LEAVE

2.25.405 Purpose. The purpose of this policy is to provide for family and medical leave to the extent reasonably possible consistent with the objective of providing a stable organization. Unless specifically in conflict the Family and Medical Leave Act of 1993 or other law, the provisions of this policy shall determine an employee's eligibility for family and medical leave.

2.25.410 Eligibility. To be eligible for family or medical leave, an employee must have: (1) been employed by the District for at least 12 months; (2) worked for the District at least 1,250 hours during the 12 months immediately preceding the commencement of leave; and (3) either be employed at a worksite where the District employs at least fifty (50) employees within seventy-five (75) miles of the worksite or obtained an exemption from this requirement from the General Manager based upon a determination that the leave proposed will not in a significant way negatively impact upon the ability of the District to operate.

2.25.415 Leave Benefit.

(A) Eligible employees will be provided with up to 12 weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a seriously ill child, parent, or spouse. In addition, employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to 12 weeks of unpaid leave. "Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that entails (1) inpatient care in a hospital, hospice, or residential medical care facility or (2) continuing treatment by a health care provider

(B) To be eligible for leave, the employee will first be required to use applicable accrued paid leaves permitted by the District, including vacation leave and sick leave for the first part of the leave permitted pursuant to (A). Paid leave may not be added to the end of the unpaid leave without the General Manager's prior approval. If a husband and wife are both employed by the District, the total number of workweeks of leave to which both may be entitled shall be limited to 12 weeks if leave is taken for the birth, adoption, or foster placement of a child or for the purpose of caring for a seriously ill parent.

(C) Employees on leave who were previously covered by the District's benefit program shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work.

(D) At the end of the leave the employee will be reinstated to their previous position or to an equivalent job with equivalent pay, benefits, and working conditions. However, the employee will not accrue seniority or employment benefits during the leave period. The District may also require the employee to obtain medical certification that they are able to resume work.

2.25.420 Employee Obligations.

(A) If an employee requests leave for the birth, adoption, or the foster placement of a child, and the need for leave is foreseeable, the employee must provide the General Manager with at least 30 days' notice. However, if the date of the birth, adoption, or foster placement requires that leave begin in less than 30 days, the employee must provide the General Manager with as much notice as practicable. If the employee requests leave because of a serious health condition, the employee must provide the General Manager with 30 days' notice or with as much notice as practicable.

(B) Employees seeking leave on account of a serious health condition must provide the General Manager with medical certification regarding their condition. The General Manager may require employees to obtain, at the District's expense, a second opinion. If the second opinion differs from the first, the General Manager may require a third opinion from a mutually agreed on health care provider.

(C) For most leaves, employees will not be permitted to take their leave intermittently or on a reduced-leave schedule without the General Manager's approval. However, intermittent leave or a reduced-leave schedule may, if medically necessary, be taken by the employee because of a serious health condition. An employee who seeks intermittent leave or leave on reduced-leave schedule because of planned medical treatment may be required to transfer temporarily to a different position, with

equivalent working conditions, that accommodates recurring periods of leave better than the employee's regular job.

2.25.450 OTHER LEAVES OF ABSENCE

2.25.455 Leave of Absence Without Pay. Leave of absence without pay may be granted in cases of emergency or where such absence would not be contrary to the best interests of the Rio Linda/Elverta Community Water District. Such leave is not a right but a privilege. Employees on authorized leave of absence without pay may not extend such leave without the written approval of the General Manager. Leave of absence without pay for one week or less may be granted by the General Manager, depending upon the merit of the individual case. Leaves of absence without pay in excess of one week duration may be granted by the General Manager depending upon the merit of the case, but such leaves may not exceed six months.

2.25.460 Absence Without Leave. Absence without leave shall be considered to be without pay, and reductions in the employee's pay shall be made accordingly. Absence without leave for more than three consecutive days may result in termination of employment. Such termination shall not be subject to appeal.

2.25.465 Leave for Death Outside the Immediate Family. Leave without pay may be granted to a regular employee by the supervisor in the event of death to family members other than one of the immediate family, such leave granted in accordance with Section 2.25.455.

2.25.470 Voting Leave. Time off with pay to vote at any general, direct primary, or presidential primary election shall be granted as provided in the State of California Elections Code, and provided that notice the employee desires such time off shall be given in accordance with the provisions of said code.

2.25.475 Jury Duty. Employees required to report for jury duty shall be granted a leave of absence from their assigned duties until released by the Court. Employee serving on jury duty shall be paid by the District for up to two (2) weeks for serving on jury duty, provided the employee remits to the Rio Linda/Elverta Community Water District within thirty days from the termination of his jury service all fees received for such duties on the District paid days other than mileage and subsistence allowance.

2.25.480 Workers' Compensation. Any employee who is absent from work by reason of an injury or illness covered by the Rio Linda/Elverta Community Water District's Workers' Compensation insurance policy shall continue in pay status under the following provisions:

(A) The difference between the amount granted pursuant to such Workers' Compensation insurance for lost pay due to injury and the employee's regular rate of pay shall be paid to the employee for a period of one week.

(B) Beyond the initial one week, the amount granted pursuant to such Workers' Compensation insurance plus the amount granted as Social Security benefits plus the amount granted by any employer-paid disability insurance or disability retirement all shall be subtracted from the employee's rate of pay and the difference shall be paid to the employee from accumulated paid sick and vacation leave until these accumulations have been depleted.

(C) Any employee who depletes accumulated paid leave in order to maintain pay status while absent from work by reason of an injury or illness covered by Workers' Compensation insurance shall be removed from pay status. An employee may then be placed on medical leave of absence for up to two months. No further leave may be granted.

2.25.485 Worker's Compensation Exams and Hearings. Employees who have been injured in the course and scope of their employment with the Rio Linda/Elverta Community Water District and who are required as a result of such injury to be absent from duty to take physical examinations required by the Rio Linda/Elverta Community Water District's Workers' Compensation insurer or the Industrial Accident Commission or to attend hearings of the Industrial Accident Commission may be granted leave with pay for such absences by the General Manager when he determines such absences are in the best interest of the Rio Linda/Elverta Community Water District and only if the employee is in pay status at the time of the scheduled examination or hearing.

2.25.500 DISCIPLINARY ACTION

2.25.505 Disciplinary Policy Statement. Whenever an employee's performance, attitude, work habits, or personal conduct at any time falls below a desirable level, the General Manager is expected to inform employees promptly and specifically of such lapses, and give counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action. In some instances, an incident may justify severe disciplinary action; the action to be taken depends on the seriousness of the incident and the whole pattern of the employee's past performance and conduct. Any instance of disciplinary action shall be documented in the employee's personnel file. As used in this chapter "disciplinary action" shall mean discharge, demotion, reduction in salary, reprimand, disciplinary probation, or suspension.

2.25.510 Causes for Disciplinary Action Causes for disciplinary action against any employee may include, but shall not be limited to, the following:

(a) Failure to meet prescribed standards of work, morality, and ethics to an extent that makes an employee unsuitable for employment.

(b) Theft or malicious destruction of the Rio Linda/Elverta Community Water District's property or the property of customers of the District.

(c) Incompetency, inefficiency, or repeated negligence in the performance of duty.

(d) Insubordination.

(e) Conviction of a criminal offense.

(f) Notoriously disgraceful personal conduct.

(g) Unauthorized absences or abuse of leave privileges.

(h) Acceptance or receipt of any gift whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form under circumstances in which it could reasonably be inferred that the gift was intended to influence the employee or could reasonably be expected to influence him, in the performance of job duties or could reasonably be regarded as a reward for any action on his part.

(i) Falsification of records or use of position for personal advantage.

(j) Drunkenness on duty.

(k) Unlawful use, sale or possession of narcotics or other proscribed drugs.

(l) Violation of any provisions of these Rules or departmental rules.

(m) Engaging in harassment or sexual harassment.

(n) Other behavior during which is of such a nature that causes discredit to the Rio Linda/Elverta Community Water District.

2.25.515 Administration of Disciplinary Action. The General Manager may take disciplinary action against an employee under his control for one or more of the causes for discipline specified in this chapter by notifying the employee in writing from two (2) to ten (10) days prior to the proposed action of the following:

(a) Nature of the proposed action
(b) A statement of reasons for the proposed action.
(c) A statement that all documents or materials upon which the proposed disciplinary action based are attached for employee's review.
(d) A statement indicating the proposed effective date for the disciplinary action and that the employee may respond orally or in writing prior to that date.

The General Manager shall review any responses from the employee. If no response is received or the response is deemed inadequate to alter the proposed action, then the disciplinary action may be carried out. If the proposed action is to be suspension or discharge, the employee may be relieved of duty while continuing to receive pay and other benefits until the disciplinary action is effective.
Disciplinary action against regular employees is valid only if a written notice is served on the employee and said written notice includes:

(a) A statement of the nature of the disciplinary action.
(b) The effective date of the penalty.
(c) A statement of the causes therefore.
(d) A statement in ordinary language of the admissions upon which the causes are based.
(e) A statement advising the employee of his right of appeal from such action, if any.

2.25.520 Effect of Certain Disciplinary Actions

(A) Oral Reprimand - Employees receiving a written reprimand may have it noted in their departmental record by the General Manager.

(B) Written Reprimand - Employees receiving a written reprimand shall have a copy of their reprimand filed in their personnel file.

(C) Disciplinary Probation Period - Employees placed on disciplinary probation shall not use paid personal leave or earn time for salary review while on such probation and the rules governing regular probationary periods shall govern.

(D) Suspension - Employees suspended from employment shall forfeit all rights, privileges, and salary while on such suspension with the exception of group insurance benefits.

(E) Discharge - Employees terminated for disciplinary reasons shall be paid salary accumulated to the effective date of termination only.

2.25.525 Right of Appeal. Unless otherwise specifically stated in these rules, any regular employee shall have the right of appeal to the Board of Directors for any disciplinary action taken pursuant to the provisions of this chapter. Such appeal must be filed with the District's General Counsel within ten (10) working days after receipt of written notice of such disciplinary action; failure to file an appeal within such time constitutes the waiver of the right of appeal. The appeal must be in writing, must be verified before a Notary Public, must be made under penalty of perjury, and must state specifically the reasons upon which it is based. District General Counsel shall cause such an appeal to be investigated and shall submit a report to the Board of Directors. Neither the provisions of this section or this chapter shall apply to reductions in force or reductions in pay which are part of a general plan to reduce staffing levels or adjust salaries and wages.

2.25.530 Hearing. The Board of Directors shall conduct a hearing on an appeal filed in accordance with this chapter within thirty (30) days after the appeal is filed with District counsel. The Board may continue the hearing either for the convenience of the District or upon written application of the appellant, for a period not to exceed an additional thirty (30) days. Written notice of the time and place of the hearing and any continuance thereof shall be given the appellant and the General Manager. Such hearings shall be conducted in accordance with the provisions of Section 11513 of the Government Code of the State of California, except that the appellant and other persons may be examined as provided in Section 19580 of the Government Code and the parties may submit all proper and confident evidence against or in support of the causes of the disciplinary action, but it shall be a rebuttable presumption that the statement of the causes is true.

2.25.535 Representation. The appellant may appear in person or be represented by a person of his choice.

2.25.540 Notice to Witnesses. The Board of Directors shall issue notices for the appearances of witnesses for the appellant upon written request and at his cost, said cost to be prepaid.

2.25.545 Failure of Employee to Appear at Hearing. Failure of the appellant or his representative to appear at the hearing shall be deemed a withdrawal of his appeal and the disciplinary action shall be final.

2.25.550 Decisions. The Board of Directors shall render a written decision within 15 days after concluding the hearing. The Board's decision shall be final and conclusive. A copy of such decision shall be forwarded to appellant. If a disciplinary taken against the employee is reversed or modified by the Board, the employee may be compensated in whole or in part, for the time lost as determined by the Board.

2.25.555 Confidential Information. In the interest of preventing undue embarrassment and subsequent loss of ability to perform work effectively, the following policy will prevail regarding the release of information to the public on personnel actions:

(a) No information will be released without prior approval of the General Manager;

(b) No information will be released until final action has been determined and taken;

(c) Even after final disposition of the matter, no details will be released other than the exact nature of the action taken;

(d) If the employee or his representative makes detailed information available to others, then the General Manager may make any information on the employee available to the public as he deems to be in the best

interest of the District.

2.25.600 GRIEVANCE PROCEDURE

2.25.605 Purpose. The grievance procedure serves to (1) promote improved employer-employee relations, (2) afford employees individually a systematic means of obtaining further considerations of problems after every other reasonable effort has failed to resolve them through discussions, (3) to provide that grievances shall be settled as near as possible to the point of origin, and (4) to provide that grievances shall be heard and settled as informally as possible.

2.25.610 Matters Subject to the Grievance Procedure. Any employee shall have the right to present a grievance regarding wages, hours, and working conditions except that matters subject to the provisions of Section 2.25.500 (disciplinary actions) shall not be subject to the grievance procedure.

2.25.615 Grievance Procedure. General Manager Review – Grievances shall be presented to the General Manager promptly. Upon receiving the grievance, the General Manager shall discuss the grievance with the employee and with all other appropriate persons. The General Manager may designate a fact finding committee or an officer not in the normal line of supervision to advise him concerning the grievance. The decision of the General Manager shall be final and shall be rendered within thirty (30) calendar days from receipt of the grievance.

2.25.625 Conduct of the Grievance Procedure. The time limits specified hereinabove may be extended to a definite date by written mutual agreement of the employee and the reviewer concerned. The employee may request assistance of another person of his own choosing in preparing and presenting his grievance at any level of review in the "Formal Grievance Procedures." An employee shall be free from reprisal for using the grievance procedure.

2.25.630 Grievance Against General Manager. When an employee has a grievance against the General Manager, the procedures described hereinabove shall be used except that the duties of General Manager shall be performed by the Board of Directors. The Board may appoint a fact finding committee to advise it concerning the grievance.

2.25.650 EMPLOYER-EMPLOYEE RELATIONS

2.25.655 Statement of Purpose. This chapter implements Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Sections 3500 et seq.) captioned "Local Public Employee Organizations", by providing orderly procedures for the administration of employer-employee relations between the District and its employee organizations. However nothing contained herein shall be deemed to supersede the provisions of State law, District ordinances, or other chapters of these Rules which establish and regulate the personnel system or which provide for other methods of administering employer-employee relations. This chapter is, instead, to strengthen the merit system through the establishment of uniform and orderly methods of communications between employee organizations, employees, and the District.

2.25.660 Meet and Confer Matters. It is the purpose of this chapter to provide for the establishment of procedures for meeting and conferring in good faith with individual employees or

recognized employee organizations regarding matters that directly affect and primarily involve wages, hours and other terms and conditions of employment of employees in appropriate units and that are not preempted by federal and state law. However, nothing herein shall be construed to restrict any legal or inherent exclusive District rights with respect to matters of general legislative or managerial policy, which include among others: the exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standards of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work, lack of funds, or for other legitimate reasons; maintain the efficiency of District operations; determine the methods, means, and personnel by which District operations are to be conducted; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

2.25.665 Rules for the Establishment of Procedures. The Board of Directors shall establish rules regarding the recognition of employee organizations, the determination of appropriate units, and meet-and-confer procedures upon receipt from an organization requesting to represent one or more District employees.

2.25.670 Individual Employees. Employees who are not represented by a recognized employee organization shall been titled to represent themselves in meet-and-confer process with regard to the preparation of the employee compensation plan as follows:

(a) During the week following the regular October meeting the Board of Directors, the General Manager shall submit to the employees the recommended compensation plan previously submitted to the Board in closed session pursuant to Section 2.20.320 of this policy manual;

(b) Employees shall submit requests for revisions in the proposed compensation plan in writing to the General Manager within ten (10) days after receipt of the recommended compensation plan;

(c) The General Manager shall meet-and-confer with all employees not represented by a recognized employee organization regarding such requests;

(d) At the regular meeting of the Board of Directors in the month of November, the General Manager shall submit in closed session the results of the meet-and-confer process and in open session the Board shall discuss and adopt a compensation plan for the coming fiscal year. Prior to the revision of these rules by the Board of Directors, the General Manager shall submit copies of proposed revisions previously reviewed by the Board of Directors to the employees not represented by an employee organization. Employee may submit suggested changes to the proposed revisions within ten (10) days after receipt thereof. The General Manager shall meet-and-confer with all of the employees not represented by an employee organization on the suggested changes and shall report to the Board of Directors in closed session on the results of the meet-and-confer process.

2.25.900 MISCELLANEOUS

2.25.905 Outside Employment. Any full-time employee engaging in a regular outside employment shall notify the General Manager. The employee shall submit a statement naming the employer, address and telephone number, and hours of work. No employee should engage in outside work or employment which will conflict with his or her duties and responsibilities to the District.

2.25.910 Gratuity. No officer or employee of the District shall solicit or accept any gratuity for services rendered.

2.25.915 Conflicts of Interest. No employee shall engage in any business transaction or shall have a financial interest, direct or indirect, which is incompatible with the proper discharge of his official duties or would tend to impair his independence of judgment or reaction in the performance of those duties.

2.25.920 Residence. Water system maintenance employees shall reside within forty-five (45) minutes of the District boundaries so that they may respond to emergency situations in a timely manner. Any employee not residing as required herein at the time of employment shall establish such residence within the probationary period.

2.25.925 Political Activity. No employee of the District shall take an active part in any political campaign during working hours or use his or her job title or position in connection with any political activity at any time.

2.25.930 Vehicle Usage Policy. *(Amended 2/11/13)*

The District will provide vehicles on an as needed/required basis for use during business hours and emergencies. Employees operating District vehicles are responsible for safe operation of the vehicle in accordance with state law. Employees are required to be in possession of a valid California Driver's License for the class of vehicle being operated. The revoking of that license for any reason by the State of California, or a driving record deemed unacceptable by the District for any reason, may be sufficient cause for termination of employment. Traffic citations, with the exception of faulty equipment are the employee/driver's responsibility. If an employee is involved in an accident, the employee must immediately notify his/her immediate supervisor and should not make any statement concerning the responsibility for the accident to anyone but a District representative. This applies to accidents while operating personal vehicles on District business as well as District owned vehicles. Cooperation should be extended to law enforcement officers. Failure to comply shall be subject to disciplinary action up to and including dismissal.

Only designated employees will be allowed to take vehicles home after working hours. Any use of District vehicles for personal uses will be minimal and ancillary to necessary business use (e.g., stopping at a grocery store on the way home from work). On occasion, overtime separate from standard work hours is necessary to accommodate the needs of the District. In such cases, a District vehicle may be assigned to an employee for the duration of the non-standard work hours with prior approval from the employee's supervisor and General Manager. The use of a District vehicle under this circumstance will be monitored by the employee's supervisor and General Manager.

If an accident occurs when an on call employee is called in to work after regular business hours the District will provide automobile insurance coverage to the employee.

2.25.935 Whistle Blower Policy. Labor Code 1102.5 (a) An employer, or any person acting on the behalf of the employer, shall not make, adopt, or enforce any rule, regulation or policy preventing an employee from disclosing information to a government or law enforcement agency, to a person with authority over the employee, or to another employee who has authority to investigate, discover, or correct the violation or noncompliance, or from providing information to, or testifying before, any public body conducting an investigation, hearing, or inquiry, if the employee has reasonable cause to believe that the information discloses a violation of state or federal statute, or a violation of or noncompliance with a local, state, or federal rule or regulation, regardless of whether disclosing the information is part of the employee's job duties.

Chapter 2.30
CONFLICT OF INTEREST CODE

(Res No. 2014-04)

Sections:

2.30.010 Purpose
2.30.020 Incorporation of Fair Political Practices Commission Language
2.30.025 FPPC Standard Code Provisions
2.30.030 Designated Positions
2.30.040 Disclosure Category 1
2.30.050 Disclosure Category 2
2.30.060 Disclosure Category 3
2.30.070 Disclosure Category 4

RIO LINDA ELVERTA COMMUNITY WATER DISTRICT
CONFLICT OF INTEREST CODE

2.30.010 Purpose. In California, local government agencies are required to adopt conflict of interest codes under the Political Reform Act of 1974 (Government Code Sections 81000, et. seq.). These codes are intended to ensure that local government agencies operate openly and ethically. The Fair Political Practices Commission has drafted a model conflict of interest code that local government agencies may adopt to comply with state law requirements. Rio Linda Elverta Community Water District's (the "District") conflict of interest code is meant to adopt and implement the Fair Political Practices Commission model code in order to provide guidelines for District employees and protect the integrity and efficiency of the District's operations.

2.30.020 Incorporation of Fair Political Practices Commission Language. California Code of Regulations, Title 2, division 6, Section 18730, which is attached hereto as **Exhibit A**, and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. A list of designated officials and employees within the District is attached as **Exhibit B** and incorporated by reference. Disclosure categories for the conflict of interest code are provided in **Exhibit C**, which is incorporated by reference. Exhibits A, B, and C together with the provisions contained herein constitute the conflict of interest code of the District.

Filing Statements of Economic Interest. Designated employees and officials shall file statements of economic interests (FPPC Form 700) pursuant to the provisions of this Conflict of Interest Code. Statements of economic interests shall be filed with the District, which shall retain a copy to make available for public inspection and reproduction, pursuant to Government Code Section 81008. The original statements of economic interests shall be forwarded to the Sacramento County Clerk of the Board of Supervisors, as required by law.

Consultant Determination. The General Manager shall make the initial determination as to whether individuals are consultants, as defined in California Code of Regulations, Title 2, division 6, Section 18701. An individual may be a consultant whether he or she is compensated or is an unpaid volunteer. The requirements of this conflict of interest code shall be included in the agreement which is entered into between the District and a consultant.

Notice of Disqualification. If a filer is required to disqualify himself or herself, the filer shall give written notice to the District, which shall be made part of the District's official records. The filer shall refrain from participation and shall attempt in no way to use his or her official position to influence any other person with respect to the matter.

Request for Opinion. Any filer who is unsure of any right or obligation arising under the Conflict of Interest Code should consult with the General Manager who may request a formal opinion or letter of advice from the General Counsel. If an opinion is rendered by the General Counsel stating in full the facts and law upon which the opinion is based, compliance by the filer may be evidence of good faith in any civil or criminal proceeding brought pursuant to the Political Reform Act of 1974 or this conflict of interest code. The filer's good faith compliance with the opinion of the General Counsel shall also act as a complete defense to any disciplinary action that the District may bring under Government Code Section 91003.5 or this Conflict of Interest Code.

Unclassified Employees. Notwithstanding the provisions of California Code of Regulations, Title 2, division 6, Section 18734, any individual hired for a position not yet covered by the conflict of interest code in which the individual serves in a position that makes or participates in making governmental decisions is required to file a statement of economic interests under the District's broadest disclosure category until the conflict of interest code is amended to include the new position unless the department in conjunction with the General Counsel, has provided a limited disclosure requirement in writing.

2.30.025 Exhibit A FPPC Standard Code Provisions. The political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation, California Code of
Regulations, Title 2, division 6, Section 18730 (hereinafter "CCR 18730"), which contains the terms of a standard Conflict of Interest Code, which can be incorporated by
reference, and which may be amended by the FPPC to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of CCR 18730 and any amendments to it duly adopted by the FPPC, along with the attached Appendix in which officials, employees, and consultants are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the Rio Linda Elverta Community Water District.

Designated individuals shall file their statements of economic interest (FPPC form 700) with the Rio Linda Elverta Community Water District, which shall retain a copy to make available for public inspection and reproduction, pursuant to Government Code Section 81008. The original statements shall be forwarded to the Sacramento County Clerk of the Board of Supervisors, as required by law.

2.30.030 Exhibit B Designated Positions

DESIGNATED POSITION, TITLE OR FUNCTION	DISCLOSURE CATEGORIES ASSIGNED
1. Members of the Board of Directors	1, 2, 3, 4
2. Candidates for Members of the Board of Directors	1, 2, 3, 4
3. General Manager	1, 2, 3, 4
4. General Counsel	1, 2, 3, 4
5. District Auditor	1, 2, 3, 4
6. District Engineer	1, 2, 3, 4
7. Consultant*	1, 2, 3, 4

*Consultants shall disclose pursuant to the broadest category in this conflict of interest code, subject to the following limitation:

The General Manager may determine in writing that a particular consultant, although a designated position, is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described herein. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

EXHIBIT C DISCLOSURE CATEGORIES

2.30.040 Category 1. Individuals in this category shall disclose all interests in real property located within the District, and all investments in, business positions with, and sources of income from entities having an interest in real property within the District or entities which are the type to do business with or within the District, and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the District, including but not limited to:

1. Accounting services
2. Appraisal services
3. Architectural services
4. Banks and savings and loan institutions
5. Chemicals, insecticides, weed killers
6. Communications equipment and services
7. Computer hardware and software
8. Construction and building materials
9. Construction contractors
10. Custom farming services such as weed abatement, etc.
11. Electrical equipment
12. Engineering services
13. Entities construction distribution and drainage collector facilities for the District
14. Financial audit services
15. Freight and hauling
16. Hardware tools and supplies
17. Janitorial services
18. Land developers and builders
19. Meters
20. Motor vehicles, heavy equipment, special vehicles and parts, and services thereto
21. Office equipment
22. Petroleum products
23. Photographic services, supplies, and equipment
24. Pipe, valves, fittings, etc.
25. Printing, reproduction, recordkeeping, etc.
26. Public utilities
27. Pumps, motors, etc.
28. Real estate agents/brokers and investment firms
29. Safety equipment and facilities
30. Telemetering equipment
31. Title companies
32. Travel agencies
33. Water quality testing
34. Water services in any capacity
35. Water treatment equipment supplies and services
36. Well drilling

2.30.050 Category 2. Individuals in this category shall disclose all interests in real property located within the District, and all investments in, business positions with, and sources of income from entities which are the type to do business with or within the District, and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the district, including but not limited to:

1. Accounting services
2. Appraisal services
3. Banks and savings and Joan institutions
4. Communications services and equipment
5. Computer hardware and software
6. Consulting services
7. Employment agencies
8. Financial audit services
9. Janitorial services
10. Medical services and supplies
11. Office equipment, supplies, and services
12. Printing, reproduction, recordkeeping equipment, supplies, and services
13. Travel agencies
14. Water quality services

2.30.060 Category 3. Individuals in this category shall disclose all investments and business positions in business entities, and income from sources that are engaged in land development, construction or the acquisition or sale of real property in the District, plan to engage in such activities in the District, within the next twelve months, or have engaged in such activities in the District, within the past two (2) years. Disclosure shall also include investments and business positions in business entities, and income from sources which: (A) are contractors or subcontractors engaged in performance of work or services of the type utilized by the District; or (B) which manufacture or sell supplies, material machinery, or equipment of the type utilized by the District.

2.30.070 Category 4. All investments and business positions in, and sources of income from, business entities that are engineering firms, accounting or auditing firms, employment services firms, banking, savings and loan, or other financial institutions.

Title 3
FINANCE

Chapters:

3.01 GENERAL PROVISIONS
3.03 DEFINITIONS
3.05 ACCOUNTING
3.06 DISPOSAL OF CAPITAL ASSETS
3.07 BUDGET
3.09 DEPOSIT AND INVESTMENT
3.11 PAYMENT OF CLAIMS
3.21 RISK CONTROL

Chapter 3.01
GENERAL PROVISIONS
(Resolution 1996-11-02)

3.01.010 Purpose. The purpose of this Chapter is to provide for implementation of the financial provisions of the County Water District Law and the Government Code of the State of California.

Chapter 3.03
DEFINITIONS
(Resolution 1996-11-02)

3.03.010 General. As used in this Chapter certain terms, phrases, words and their derivatives shall be construed as specified in this Chapter.

DEFINITIONS:

3.03.104 Budget. A plan of financial operation embodying an estimate of proposed expenditures for a fiscal year and the proposed means of financing them.

3.03.108 Budget Document. The instrument used by the General Manager to present the proposed plan of financial operations of the District to the Board of Directors. It includes the proposed Budget and all supporting statements, details, schedules, statistics, messages, summaries and other information deemed appropriate by the General Manager.

3.03.112 Fiscal Year. The twelve-month period of time to which the annual Budget applies, which shall be from July 1st through June 30th.

3.03.116 Fund. An independent accounting entity with a self-balancing set of accounts segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions or limitations.

3.03.120 Reserves. An account which records a portion of the fund balance which is segregated for some future use and which has not been appropriated for expenditure within the Budget.

Chapter 3.05
ACCOUNTING
(Resolution 1996-11-02)

Sections:

3.05.100 Funds
3.05.110 Water Enterprise Fund
3.05.120 Project Funds
3.05.130 Special Holding Funds
3.05.140 Write-off of Uncollectible Accounts Receivable

3.05.100 Funds. All monies received and/or expended by the District shall be accounted for and recorded in ledgers for those funds provided for in this Chapter.

3.05.110 Water Enterprise Fund. All revenues and expenditures for the maintenance, operation and improvement of the District water fund shall be accounted for in this fund.

3.05.120 Project Funds. The General Manager and District Auditor may create special funds for accounting of revenues and expenditures related to specific construction projects.

3.05.130 Special Holding Funds. The General Manager and District Auditor may create special funds for accounting purposes to hold monies which have been expended from a regular budgeted fund, but for one reason or another are still in the possession of the District. All such funds shall be reported in the monthly Budget report.

3.05.140 Write-off of Uncollectible Accounts Receivable *(approved 9/15/2014)*

After all reasonable efforts have been made to collect accounts, the District will write-off the uncollectible amount. The amount is to be split between water service fees and surcharge fees of $19.00 per service per billing cycle.
The method of writing off bad accounts will be as follows:

1. A report shall be created that lists all accounts that were not able to be collected. The list shall include the account number, address and the total amount due.
2. The list shall be presented to the Board of Directors once per fiscal year at the April meeting of the Board.

3. Upon approval of the Board of Directors to write off the presented amount, a journal entry will be made moving each account presented to water and surcharge bad debts, clearing accounts receivable.

Chapter 3.06

DISPOSING OF CAPITAL ASSETS

(approved at the September 15, 2014 meeting of the Board)

Sections:

3.06.100 Purpose
3.06.200 Definitions
3.06.300 Yearly Inventory of Real Property
3.06.400 Disposal of Real Property
3.06.500 Procedure for Relinquishment of District Interest in Easements
3.06.600 Disposal of Vehicles and Large Equipment
3.06.700 Guidelines Concerning the Sale of Vehicles and Large Equipment
3.06.800 Disposal of Other Personal Property Other than Vehicles/Large Equipment
3.06.900 Revenue from Disposal of Surplus Property
3.06.1000 Prohibition Against Upgrades
3.06.1100 Prohibited Director, Officer and Employee Transactions
3.06.1200 Discretion of Board and General Manager

3.06.100 Purpose.

The primary purpose of this policy is to allow management staff to determine if a parcel of real property, easement, vehicle or large equipment or other personal property is no longer needed for daily, emergency and/or future operations of the District. A staff report is generated to document why a parcel of real property, easement, vehicle or large equipment or other District property should not be retained.

3.06.200 Definitions.

Real Property – Any ownership interest in any parcel of land, buildings and improvements owned by the District.

Easement – An interest in another's real property that permits the District to make limited use of that real property for a District purpose.

Vehicles and Large Equipment – Any ownership interest in utility trucks, dump trucks, tractors, backhoes, and other significant self-propelled equipment used in District operations.

Personal Property – Any ownership interest in any moveable or intangible thing that is subject to ownership and not classified as real property including: shop tools (cut-off saws, drills, etc), computer equipment (monitors, printers, etc), furniture.

3.06.300 Yearly Inventory of Real Property.

Pursuant to Government Code Section 50569, every year before December 31st, the District shall inventory all of the real property it owns or controls and shall determine if any real property owned or

controlled is in excess of the District's foreseeable needs ("Surplus Real Property"). If any real property is found to be in excess, the District shall list such real property in a document, which will be public record.

3.06.400 Disposal of Real Property.

1. District management determines if a parcel of real property no longer meets the needs of daily, emergency and/or future operations. A staff report is generated to document why the parcel should not be retained.

2. District management determines if a parcel falls within the notice and offer procedures provided in Government Code sections 54220 through 54232, as they may be amended from time to time. A parcel of real property is exempt from the statutory notice and offer procedures if it:

   a) Is less than 5,000 square feet; **or**

   b) Is less than "the minimum legal residential building lot size for the jurisdiction in which the parcel is located"; **or**

   c) Is sold to a Landowner of contiguous land; and;

      i. Is not: (a) contiguous to land owned by a state or local agency that is used for park, recreational, open-space, low- or moderate-income housing; or (b) located in an enterprise zone or high-density, economically-distressed areas involved in certain redevelopment program; **and**

      ii. Has no recorded access and is less than 10,000 square feet;

3. If the statutory notice and offer procedures must be followed, the District must obtain a qualified appraisal of the parcel and offer the surplus real property to specified public agencies before it can sell the property to other public agencies or a private party. The specified public agencies are as follows:

   a) Sacramento County for developing low- and moderate-income housing;

   b) Sacramento County Parks and Recreation Department for park and recreational purposes;

   c) Any regional park authority that has jurisdiction over the area in which the surplus real property is located if it is to be used for park and recreational purposes;

   d) The State Resources Agency for park and recreational purposes; and

   e) The school district in whose jurisdiction the parcel is located.

4. The Board of Directors declares real property as surplus and determines if a parcel must be offered to the designated public agencies under the statutory notice and offer procedures prescribed by the Government Code or is exempt from such procedures. If the District must sell a surplus parcel under the statutory notice and offer procedures, the General Manager will give qualifying public agencies notice of the parcel's availability for purchase. If none of the agencies to which notice must be given notifies the District within 60 days after receiving notice that they are interested in buying the surplus parcel, then the District may sell the parcel by advertised public sale. If the District receives notice from an agency that it wishes to purchase or lease the Surplus Real Property, the District and the interested agency shall enter into good faith negotiations for a period of at least sixty (60) days. If the parties fail to reach an agreement within sixty (60) days, the

District may proceed with disposing of the real property through a public sale as described in this section.

5. In the event that more than one agency responds to the statutory notice by expressing an interest in purchasing the surplus real property, the District will give first priority to the agency that agrees to use the surplus real property for low or moderate income housing. However, if the surplus real property is already being used for a park or a recreational purpose, or if the surplus real property is designated for park or recreational purpose in the applicable general plan, then the District will give first priority to an agency that agrees to use the real property for a park or recreational use.

6. In all cases where the statutory notice and offer procedures have not resulted in disposal of a parcel, the District will sell surplus real property by public sale. The General Manager will notice the parcel's sale at the appraised value unless the Board of Directors authorizes a different price. The notice of sale will contain a description of the surplus real property; a statement of time and place for opening bids. Bids for the purchase of surplus real property will be accepted or rejected by a resolution of the District Board of Directors. Alternatively, the District may list the surplus parcel for public sale with a licensed real estate broker in good standing who advertises the parcel through a multiple listing service or similar listing system at a fair market value determined by the broker using comparable sales data. Documents for the conveyance of title to surplus real property will be executed by the President of the Board upon authorization by the Board of Directors.

7. If the General Manager determines that a surplus parcel is exempt from the Government Code's notice and offer procedures, it will not be necessary to obtain a formal appraisal of the property. If circumstances warrant and the Board of Directors determines it is in the best interest of the public the surplus parcel may be sold for less than fair market value. In such cases, the General Manager or his/her designee will prepare a staff report documenting why the parcel was not appraised, why it may be sold for less than fair market value, the fiscal impact of selling the parcel and why it is exempt from the Government Code notice and offer procedures. After review of the staff report, the Board of Directors may approve the sale of the surplus parcel by motion. A staff report and a certified copy of the Board of Directors Meeting minutes reflecting the Board's approval of the sale is sufficient to authorize the General Manager to make the sale.

3.06.500 Procedure for Relinquishment of District Interest in Easements.

1. Staff determines if an easement no longer meets the needs of daily, emergency and/or future operations of the District. Staff then will generate a report that documents the justification for relinquishing the easement and makes a determination whether the easement has any fair market value. Staff then will forward the report to the General Manager for review. If staff determines that the easement has some marketable value, the General Manager will present the staff report to the Board at a subsequent meeting with a recommendation for Board of Directors action on relinquishing the easement in exchange for valuable consideration.

2. If staff determines that the easement has *nominal* fair market value, with Board approval, the General Manager shall have the authority, upon review and approval of the recommendation in the staff report, to sign and record a quitclaim deed to relinquish the District's interest in the easement. *If the easement is a Public Utility Easement, the General Manager shall have the authority, upon review and approval of the recommendation in the staff report, to sign an easement relinquishment letter.*

3. If, upon recommendation of staff, the General Manager authorizes disposal of an easement under this section, then the General Manager will report the disposal of the

easement to the Board at its next regular meeting following the recording of the quitclaim deed relinquishing the easement.

3.06.600 Disposal of Vehicles and Large Equipment.

1. At least once each fiscal year, the General Manager will prepare a list of District vehicles and items of large equipment that are deemed surplus because the burden of maintaining or storing the vehicle or large equipment exceeds its use to the District taking into consideration: (a) needed repairs to the vehicle or large equipment, (b) insurance costs, (c) other vehicles or large equipment owned or controlled by the District; and (d) usefulness of the vehicle or large equipment to the District. To determine overall value of a vehicle or large equipment, the District will consider age/depreciation, maintenance and repairs, miles, type of service, reliability, and condition as criteria for this determination. If beneficial to the District, the surplus vehicle or large equipment may be traded in with a dealer in the process of procuring an updated vehicle or large equipment.

2. If the item is not traded in District staff will establish values and set minimum bid prices for each vehicle or item of large equipment to be sold by public auction. If staff determines that the particular vehicle or large equipment has diminutive or no value or the costs of preparation and sale exceeds the value of the vehicle or equipment, then the General Manager is authorized to dispose of the property in accordance with Sections 3.05.600.00 (5) and (6) of this policy.

3. The General Manager may authorize the sale of surplus vehicles and large equipment with an estimated value of $1,000 or less. Vehicles and large equipment with an estimated value greater than $1,000 will be sold as surplus following authorization by the Board of Directors at a public meeting.

4. After sale of a vehicle or large equipment has been authorized by the Manager or Board of Directors as required in Section 3.06.400(3), vehicles or large equipment are to be sold at public auction. The General Manager will consign the vehicles or large equipment to a public auctioneer after posting a notice concerning the sale of the vehicle and/or large equipment.

3.06.700 Guidelines Concerning the Sale of Surplus Vehicles and Large Equipment.

Prior to the sale of surplus vehicles or large equipment, the General Manager will direct staff to assist in the following:

1. Remove all District equipment from the vehicle or large equipment (radio, decals, etc.).

2. Clean and repair the vehicle or large equipment if it is an immediate safety issue.

3. The sale of the vehicle or large equipment at public auction.

4. Establish vehicle or large equipment value using an appropriate, publicly available valuation tool such as the Kelley Blue Book, qualified appraisal, trade publications or classified newspaper advertisements. Staff will prepare a written report concerning the valuation of the item and attach appropriate documentation.

5. Arrange for the delivery and consignment of the item and, in consultation with the General Manager and auctioneer, determine an appropriate reserve or minimum price for the item.

6. Prepare and post a notice of sale. The notice and advertisement will include the vehicle or large equipment description, minimum bid, conditions of sale, and place of public auction.

7. When the vehicle or large equipment is sold, the General Manager or his/her designee will sign the "pink slip", bill of sale and any other documents required to complete the sale.

8. After the vehicle or large equipment is sold, the General Manager or his/her designee will complete paperwork as required by the Department of Motor Vehicles (DMV) to report the sale of the vehicle or large equipment, and return all completed forms and vehicle license plates to DMV.

3.06.800 Disposal of Other Personal Property Other than Vehicles/Large Equipment.

1. At least once each fiscal year, the General Manager will prepare a list of District personal property, other than vehicles and large equipment, which is deemed surplus personal property because the District no longer uses the item and it is not forseeable that the District will need to use the item in the future.

2. District management staff will establish values and set minimum bid prices for each item of personal property to be sold by public auction. If staff, during the process of establishing value to an item of personal property, determines it to be of diminutive or no value, the General Manager is authorized to dispose of the property in accordance with Sections 3.06.600 (5) and (6) of this policy.

3. The General Manager may authorize the sale of personal property with an estimated value of $1,000 or less. Personal property with an estimated value greater than $1,000 will be sold as surplus following authorization by the Board of Directors at a public meeting. Surplus personal property is to be sold at public auction. The General Manager will consign the personal property to a public auctioneer after posting a notice concerning the District's sale of the property. The District reserves the right to place items of surplus property in a group or lot for sale to the highest bidder.

4. For surplus items not sold, the General Manager has the authority to donate such items to another government agency or any non-discriminatory, tax exempt non-profit organization qualified under Internal Revenue Code section 501(c)(3).

5. If an item of surplus property is not sold during sale and the General Manager is unable to donate the surplus items to a qualified government agency or tax-exempt organization, the General Manager may properly dispose of such items at a legal disposal site.

3.06.900 Revenue from Disposal of Surplus Property.

All revenue received from the disposal of surplus real or personal property will be deposited in the District's General Operating Fund unless otherwise specified by the Board of Directors.

3.06.1000 Prohibition Against Upgrades.

Unless necessary to ensure the safety, merchantability and/or serviceability of surplus property, District staff may not make any repairs or upgrades to any real or personal property recommended or already deemed to be surplus. For example, staff may not replace a vehicle's worn but serviceable tires with new tires, nor may staff add or replace optional equipment that enhances a vehicle's value. Before sale and upon the General Manager's authorization, District staff may repair or replace parts on a surplus item if it is necessary to ensure that it is safe, serviceable and/or merchantable.

3.06.1100 Prohibited Director, Officer and Employee Transactions.

In accordance with Government Code section 1090, all members of the District Board of Directors and the General Manager are prohibited from purchasing surplus District real or personal property. Staff members generally are eligible to buy surplus District real or personal property noticed for sale on the same terms and conditions as those offered to members of the public, except that any District employee who actively participated in determining an item's price, surplus status or conditions of sale is prohibited from purchasing such items because the employee is deemed by law to have a prohibited interest in the sale. The General Manager, in consultation with the Board and legal counsel, will determine if an employee has a prohibited interest in an item of surplus property.

3.06.1200 Discretion of Board and General Manager.

Except as prohibited by law, the Board of Directors and General Manager will have the discretion to waive any minor irregularity in the procedures for the surplusing and disposing of surplus property. Such discretion will be exercised in a non-discriminatory manner.

Chapter 3.07
BUDGET

(Resolution 1996-11-02)

Sections:

3.07.100 PRESENTATION AND REVIEW
3.07.200 PUBLIC HEARING
3.07.300 ADOPTION

3.07.100 Presentation and Review. The General Manager shall present the Budget document to the Board of Directors including the proposed Budget for the following year.

3.07.200 Public Hearing. On or before the regular Board meeting in July, the Board of Directors shall hold a public hearing on the proposed Budget. Copies of the Budget document shall be available to the public.

3.07.300 Adoption. During or before the regular Board meeting in August, the Board of Directors shall make any changes it deems desirable to the proposed Budget and shall adopt by resolution the Budget as finally determined. The resolution shall include all adopted revenue and expenditure figures.

Chapter 3.08
Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing

3.08.100 PURPOSE
3.08.200 DEFINITIONS
3.08.300 PROCUREMENT AND CONTRACT ADMINISTRATION
3.08.400 APPROPRIATED FUNDS
3.08.500 SOLICITATION OF BIDS
3.08.600 EXCEPTIONS TO STANDARD PURCHASING PROCEDURES
3.08.700 PUBLIC WORKS
3.08.800 GENERAL PROVISIONS

3.08.100 PURPOSE

The purpose of this Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing Policy (the "Policy") is to establish efficient, fair and uniform procedures acquiring goods and services for the Rio Linda/Elverta Community Water District ("District"). This Policy provides direction on how to efficiently and legally obtain suitable quality services, supplies, materials, and labor at the lowest possible cost and in compliance with state law requirements.

3.08.200 DEFINITIONS

For the purposes of this Policy, terms have the following meanings:

"Board" shall mean the District's Board of Directors.

"Emergency" shall mean (1) a breakdown in machinery or equipment resulting in the inability of the District to provide essential services; or (2) a threat to public health, safety or welfare, including, but not limited to, threatened damage to natural resources or an imminent threat of injury or damage to any person or property.

"General Manager" shall mean the general manager of the District as appointed by the District's Board of Directors.

"Professional Services" shall mean any services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms or any specially trained or experienced person, firm, or corporation, providing services and advice in financial, economic, accounting, engineering, information services, technical, architectural, or other administrative/professional matters.

"Purchasing" refers collectively to contracting or procurement of services, supplies, materials, or labor, including capital improvements.

"Purchasing Agent" shall mean the General Manager, who is vested with the authority and responsibility of enforcing and implementing this Policy.

3.08.300 PROCUREMENT AND CONTRACT ADMINISTRATION

The District's General Manager shall serve as the District's Purchasing Agent and will implement and administer this Policy in consultation with the District's General Counsel. The Purchasing Agent may delegate his or her duties as the Purchasing Agent to other District employees as he or she deems appropriate. The District shall conduct all contracting for goods and services in accordance with this Policy and under the administration of the Purchasing Agent or his or her designee.

3.08.400 APPROPRIATED FUNDS

The District shall only procure goods and services for which the Board of Directors has appropriated funds.

3.08.500 SOLICITATION OF BIDS

A. Formal Solicitation of Sealed Bids for Expenditures Exceeding $25,000

When any expenditure (services, supplies, materials, labor or other valuable consideration to the District) is expected to exceed $25,000, the District shall publish a notice inviting bids a minimum of ten (10) days prior to the time of receiving bids, in a general circulation newspaper published within the District boundaries. This type of formal bidding process typically includes the issuance of written plans or specifications describing the goods or services to be provided and the receipt of written bids from the vendors or contractors involved. In addition to publication of the notice inviting bids, the Project Manager shall solicit a minimum of three (3) vendors or contractors to bid on the project when it is feasible to do so.

Following Board approval, the Purchasing Agent or designee shall then execute the contract, unless the Board President's signature is required. When required by law, the contract shall be awarded to the lowest responsible, responsive bidder, in accordance with the Public Contract Code. The District shall award all other contracts to the bidder whose bid is in the District's best interests. In situations where the District only receives one responsive bid from the formal solicitation, the District may negotiate with and award the contract to the sole bidder. At its discretion, the District may reject all bids and re-advertise the project.

B. Informal Solicitation of Bids for Expenditures Not Exceeding $25,000

When any expenditure is not expected to exceed $25,000, the project manager shall solicit a minimum of three (3) vendors or contractors to submit written proposals. Written entries documenting that three written proposals were solicited shall be noted by the Project Manager in the project file. The Purchasing Agent may require additional bids. The Purchasing Agent's approval of the contract (if applicable) is required, unless he or she delegates this approval authority in writing to another District employee.

3.08. 600 EXCEPTIONS TO STANDARD PURCHASING PROCEDURES

A. Emergency Conditions

In the case of such an Emergency, the Purchasing Agent may authorize the lead operator, operations supervisor or his or her designee to secure, in the open market, at the lowest obtainable price, any services, supplies, material or labor required to respond to the Emergency, regardless of the amount of the expenditure. The purchase order should indicate "Emergency Conditions" with written documentation of the nature of the Emergency and lowest obtainable price information. The Purchasing Agent shall, as soon as possible, provide a full written explanation of the circumstances to the Board.

In the case of a disaster or for civil defense, nothing contained in this Policy shall limit the authority of the Purchasing Agent to make purchases and take such other emergency steps as are or may be authorized by the Board.

B. Limited Availability/Sole Source

Occasionally, necessary supplies, material, equipment, or services are of a unique type, are of a proprietary nature, or are otherwise of such a specific design or construction, or are specifically necessary for purposes of maintaining cost-effective system consistency so as to be available from only one source. The Purchasing Agent may dispense with the requirement of competitive bids and recommend negotiating a fair price and making the purchase from a specific business or supplier if: (1) no other supplier can be found after reasonable efforts by District staff to find alternative suppliers; (2) the specific item is integral to repair or enhance existing equipment; (3) only one contractor is capable of providing the required service; (4) the specific item is essential to maintaining District standards or research continuity; or (5) only one source is known for a specialized item of equipment or material. The basis for the sole source recommendation shall be documented in writing on the contract or purchase order and approved, in advance, by the Board for purchases exceeding $25,000, and the Purchasing Agent or other authorized District employee, under this policy for purchases not exceeding $25,000.

C. Cooperative Purchasing

The District shall have the authority to join in cooperative purchasing agreements with other public agencies, (e.g. the State of California or other counties, cities, or special districts), to purchase goods or services at a price established by that agency through a competitive bidding process consistent with California public bidding requirements. The Purchasing Agent, may authorize participation in cooperative purchasing agreements and may execute such agreements subject to the following:

1. Purchases Exceeding $25,000

The formal competitive bidding procedures of Section I.A for purchases exceeding $25,000 are not required when another public agency has secured a price through a formal, advertised competitive bidding process in which the District is an authorized participant. Board approval is required prior to purchase

2. Purchases Not Exceeding $25,000

Completion of the bidding procedures of Sections I.B and I.C for purchases not exceeding $25,000 is not required when another public agency has secured a price through a competitive bidding process in which the District is an authorized participant. Approval from the Purchasing Agent or his/her authorized designee is required prior to purchase.

D. Professional Services

1. Definition and Restrictions

Professional Services are of a technical and professional nature and, due to the nature of the services to be provided, do not readily fall within the "low bid" competitive bidding process. In addition, State law requires that selection of professional consultants in the categories of architects, landscape architects, engineers, surveyors, and environmental consulting be made on the basis of demonstrated competence and the professional qualifications necessary for the satisfactory performance of the required services. Professional consultants should be individually selected for a specific project or problem with the objective of selecting the most qualified consultant at a price that is fair and reasonable. Professional service agreements shall not be split into smaller units, nor shall contract amendments be used, for the purpose of circumvention of the expenditure limits of this Policy.

As used in this Policy, "Professional Services Agreement" shall mean and include all Professional Services provided by the same consultant, which are provided as part of or related to the same project or program for which the consultant is being retained. Consultants who are retained to provide services on an ongoing basis, such as geotechnical peer reviews of District projects, shall be retained by means of an annual service agreement unless an agreement providing for renewal or extension of services has been approved pursuant to Section 3.08. 600 D.3. of this Policy.

a. For selection of architects, landscape architects, engineers, surveyors, and environmental consultants, the following procedures shall apply unless the services needed from such consultants are more of a technical nature and involve little professional judgment.

   Cost is not to be included in the Request for Qualifications ("RFQ") or Request for Proposal ("RFP"). Only after a firm is selected is compensation negotiated. The scope of work is the basis for negotiations for payment. If the parties cannot agree on fair compensation, negotiations may be formally terminated with the firm considered to be most qualified, and may be commenced with the second highest-rated firm. Such procedure may be repeated until an agreement is reached with a qualified firm.

   Alternatively, a fee or cost estimate can be requested at the time of the RFP by requiring it to be provided in a separate, sealed envelope. The fee estimate will only be opened after selecting the successful consulting firm.

b. For consultants who do not fall under the qualifications-based selection method described above, or where the services needed from the vendors listed above are more of a technical nature and involve little professional judgment, cost can be included in the RFQ/RFP and used in ranking the consultants for selection. Examples of such consultants include, but are not limited to: training, safety, recruitment, personnel services, economic analysis, city and regional planning, property appraisals/analysis, property acquisition, title insurance, facilitators, legal services, financial services, and data processing.

2. Selection Procedures for Professional Services

When the cost for professional services is expected to be in excess of $25,000, the District shall prepare either a Request for Qualifications (RFQ), a two-step process, if a large response pool is expected or a Request for Proposal (RFP), a one-step process, if a smaller response pool is expected. Both should include the professional's qualifications, relevant experience, described approach, staffing and support. The RFQ respondents can be shortlisted to a minimum of three (3) qualified firms or individuals, who will then be invited to submit a written proposal. The proposal should outline the terms, conditions and specifications of the services required by the District.

District staff will review the proposals received, rank the consultants based upon the following criteria, and invite the most qualified firms for interviews.

a. Ability of the consultants to perform the specific tasks outlined in the RFP/RFQ.
b. Qualifications of the specific individuals who will work on the project.
c. Quantity and quality of time key personnel will be involved in their respective portions of the project.
d. Reasonableness of the fee requested to do the work; comparability of fee to similar services offered by other qualified consultants (except where fee is to be negotiated later, as described above in Section 3.08. 600.D.1 of this Policy).
e. Demonstrated record of success by the consultant on work previously performed for the District or for other public agencies or enterprises.

f. The specific method and techniques to be employed by the consultant on the project or problem.
g. Ability of the consultant to provide appropriate insurance in adequate amounts, including errors and omissions if applicable.
h. Responsiveness to the RFP/RFQ.

The report to the Board shall summarize the basis for staff's consultant selection recommendation and the ranking of the consultants based upon these criteria.

3. Renewal of Contracts for Professional Services

The District may, after following required consultant selection procedures, enter into Professional Services agreements which contain provisions authorizing their extension or renewal. Recommendations to extend or renew an existing a Professional Services agreement should include a written evaluation of the work performed by the consultant as well as a determination that the rationale for providing for the renewal option in the existing contract remains valid and that the fees being charged are comparable to fees for similar services offered by other consultants at the time of renewal or extension. A contract renewal recommendation shall be entered on the contract amendment. If the total amount of the contract renewal does not exceed $25,000, the Purchasing Agent or his/her authorized designee may execute a contract amendment to formalize the renewal. If the total amount of the original agreement and any amendments exceed $25,000, prior Board approval must be obtained.

4. Conflict of Law

These procedures are not applicable where superseded by local, state or federal law, where the terms of grant funding provide for the use of other consultant selection procedures, or where the District is obligated to select consultants through the use of different procedures, such as the requirements of an insurance or self-insurance program.

5. Special Circumstances

These professional consultant selection procedures are not applicable when if it is appropriate and in the best interest of the District under the specific circumstances of the project at issue, to limit the number of consultants solicited. Examples of such specific circumstances may include the following: (a) the need to take immediate action on a project precludes the District's ability to follow these procedures; (b) the absence of any fiscal or competitive advantage in following these procedures; (c) only one consultant is known to be available and capable of providing needed services within the required time; (d) the services to be provided are so unique that only one known consultant is qualified and available to perform them; or (e) the terms of a legal mandate or negotiated agreement require the use of a particular consultant. The basis for such action shall be documented in writing and noted in the contract and approved by the Purchasing Agent or designee. When Board approval is required, the documented basis for such action shall be included in the report to the Board.

6. Prequalified Consultant File

District staff may maintain a current file of consultants in their appropriate professional services categories after the selection procedures have been followed in this policy and a determination made that a consultant is qualified and competent. District staff may maintain this "prequalified consultant" file for a period of two (2) years from determination of the qualification of such consultant. District may select a prequalified consultant from this file for services.

3.08.700 PUBLIC WORKS

When a project qualifies as a public works project, additional state law requirements apply.

A. Definition of Public Works Project.

Pursuant to California Labor Code section 1720 et. seq. a public works project means: (1) construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds, except work done directly by any public utility company pursuant to order of the Public Utilities Commission or other public authority. For purposes of this paragraph, "construction" includes work performed during the design and preconstruction phases of construction, including, but not limited to, inspection and land surveying work. For purposes of this paragraph, "installation" includes, but is not limited to, the assembly and disassembly of freestanding and affixed modular office systems; (2) Work done for irrigation, utility, reclamation, and improvement districts, and other districts of this type, but not including the operation of the irrigation or drainage system of any irrigation or reclamation district, except as used in California Labor Code section 1778 relating to retaining wages; (3)Street, sewer, or other improvement work done under the direction and supervision or by the authority of any officer or public body of the state, or of any political subdivision or district thereof, whether the political subdivision or district operates under a freeholder's charter or not; (4) The laying of carpet done under a building lease-maintenance contract and paid for out of public funds; (5) The laying of carpet in a public building done under contract and paid for in whole or in part out of public funds; and (6) Public transportation demonstration projects authorized pursuant to Section 143 of the Streets and Highways Code.

B. Notification to Department of Industrial Relations.

When awarding a contract for a public works project, the District shall submit an online form (PWC-100 form) to the Department of Industrial Relations within five (5) days of the award, as required under the California Labor Code.

C. Notice Requirement.

Beginning January 1, 2015 any document requesting bids on a public works project that is issued by the District shall include the following information:

1. No contractor or subcontractor may be listed on bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 (with limited exceptions from this requirement for bid purposes only under California Labor Code section 1771.1(a)).

2. No contractor or subcontractor may be awarded a contract for a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to California Labor Code section 1725.5.

3. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

D. Prevailing Wages.

When the procurement is for a public works project, as defined in California Labor Code Section 1720 et. seq. for an amount exceeding one thousand dollars ($1,000.00), the District shall require that prevailing wages be paid to laborers working on the project, as required under state law.

3.08.800 GENERAL PROVISIONS

A. Conflict of Interest

No District employee or elected official shall be financially interested, directly or indirectly, in any purchase, contract, sale, or transaction to which the District is a party and which comes before said official or employee for recommendation or action. Any purchase, contract, sale, or transaction in which any employee or official is financially interested shall become void at the election of the District. No employee or elected official shall realize any personal gain from any purchase, contract, sale, or transaction involving the District. When any staff member is in doubt as to whether there exists a conflict of interest, that employee shall consult with the General Counsel, and another employee may be assigned to facilitate the purchase.

B. Purchase of Recycled Products

District staff shall purchase recycled products whenever such products are available at equal cost to non-recycled products and when suitability and quality are equal. When recycled products are used, the supplier shall label the products to indicate that they contain recycled materials, and specify the minimum percentage of recycled material in the products.

C. Violations of This Policy

Employees are subject to disciplinary action up to and including termination for violation of this Policy.

Chapter 3.09
DEPOSIT AND INVESTMENT OF DISTRICT FUNDS
(Resolution 1996-11-02)

Sections:

3.09.100 Signature Designations
3.09.110 Transfers Between Depositories
3.09.120 Depositories
3.09.130 Authorization to Execute Forms
3.09.140 District Investment Policy
3.09.150 Operating and Reserve Policy
3.09.160 Whistleblower Policy

3.09.100 Signature Designations. All checks or other withdrawal instruments drawn against District funds shall be signed by two persons, one from each of "A" and "B" as follows:

A. Members of the Board of Directors

B. General Manager

3.09.110 Transfers Between Depositories. Authorization to withdraw monies from one depository for purposes of direct transfer to another depository may be granted to the depositories by any single person authorized to sign checks pursuant to Section 3.09.100 hereinabove.

3.09.120 Depositories. The following are designated as depositories for District funds:

A. California Bank & Trust 1331 Broadway, Sacramento, is hereby designated as a depository of the District in which shall be deposited all monies of the District, excepting monies deposited in or to be deposited in other depositories for investment as designated herein below.

B. Pursuant to Chapter 730 of the Statutes of 1976 (§16429.1 of the Government Code), the deposit of District monies in the Local Agency Investment Fund in the State Treasury is hereby authorized in accordance with the provisions of investment provided therefore.

3.09.130 Authorization to Execute Forms. The President of the Board of Directors, all other directors, and the General Manager/Secretary are hereby authorized to execute such forms, resolutions, signature cards, and other documents as are required by the depositories designated hereinabove in order to carry out the provisions of this resolution as if each such form, resolution, or card has been individually approved by the Board of Directors.

3.09.140 District Investment Policy *(Amended Resolution 2012-12).* This section is intended to provide policy and direction to the Finance Officer of the District for the prudent and beneficial use of all funds and monies of the District without regard to source or restrictions. Any reference to portfolio shall mean the total of District cash and securities under management by the Finance Officer. Permitted investments shall be listed in Exhibit A.

3.09.141 Investment Policy Authority. The Government Code of the State of California (Government Code), primarily section 53601 and related subsections authorizes the types of investment vehicles allowed in a California local agency's portfolio. The investment vehicles emphasize preservation of capital and are a conservative set of investments. The authority to invest (as defined in the Government Code) is delegated to the local agency's legislative body for re-delegation to its finance officer. Under no circumstances is the local agency finance officer permitted to purchase an investment that is not specifically authorized by law and within the scope of investments delegated by the local agency's governing Board.

The Rio Linda / Elverta Community Water District investment policy is a conservative policy guided by three principles of public fund management. In specific order of importance the three principles are:

1) Safety of Principal. Investments shall be undertaken in a manner which first seeks to preserve portfolio principal.

2) Liquidity. Investments shall be made with maturity dates that are compatible with cash flow requirements and which will permit easy and rapid conversion into cash, at all times, without a substantial loss of value.

3) Return on Investment. Investments shall be undertaken to produce an acceptable rate of return after first consideration for principal and liquidity.

3.09.142 Objectives:

DIVERSIFICATION The District shall maintain a portfolio of authorized investments with diversified maturities, issuers and security types to avoid the risk inherent in over investing in any one sector. The Finance Officer shall evaluate or cause to have evaluated each potential investment, seeking quality of issuer, underlying security or collateral, potential negative effects of market volatility on the investment and shall diversify the portfolio to reduce exposure and assure adherence to the Basic Policy and Objectives paragraph of this policy.

PRUDENT INVESTOR STANDARD Investments will be made with the same standard of care that persons of prudence, discretion and intelligence exercise when managing their own affairs, not for speculation, but for investment with particular consideration for safety of capital as well as probable income derived.

REPORTING REQUIREMENTS Each month the Finance Officer shall prepare and submit a report of investment transactions to the Board of Directors. This report will be sufficiently detailed to provide information for investment evaluation.

PERFORMANCE REVIEW An annual appraisal of the investment portfolio shall be conducted to evaluate the effectiveness of the District's investment program. The purpose of this review, in addition to evaluation of performance, is to provide the platform for recommendations of change and improvements to the portfolio to the Board of Directors.

GRANDFATHER CLAUSE Any investment held by the District at the time of this policy is adopted shall not be sold to conform to any part of this policy unless its sale is judged to be prudent by the Finance Officer.

CONFLICTS OF INTEREST The Finance Officer shall perform his/her duties under this Investment Policy in accordance with the provisions of Section 1126 of the Government Code as well as any other state law referred to in this policy.

EXCEPTIONS When the Finance Officer determines that an exception to one of the numerical limits is in the best interest of the District, such exception is permitted as long as it is consistent with applicable State and Federal laws. Exceptions to this policy shall be reported to the Board of Directors within five working days along with a detailed explanation for the variance.

CONFLICTS In the event any provision of this Statement of Investment Policy is in conflict with any of the statutes referred to herein or any other State or Federal statute, the provisions of each statute shall govern.

SAFEKEEPING All securities purchased may be delivered against payment and held in safekeeping pursuant to a safekeeping agreement. All financial institutions shall be instructed to mail confirmations and safekeeping receipts directly to the Finance Officer of the District.

EXHIBIT "A"
PERMITTED INVESTMENTS
(amended 12/16/13 Board meeting)

	Investment Type	Maximum Investment	Maximum Maturity
1)	Investment pool authorized under CA Account Statues governed by Government Code Sections 16429.1-16429.4	$50 million[1]	Liquid
2)	California Asset Management Program (CAMP)	Unlimited	Liquid Account

3)	U.S. Treasury Obligations	Unlimited	5 Years
4)	Bank Savings Account	25%	Liquid Account
5)	Federal Agencies	75%	5 Years
6)	Commercial Paper	20%	180 Days
7)	Negotiable Certificates of Deposit	20%	5 years
8)	Re-purchase Agreements	20%	180 Days
9)	Corporate Debt	25%	5 Years

ADDITIONAL LIMITS ON INVESTMENTS:

1) No notes.

3) U.S. Treasury Obligations are limited to Treasury Bills, Treasury Notes, and Treasury Bonds.

4) Bank Savings Accounts must be collateralized at 110% of account balance.

5) Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

6) Must be a U.S. corporation with over $500 million in assets. The commercial paper must be of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization. The District may purchase no more than 10 percent of the outstanding commercial paper of any single issuer. Additionally, District purchases may not exceed 10% per issuer.

7) Negotiable certificates of deposit must be issued by a nationally or state-chartered bank, a savings association, or a federal association (as defined by Section 5102 of the Financial Code), or a state or federal credit union, or by a state-licensed branch of a foreign bank. Purchases are limited to institutions which have long-term debt rated in the "A: category or higher, or the equivalent, by a nationally recognized rating organization.

8) The District will enter into repurchase agreements only with primary government securities dealers as designated by the Federal Reserve Bank of New York. Repurchase agreements shall be governed by a master repurchase agreement adopted by the Public Securities Association. All securities underlying repurchase agreements shall be delivered to the District's custodial bank, or be handled under a properly executed "tri-party" custodial arrangement. Collateral for repurchase agreements is restricted to U.S. Treasury issues or Federal Agency issues.

The underlying collateral must be at least 102% of the repurchase agreement amount. If the value of securities held as collateral slips below 102%of the value of the cash transferred, then additional cash or acceptable securities must be delivered to the third party custodian. Market value shall be recalculated each time there is a substitution of collateral. For repurchase agreements with terms to maturity of greater than three days, the value of the collateral securities shall be marked to market weekly by the custodian, and if additional collateral securities is required, then that collateral must be delivered within two business days. If a collateral deficiency is not corrected within two days, the collateral securities will be liquefied.

A perfect first security interest in the collateral securities, under the Uniform Commercial Code, shall be created for the benefit of the District. Collateral securities shall be held free and clear of any lien and shall be an independent third party acting solely as an agent for the District, and such third party shall be (i) a Federal Reserve Bank, or (ii) a bank which is a member of the Federal Deposit Insurance Corporation and which has combined capital, surplus, and undivided profits of not less than $50 million.

9) Purchases are limited to corporate and depository institution debt securities issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment shall be rated "A" or better by a nationally recognized rating service. District purchases may not exceed 10% per issuer.

Limits subject to change; established by State Treasurer.

3.09.150 Operating and Reserve Policy *(Amended Resolution 2012-12)*

The Rio Linda / Elverta Community Water District reserve policy is a financial policy guided by sound accounting principles of public fund management. The policy establishes several reserve funds to minimize adverse annual budgetary impacts from anticipated and unanticipated District expenses.

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

3.09.151 Capital Improvement Fee Reserve

1.1. Purpose: To provide funds for the orderly and timely expansion of the District facilities to meet future demand and to maintain and/or improve the District's existing level of service.

1.2. Target Balance: AB1600 does not designate a target reserve balance. A Government Code 66000 Compliance Report identifies the proposed capital projects necessary to maintain and/or improve services and the amount needed to fund those capital projects. In accordance with Government Code 66000, the balance shall not exceed the amount specified by that law.

1.3. Methodology/Rational: Virtually all development that occurs within the District requires the use of District facilities, plant and equipment for public services. This fee is established to insure the adequacy and reliability of such facilities, plant and equipment as development of undeveloped land occurs.

1.4. Use of Funds: The funds generated by the fee will be used to acquire, replace and/or construct various capital facilities, plant and equipment for the provision of water, security and administrative services

1.5 Funding: Annual contributions from developer fees will depend upon new construction within the District. Additionally, interest earnings will be accrued on and added to fund balance, using the District's earnings rate on investments. The District also currently contributes $20,000.00 per month into this fund from operating income.

3.09.152 Surcharge Account

2.1. Purpose: This account was created to pay off the 2010 SRF Loan of $7,499,045.00. This account will be closed after repayment of the loan 20 years from the project completion date.

2.2. Target Balance: The target balance increases and decreases with the construction project in progress. It will stabilize when the construction is complete and loan payment begins. Hence, there is currently no target balance.

2.3. Methodology/Rational: It has been determined by the State of California that the amount of $19.00 per connection per billing period should be sufficient for the repayment of their loan.

2.4. Use of Funds: The funds will be used for repayment of SRF loan.

2.5. Funding: a fee of $19.00 per billing cycle is charged to each active account and collected as a primary source of funds. A minimum of $80,320 per billing cycle is deposited until the loan is paid off.

3.09.153 Surcharge Reserve

3.1. Purpose: To establish a reserve as required by our 2011 SRF funding agreement # SRF111CX107.

3.2. Target Balance: The target balance is $481,917.00 which is equivalent to 2 semiannual loan payments.

3.3. Methodology/Rational: $88,352.00 was put into this reserve every billing cycle until the target balance was reached.

3.4. Use of Funds: The funds will not be used. They are to remain in this account until the loan is paid off per our loan agreement.

3.5. Funding: $88,352.00 is transferred into this account every billing cycle until it reaches its required amount.

3.09.154 2003 Water Revenue Refunding Bonds Reserve Fund 2032

4.1. Purpose: To establish a reserve as required by our 2003 Water Revenue Refunding Bonds

4.2. Target Balance: The target balance is $242,484.00 which is equivalent to 2 semiannual loan payments.

4.3. Methodology/Rational: This fund is already fully funded and no additional monies are being deposited.

4.4. Use of Funds: The funds will not be used. They are to remain in this account until the bonds are paid off per our bond agreement.

4.5. Funding: This fund is already fully funded and no additional monies are being deposited.

3.09.155. 2003 Debt Service Fund

5.1. Purpose: To make semiannual bond payments on the 2003 bonds in the amount of $3,970,000.

5.2. Target Balance: The amount equivalent to the amount payable on the bonds semi annually. There is approximately $240,000.00 due per year on this bond issue.

5.3. Methodology/Rational: The District deposits $20,000.00 per month in to this reserve from the Operating Fund in order to have sufficient funds to pay the bond payments when due.

5.4. Use of Funds: These funds are used exclusively to repay the 2003 Bond debt.

5.5. Funding: $20,000 per month is put into this account to build up enough money for payment of the bonds when due.

3.09.156 Operating Fund

6.1. Purpose: To ensure cash resources are available to fund daily administration, operations and maintenance of providing water, wastewater, security and drainage services.

6.2. Target Balance: A minimum of six months of cash to fund District expenditures.

6.3. Methodology/Rational: The District is required to have sufficient cash flow to meet the next six months of budgeted District expenditures (Government Code Section 53646(b)(3)). The next six months of projected cash revenues can be included as a source of cash flow to satisfy this requirement. Revenues in excess of reserve contributions and expenditures resulting from expenditure savings or timing differences are also reflected in this fund.

6.4. Use of Funds: These funds will be used to pay for expenditures according to budget and expenditure authority.

6.5. Funding: Annual contributions will vary, depending upon other reserve requirements and current year expenditure requirements. Additionally, interest earnings will be accrued on and added to fund balance, using the District's earnings rate on investments.

3.09.157 Trust Account

7.1. Purpose: To collect deposits for new customer accounts. These deposits are refunded after one year of timely payment on their account.

7.2. Target Balance: The balance on this account fluctuates with the number of customers that have deposits with the District.

7.3. Methodology/Rational: The District requires a $100.00 deposit for each parcel that is owned by a customer. There is a method of waiving the deposit. If the customer can provide us with a letter of credit from a current or previous utility provider that shows at least one year of history with no late payments or returned checks the deposit can be waived. If a deposit is required the deposit gets returned to their account after one year of timely payment or when they move. If there is a deposit balance after paying the final bill upon leaving the property it is refunded in the form of a check.

7.4. Use of Funds: These funds will be used to pay the final bill on an account if it is left unpaid when the owner moves away.

7.5. Funding: The District requires a $100.00 deposit for each parcel that is owned by a customer. If the customer can provide the District with a letter of credit from a current or previous utility provider that shows at least one year of history with no late payments or returned checks the deposit can be waived.

3.09.158 Secured Credit Card

8.1 Purpose: To provide a constant amount of money for the District credit cards to draw upon.

8.2. Target Balance: The balance on this account is $15,000.00.

8.3. Methodology/Rational: The District had no credit when the current Management went to obtain a credit card for the company. The only way a card could be secured was to have a constant balance set aside for the company credit cards to draw upon and reimburse monthly.

8.4. Use of Funds: These funds are used to pay credit card expenses and reimbursed monthly.

8.5. Funding: The District initially funded this account with the amount of $15,000.00.

3.09.159 LAIF GASB 45 Funding

9.1 Purpose: To provide a source of income to fund post retirement benefits.

9.2. Target Balance: An Actuarial study is performed every 3 years to determine the appropriate amount to include in this account.

8.3. Methodology/Rational: This will be determined when the actuarial study is done.

8.4. Use of Funds: These funds are to be used to fund post retirement benefits costs.

8.5. Funding: The income to fund this account will come from the Operating Fund.

WHISTLEBLOWER POLICY

(Amended Resolution 2012-12)

3.09.160 Whistleblower Policy Rio Linda / Elverta Community Water District (RLECWD) requires its Directors, Managers and Employees to observe high standards of professionalism and ethical conduct in maintaining financial records. This Whistleblower Policy (the "Policy") establishes standards and procedures to ensure that complaints and concerns ("Accounting Irregularity") regarding accounting or auditing matters are reported and handled in a manner that complies with management's objectives. In addition, this policy establishes procedures for:

1. The confidential, anonymous submission by Complainants of Accounting Irregularities regarding questionable accounting or auditing matters; and,

2. The treatment of Accounting Irregularities concerning accounting, internal account controls and auditing matters received by RLECWD from Complainants.

3.09.161 No Retaliation No office, employee or other (the "Complainant") who in good faith reports an Accounting Irregularity shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported an Accounting Irregularity in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable Complainants to raise serious concerns with RLECWD rather than seek resolution outside RLECWD.

3.09.162 Procedure for Report Violations

1. It is the responsibility of all Directors, Managers and Employees to report all suspected Accounting Irregularities in accordance with this Policy. RLECWD maintains an open door policy and suggests that Complainants share their questions, concerns or complaints with someone who can address them properly. In most cases, the Complainant's supervisor is in the best position to address an area of concern. A Complainant's supervisor may be most knowledgeable about the issues and will appreciate being brought into the process. It is the supervisor's responsibility to help solve the problem.

2. If the Complainant is not comfortable speaking to his/her supervisor or is not satisfied with the supervisor's response, the Complainant is encouraged to speak with the General Manager. Supervisors and General Manager are required to report suspected Accounting Irregularities to the Board of Directors. The Board of Directors will create an Audit Committee which has specific and exclusive responsibility to investigate all reported violations. For suspected fraud or securities law violations, or when the Complainant is not satisfied or is uncomfortable with following RLECWD's open door policy, the Complainant should contact the General Manager directly.

RLECWD General Manager
P.O. Box 400
Rio Linda, CA 95673
(916) 991-1000
(916) 991-6616 fax

3.09.163 Investigation of Complaints

1. The Audit Committee is responsible for investigating and resolving all reported complaints and allegations concerning Accounting Irregularities. The Audit Committee may retain independent legal counsel, accountants or other to assist in its investigation.

2. The Chair of the Audit Committee will notify the Complainant and acknowledge receipt of the reported suspected Accounting Irregularity within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted as a result of the investigation.

3. RLECWD shall retain records of complaints for a period of no less than seven years as a separate part of the records of the Audit Committee.

3.09.164 Accounting and Auditing matters The Audit Committee is responsible for addressing all reported concerns or complaints regarding accounting practices, internal controls or auditing. The General Manager is required to immediately notify the Board of Directors of any complaint of which he/she is aware and to work with the Committee until the matter is resolved.

3.09.165 Acting in Good Faith Anyone filing a complaint concerning a suspected Accounting Irregularity must be acting in good faith and have reasonable grounds for believing the information disclosed indicates an Accounting Irregularity. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

3.09.166 Confidentiality Complaints or submissions concerning a suspected Accounting Irregularity may be submitted on a confidential basis by the Complainant or may be submitted anonymously. All complaints or submissions will be kept confidential to all extent possible, consistent with the need to conduct an adequate investigation.

Chapter 3.11
PAYMENT OF CLAIMS

(Resolution 1996-11-02)

Sections:

3.11.100 Claims and Demands
3.11.110 Claims Excepted from the Tort Claims Act
3.11.200 Salaries and Wages

3.11.100 Claims and Demands. All claims and demands against the District shall be submitted to the General Manager who shall review them to determine if, under Division 3.6 of Title 1 of the Government Code, they may be paid in the form in which they are submitted. If approved by the General Manager any claim or demand which does not conform to the adopted Budget shall be submitted to the Board of Directors for approval or rejection prior to the drawing of a check. If a demand is certified by the General Manager as conforming to the adopted Budget it shall be deemed to have been authorized by the Board and a check may be drawn in payment. A list of such checks shall then be presented to the Board of Directors for ratification at the first meeting after the delivery of the checks.

3.11.110 Claims Excepted from the Tort Claims Act.

(a) Claims for money or damages which are excepted by Section 905 of the Government Code from the requirements of Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Division 3.6 of Title 1 of the Government Code, and which are not governed by any other statutes or regulations expressly relating thereto, shall be governed by the procedure prescribed in this section.

(b) A claim must be presented and acted upon as required herein as a prerequisite to suit thereon. Any action brought against the District on such a claim shall be subject to the provisions of Section 945.6.

(c) The procedure for submission of a claim pursuant hereto shall be the same as that required for a claim not excepted by Section 905 of the Government Code.

3.11.200 Salaries and Wages. Salaries and wages shall be paid to officers and employees of the District semimonthly. Payroll checks shall be treated as budgeted demand checks.

Chapter 3.15
RECORDS RETENTION POLICY

(Resolution 2002-09 Approved September 16, 2002)

Sections:

3.15.100 Purpose
3.15.200 Description of Vital Records
3.15.300 Record Destruction Authority
3.15.400 Qualifications for Retention and Disposal of Records
3.15.500 Minutes
3.15.600 Definitions for Records Retention and Disposal Policy
3.15.700 Vital Records

3.15.100 Purpose. The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Rio Linda/Elverta Community Water District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

3.15.200 Description of Vital Records. Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

3.15.300 Record Destruction Authority. The General Manager is authorized by the Board of Directors to interpret and implement this policy, authorize the transfer of records to the records center and to cause to be destroyed any or all such records, papers, and documents that meet the qualifications governing the retention and disposal of records specified herein.

3.15.400 Qualifications for Retention and Disposal of Records Pursuant to the provisions of California Government Code §§60200 through 60203, California Water Code §21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the Rio Linda/Elverta Community Water District.

3.15.410 Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

3.15.420 Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media, unless a longer retention period is specifically provided.

3.15.430 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, auditing purposes, project financing or regulatory agency reporting purposes.

3.15.440 Records, papers or documents that are not expressly required by law to be filed and preserved, but required under this policy to be kept, may be destroyed if all of the following conditions are met:

3.15.441 The record, paper or document is photographed, micro photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards, or copies are made to an approved electronic media;

3.15.442 The device used to reproduce such,record paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

3.15.443 The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving and examining said documents.

3.15.450 Any accounting record, except journals and ledgers, that are more than three years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

3.15.4.5.1 There is no continuing need for said record for pending litigation, auditing purposes, project financing or regulatory agency reporting and;

3.15.4.5.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

3.15.4.5.3 Said audit report or reports *were* prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and

3.15.4.5.4 Said audit or audits contain the expression of an unqualified opinion.

3.15.460 Any accounting record created for a specific event or action may be destroyed three years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction three years from the end of the fiscal period to which it applies.
The following may be destroyed at any time:

3.15.4.6.1 Duplicated Documents (original-subject to aforementioned requirements).

3.15.4.6.2 Rough drafts, notes or working papers.

3.15.4.6.3 Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

3.15.470 All payroll and personnel records shall be retained indefinitely. Originals for terminated employees may be destroyed after three years retention, provided said records have been preserved in accordance with Section 3.15.4.4 above. Payroll and personnel records shall include the following:

3.15.4.7.1 Accident reports, injury claims and settlements.
3.15.4.7.2 Medical histories.
3.15.4.7.3 Worker Compensation Records.
3.15.4.7.4 Applications, changes, and terminations of employees.
3.15.4.7.5 Insurance records of employees.
3.15.4.7.6 Time Sheets or cards.
3.15.4.7.7 W-2's and other IRS forms.
3.15.4.7.8 Performance evaluations.
3.15.4.7.9 Earning records and summaries.
3.15.4.7.10 Retirement documents.

3.15.4.7.11 Such other documents as determined by the General Manager to be retained.

3.15.480 All District property appraisal records may be destroyed after three years retention, provided such records do not have to be retained to satisfy other requirements established for financing or grant award purposes.

3.15.490 Records authorizing long-term debt, bonds, warrants, loans, grants or other financing methods may be destroyed after issuance or execution, provided they are reproduced in accordance with Section 3.15.4.4 above. Terms and conditions of bonds, warrants, loans, grants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed after five years. Paid bonds, warrant certificates, and interest coupons may be destroyed after six months if detailed payment records are kept for five years.

3.15.500 Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may, upon specific Board authorization, be destroyed if said minutes are reproduced as provided for in Section 3.15.440 above. Recording tapes (or other media) of Board meetings will be kept for a period of three years from the date of the recorded meeting, after which they will be destroyed.

3.15.510 Construction records, such as bids, correspondence, change orders, contracts, certified payrolls, progress payment claims, claims for changed conditions and related construction documents shall be kept for three years after the Notice of Completion is approved and any warranty period has expired. Provided, however, such retention period shall not be less than the time periods required by any state or federal funding agency involved in the financing of any specific project. As-built plans for any public facility or works shall be retained as long as deemed necessary by the General Manager for the proper operation and maintenance of the system.

3.15.520 Contracts should be retained for its life plus three years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work that is more than two years old may be destroyed.

3.15.530 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

3.15.540 Nothing in this policy shall be interpreted to make District records deemed confidential by state or federal statute, regulation, order or court adjudication available for public review.

3.15.600 Definitions for Records Retention and Disposal Policy

3.15.610 AUTHORIZATION. Approval from the General Manager, as authorized under this policy by the District's Board of Directors.

3.15.620 RECORDS (Financial, Accounting, Payroll, Personnel and Miscellaneous) including, but are not limited to the following:

a. SOURCE DOCUMENTS
(1) Invoices
(2) Warrants
(3) Requisitions/Purchase Orders (attached to invoices)
(4) Cash Receipts
(5) Claims (attached to warrants in place invoices)

(6) Bank Statements
(7) Bank Deposits
(8) Checks
(9) Bills
(10) Various accounting authorizations taken from Board minutes, resolutions or contracts

b. JOURNALS
(1) Cash Receipts
(2) Accounts Receivable or Payable Register
(3) Check or Warrant (payables)
(4) General Journal
(5) Payroll Journal
(6) Assets/Depreciation

c. LEDGERS
(1) Expenditure
(2) Revenue
(3) Accounts Payable or Receivable Ledger
(4) Construction
(5) General Ledger
(6) Assets/Depreciation

d. TRIAL BALANCE

e. STATEMENTS (Interim or Certified- Individual or All Fund)
(1) Balance Sheet
(2) Analysis of Changes in Available Fund Balance
(3) Cash Receipts and Disbursements
(4) Inventory of Fixed Assets (Purchasing)

f. JOURNAL ENTRIES (i.e. Master Ledger)

g. PAYROLL AND PERSONNEL RECORDS include but are not limited to the following:
(1) Accident reports, injury claims and settlements
(2) Applications, changes or terminations of employees
(3) Earnings records and summaries, including 'vV-2 and other IRS forms
(4) Fidelity Bonds
(5) Garnishments
(6) Insurance records of employees
(7) Workers Compensation records
(8) Medical Histories
(9) Retirements
(10) Time Sheets or Cards

h. OTHER RECORDS
(1) Inventory Records (Purchasing)
(2) Capital Asset Records (Purchasing)
(3) Depreciation Schedule
(4) Cost Accounting Records
(5) Board Meeting Minutes

(6) Board Authorized Committee Meeting Minutes not retained by an outside agency
(7) Tapes or other audio or video recordings of Board Meetings
(8) Insurance Policies and Claims

3.15.630 LIFE. The term or operational or valid dates of a document.

3.15.640 RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, electronic media, microfilm, or other document, issued by or received by the District, and maintained and used as information in the conduct of its operations. A record shall not include notes, working papers, drafts not released for public review, or any other similar document.

3.15.650 RECORD COPY. The official District copy of a document, record or file.

3.15.660 RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.

3.15.670 RECORDS CENTER. The site selected for storage of inactive records.

3.15.680 RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.

3.15.690 RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of District records provided in Section 3.15.7 that establishes a timetable for the life and disposal of records.

3.15.700 VITAL RECORDS. Records that because of the information they contain, are essential to one or all of the following:

a. The resumption and/or continuation of operations;
b. The re-creation of the legal and financial operations of the District in case of a disaster;
c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

(1) Contract .Agreements (Active)
(2) Annexations and Attachments
(3) As-built Drawings
(4) Audits
(5)Engineered Drawings and Standard Specifications
(6)Customer Billing Records (Current)
(7) Deeds, Easements, Right of Ways Property Records
(8) Depreciation Schedule
(9) District Insurance Records (Current)
(10) District Water Rights Permits, and Documents
(11) Employee Accident Reports, Claims, Settlements (Current Fiscal Year) (12) Employee Earning Records
(13) Employee Fidelity Bonds
(14) Employee Insurance Records
(15) Water Service Permits (by others)
(16) Encroachment Permits
(17) Water Master Plan
(18)Improvement District Documents
(19)Environment Documents and Permits(Current)

(20) Current-year Budget
(21) Active Litigation Files
(22) Individual Claims/settlements (within 2 Years)
(23) Inventory
(24) Journal Vouchers
(25) Ledgers
(26) Licenses & Permits (to operate)
(27) Loans, Bonds and Grant Materials (active)
(28) System Maps
(29) Minutes of Board Meetings
(30) Payroll Register
(31) Policies, Rules & Regulations (Current)
(32) Purchase Orders & Requisitions (Current Fiscal Year)
(33) Restricted Materials Permits
(34) Employee Personnel Files
(35) Title to Vehicles and Equipment
(36) Security Plans
(37)Computer Backup Files
(38)Warrant Voucher Register
(39) Warrants (with backup)

Records Retention and Storage Summary

Title or Description	Retention Period*	Retain or Destroy**
1. Records affecting title to real property or liens thereof.	3 years	I & OP or ES
2. Records required to be kept permanently by statute.	2 years	OP or ES
3. Minutes, ordinances & resolutions of Board and financial audits.	10 years	I & OP or ES
4. Documents with lasting historical, administrative, legal, fiscal, or research value.	3 years	OP or ES
5. Correspondence, operational reports and information upon which District policy has been established.	3 years	D
6. Records requiring retention for more than five years, but no more than fifteen yean by statute.	2 years	OP or ES
7. All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 6.	3 years	D
8. Duplicates and other documents not public records required to be maintained for administrative purposes.	1 year	D
9. Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.	1 year	D
10. Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require an action and are non-record; rough draft, notes and similar working papers accumulated in preparation for a communication, study or other document; and cards, listings, indexes and other papers used for controlling work).	None	D

11. Transitory files, including letters of Transmittal (when not a public record). Suspense copies when reply has been received, routine requests for information and publication, and other duplicate copies no longer needed.	90 days	D
12. Original documents disposal upon Occurrence of an event or an action (i.e. audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.	3 years	D
13. Policy files and reference sets of Publications.	3 years	D

* Record to be retained in original form at the District Office.
**After retention in the office the record shall be moved to the records center or destroyed based on the policy guidelines.

OP = Retain an Original or photographic copy for the retention period.
ES = Store Record by electronic media for the retention period.
I = Retain Indefinitely in original format
D = Destroy

Administrative
Guidelines
Records Retention & Disposal
as of October 30, 2002

The administrative guidelines listed below shall be used as a general guide by staff in the retention and disposal records. The General Manager may add, delete or modify this list as necessary as long as the changes conform to the provisions of Policy 3.15.

Record Description Years Record After Retention	Retained	Media Storage	Destroy Original
Accounting Records (retention period begins after records are audited)			
Bank Deposits	2		Yes
Bank Statements	5		Yes
Purchase Orders (retained copy)	2		Yes
Warrants, Checks (with backup)	7		Yes
Journal Vouchers	7	Yes	Yes
Ledgers	7	Yes	Yes
Trial Balance (general ledger)	2	Yes	Yes
Balance Sheet	2	Yes	Yes
Budgets	5		Yes
Audits	10	Yes	No
Improvement Districts	Life + 5		
No			
Insurance (District)	5		Yes
Loans & Grants	Life + 5		Yes
Registers			
• Cash Receipts	5		Yes
• Security Deposits	5		Yes
• Payroll	2	Yes	Yes
• Warrant Voucher	5	Yes	Yes
Meter Books	5		Yes
Depreciation Schedules	5		Yes
Payroll and Personnel Records			
Payroll/ Personnel Forms & Authorizations	Life+3	Yes	Yes
Accident Reports, Injury Claims & Settlements	Life+3	Yes	Yes
DMV Reports	3		Yes
Earnings Records, Immigration	Life+3	Yes	Yes
Forms & Irs Forms	Life+3	Yes	Yes
Employment Tests and scores (Non Hires)	2		Yes
Employment Applications, tests, Changes & Terminations	Life+3	Yes	Yes
Bonds and Garnishments	Life+3	Yes	Yes
Insurance records (employee)	Life	Yes	Yes
Job Descriptions (obsolete)	3		Yes
Job Announcements, Recruitment Materials, Eligibility Lists	3		Yes

Record Description	Years Record Retained	After Retention Period	
		Media Storage	Destroy Original
Performance Evaluations & Disciplinary Actions	Life	Yes	Yes
Medical Histories	Life	Yes	Yes
Retirements	Life	Yes	Yes
Time Sheets or Cards	5	Yes	Yes
EEOC Firms/Correspondence	5	Yes	Yes
Operations and Maintenance Records			
Bacteriological and chemical analysis	5		Yes
State Health Dept. Reports/Sanitary Surveys	5		Yes
Customer Complaints	2		Yes
Work Orders	2		Yes
Water Rights other Water permits & Licenses	Life + 5	Yes	Yes
Master Plans	Life + 5	Yes	No
Groundwater and Project Studies	Life + 5	Yes	No
Construction photos and videos	Life + 5		Yes
OSHA and other agency Certificates & Permits	Life + 2		Yes
Underground Service Alert	2		Yes
Monthly Operations Reports	2		Yes
Engineering (retention period begins from Notice of Completion)			
Construction Project Inspection Reports	Life + 7		Yes
Construction Photos and Videos	Life + 7		Yes
Reports, Plans and Studies Contracted by the District	7	Yes	Yes
Bids, Proposals and Notices	3		Yes
Contract and As-Built Drawings and Submittals	7	Yes	No
Construction Related Correspondence	7		Yes
Permits (issued by others)	Life + 3		Yes
Environmental Impact Studies & Reports	Life + 3	Yes	No
Maps	Life		Yes
Easements, Encroachments and Deeds	Life	Yes	No
Miscellaneous			
Correspondence (to or from District)	2		Yes
Suits, Claims, Liens and other Legal Actions	Life + 2		Yes
Staff and Committee Reports	2		Yes
Conflict of Interest Statements (Form 700)	3		Yes

Record Description	Years Record Retained	After Retention Period Media Storage	Destroy Original
Agreements, Contracts and Leases	Life + 3		Yes
Legal Opinions	5		Yes
Annexations and Detachments	Life	Yes	Yes
Election Materials and Results	5		Yes
Minutes of Board Meetings	5	Yes	No
Policies, Rules & Regulations	Life + 3		Yes
Press Releases & Newsletters	2		Yes
Purchasing Records (retention period begins after records are audited)			
Purchase Orders and Requisitions (with backup)	3		Yes
Inventory Records	3		Yes
Disposal of Surplus Property	3		Yes
Bids & Quotes	2		Yes
Maintenance Agreements	Life + 3		Yes

Chapter 3.21
RISK CONTROL

(Resolution 1996-11-02)

Sections:

3.21.100 General Statement Regarding Risk
3.21.104 Statement of Risk Management Program Goals and Objectives
3.21.108 General Statement of Risk Management Policies
3.21.120 General Statement of Risk Management Responsibilities of District Employees
3.21.124 General Manager as Risk Manager; Duties
3.21.128 Risk Management Duties of District Counsel
3.21.132 District Safety and Health Committee: Membership and Duties
3.21.136 Risk Management Duties of All Employees
3.21.140 Loss Control Considerations For Members of the Board of Directors
3.21.200 Contract Guidelines: Purpose
3.21.204 Consulting Contracts: Written Contracts
3.21.208 Minor Construction Contracts: Contract Form
3.21.212 Consulting and Minor Construction Contracts: Risk Minimization
3.21.220 Major Construction Contracts: Written Contract
3.21.224 Major Construction Contracts: Risk Minimization
3.21.500 Employee Injury and Illness Protection Program: Purpose
3.21.504 General Health and Safety Policies
3.21.508 General Health and Safety: Employee Requirements
3.21.512 Personal Protective Safety Equipment
3.21.516 Employee Safety and Health Training
3.21.605 Accident Policy
3.21.610 Employee Injury

3.21.615 Accidents Involving District Owned Vehicles
3.21.620 Drug Testing Following An Accident
3.21.700 Financial Risk Assessment
3.21.900 Administrative Directives

3.21.100 General Statement Regarding Risk. The District recognizes that through its services and statutory obligations the District will be unavoidably exposed to a variety of risks of loss from occurrences involving damage to property, loss of income, extra expenses, liability to others, and injury to employees. The District is self-insured through a risk sharing pool with other similar water agencies. Both minor and significant losses represent cash and/or other asset losses to the District. It is the objective of the Board of Directors to limit these losses in order to protect District ratepayers from inordinate rate increases to replace said assets.

3.21.104 Statement of Risk Management Program Goals and Objectives. The goals and objectives of the District's Risk Management Program are to:

1. To protect the District against the financial consequences of accidental losses which may be catastrophic in nature.
2. To protect the District's assets.
3. To safeguard that all exposures to financial loss are discovered and treated.
4. To reduce other financial losses by using efficient reduction procedures.
5. To ensure a safe environment for employees and for members of the public who come into contact with these employees as services are provided.
6. To minimize the possible interruption of vital public services.
7. To reduce the cost of accidents, including insurance premiums, through effective safety programs and practices.
8. To periodically reassess the District's various exposures to loss, ability to bear financial loss, and the adequacy of its risk avoidance, prevention, reduction, retention and transfer programs.
9. To minimize the long term costs of all risk management activities, through cost effective loss control, claims handling, and risk financing.

3.21.108 General Statement of Risk Management Policies. The general Risk Management policies of the District are that:

1. The District will provide safe working conditions for its employees. Under no circumstances will the risk of serious injury or death of employees be considered an acceptable risk.
2. The designated Risk Manager shall have responsibility and authority to administer the District's risk management program, including insurance procurement. The Risk Manager shall be assisted by any staff or consultants retained to provide risk management assistance.
3. The costs of risk shall be minimized through the sound application of risk avoidance, prevention, reduction, retention and transfer techniques.
4. The Risk Manager will periodically assess, subject to governing body appropriations, the District's exposures to risk and the effectiveness of existing risk management programs, and make recommendations for improvements.
5. Procurement of all District insurance will be administered by the Association of California Water Agencies Joint Powers Insurance Authority (JPIA) with District participation of JPIA policy development through membership on the Board of Directors of the JPIA.

6. Self insured retentions and reserves shall be maintained and budgeted within a separate fund. No expenditures for self insurance shall be included in the current budget of the District.

7. Administrative policies, procedures and guidelines will be established to avoid, prevent, reduce, retain or transfer risks.

3.21.120 General Statement of Risk Management Responsibilities of District Employees. The success of a risk management program depends on support from key individuals such as the Board of Directors and the General Manager. It is also essential that all employees be actively involved with the day-to-day aspects of safety, loss control and risk reduction.

3.21.124 General Manager as Risk Manager; Duties. The General Manager serves as the District's designated Risk Manager. The Risk Manager shall perform, and shall designate an employee as Safety Officer to assist in the performance of, the following risk management duties:

1. To implement the Risk Management Program and measure program effectiveness and performance.
2. Allocate risk management costs on an equitable basis to all departments.
3. Oversee the assignment and investigation of claims.
4. Monitor the risk management and loss control program and report results.
5. Develop risk management administrative policies, procedures and programs, and communicate them to all appropriate parties.
6. To periodically assess, subject to Board appropriations, the District's exposures to risk and the effectiveness of existing risk management programs, and make recommendations for improvements.
7. To see that claims by the District against others are filed and settled.
8. To maintain current records on insurance, property valuations, vehicle and equipment schedules, insurance registers, claims, and loss experience.
9. To serve as a primary reception point for all claims for damages filed with the District.
10. To stamp, record, file and distribute all Claims for Damages.
11. To file and maintain records of all Claims, Insurance Policies, Contracts, etc. related to Risk Management.
12. To keep a file of all reported complaints and requests for District service.
13. To assure that equipment, facilities and programs have safety measures built into them, and that appropriate OSHA and Consumer Safety Product Commission guidelines are considered.
14. To maintain and promote safe and healthful working conditions, including establish a training program.

3.21.128 Risk Management Duties of District Counsel. The risk management duties of the District Counsel are:

1. To coordinate with legal counsel assigned to claims by the JPIA.
2. To review all agreements, contracts, deeds, easements, and other legal documents for form and compliance to the insurance, hold harmless, and indemnification standards of the District.
3. To resolve and/or defend claims and suits, as required, in consultation with the JPIA.

3.21.132 District Safety and Health Committee: Membership and Duties. The Safety and Health Committee shall include the Risk Manager, Safety Officer, and District Counsel. The risk management duties of the committee are:

1. To review all incident reports and make recommendations regarding health and safety issues.
2. To promote health and safe working conditions and practices.
3. To assist in risk identification.
4. To organize and conduct in April of each year an inspection of all District facilities.

3.21.136 Risk Management Duties of All Employees. The risk management duties of all employees are:

1. To promote safety among co-workers and ensure that good communications on all risk and safety matters are achieved.
2. To aid new employees by pointing out job safety practices.
3. To apply the principles of accident prevention in their daily work, and care for and use proper safety devices and protective equipment as required by their employment.
4. To become familiar with and observe safe work procedures during the course of their work activities.
5. To promptly report to their immediate supervisor any work related accident, injury or occupational illness, regardless of the degree of severity, prior to the end of the work shift.
6. To cooperate with and assist in investigation of accidents to identify correctable causes and to prevent their recurrence.
7. To promptly report to their immediate supervisor all unsafe actions, practices, or conditions they observe.
8. To keep work areas clean and orderly at all times.
9. To obey safety rules and follow established work procedures.
10. To avoid horseplay and refrain from distracting others.
11. To dress in attire, including any safety gear, suited for the jobs they are expected to perform.
12. To lift and handle materials properly.

3.21.140 Loss Control Considerations for Members of the Board of Directors. Elected officials, like employees, may incur liability for the District and may be held liable for what they both say and do, either individually or collectively. There may be either case law or statutory responsibility for certain behaviors on the part of elected officials. The following is a description of the most common legal areas of concern:

1. There are a number of conflict-of-interest prohibitions outlined in State statutes. Whether legally mandated or not, Directors should not vote on a matter where the Director's financial interest is especially affected.
2. During the pendency of any quasi-judicial proceeding, no member of the Board should engage in ex-parte (outside the hearing) communications with proponents or opponents about a matter in the proceeding.
3. Board members have a legal obligation to become familiar with the Ralph M. Brown Act and to not participate in meetings in violation thereof.
4. There are a number of risk reduction checklists that governing body members should use when considering legislative actions. Legislators, administrators and legal counsel who draft ordinances and other proposed legislative actions should review the

proposed ordinance, etc. against the appropriate checklists.

Equal Protection Checklist:

1. Does the action treat different groups of people differently?
2. If so, what standard will the classification be judged?
3. Is the classification justifiable under the appropriate standard?
4. Will an ordinance or policy which is neutral on its face have a discriminatory impact when applied?
5. Does the Board of Directors have a sufficient basis in fact in support of the action and/or classification?

Substantive Due Process Checklist:

1. Does the District have a legitimate goal in pursuing its proposed course of action?
2. What is the nature of the "right" being affected by the District's decision?
3. Is it a right which is deemed to be fundamental? If so, does the District have a compelling interest for taking the action?
4. If a fundamental right is involved, is there another, less drastic way for the District to achieve its goal which will create less interference with the constitutional right?
5. If it is an economic, social or business regulation, is there a rational relationship between the regulation and the governmental goal?
6. Does the regulation create an irrebuttable presumption?

Procedural Due Process Checklist:

1. Will the proposed action or ordinance deprive a person of a "liberty" or "property" interest?
2. If so, has that person been afforded due process?
3. Has the person been given notice?
4. Has the person been given an opportunity to be heard?
5. Has the person been given a statement of reasons for the District's decision?
6. Has the District complied with applicable statutory, policy or contract provisions requiring due process?
7. Does the proposed regulation give sufficient notice to persons of its requirements?
8. Are the terms used in the regulation defined?
9. Does the regulation provide clear standards for the conduct of the officials who must enforce it?

Due Process Checklist: Licenses and Permits

1. Is there a policy dealing with the granting or revocation of the license or permit?
2. Is the policy clear and unambiguous?
3. Has the applicant for a license or permit been given reasonable information as

to the items which must be submitted to the District prior to issuance?

4. Does the District have the authority to legislate in the area for which the license or permit is to be granted?

5. Are the requirements for issuance of a license or permit reasonable and have they been consistently applied?

6. Do the items required prior to the issuance of a license or permit bear some reasonable relationship to the activity to be allowed?

7. Has the District sought to limit the number of persons who can receive the license or permit?

8. If there is a limitation in the number of persons who may receive the license or permit, is there statutory authority for such a limitation?

9. Has an applicant for a license or permit been given an opportunity to have a hearing if the granting of a license or permit has been denied?

10. Has a hearing been held prior to the suspension or revocation of an existing license or permit?

11. If in an area with a limited number of licenses or permits, can the District present a reason for the reduction, and has the identity of the business which will lose its license or permit been determined in a non-discriminatory manner?

12. Is the refusal to issue, or revocation of, the license or permit justified, or solely in response to public pressure?

13. Has the inspection or regulatory system of the District been enforced in a non-discriminatory manner, or is the person being singled out for enforcement?

14. Do the fees charged for licenses and permits bear a reasonable relation to the cost of enforcement?

"Taking" (Inverse Condemnation) Checklist:

1. Is the regulation of property being done in order to advance a legitimate public interest?

2. Will a particular regulation deprive a property owner of every economically viable use of his/her property?

3. Has the property owner taken actions such as expenditure of funds in reliance upon a District action, such as granting of a building or utility permit?

4. Does the District action constitute an illegal or unwarranted physical intrusion on the property?

5. Have the officials compiled a sufficient record setting forth the reasons for the action?

6. Is there a less intrusive way of achieving the same goal?

General Policy Adoption Checklist:

1. Have all the statutory or local procedural requirements been followed?

2. Is the policy a subject upon which the District has Federal or State constitutional or statutory authority to act?

3. As drafted, does the policy treat all similarly situated persons in the same way?

4. Are the terms of the policy clear enough so that people do not have to guess at its meaning?

5. Does the policy clearly state what a person must do in order to comply with it?

6. Does the policy define special or broad terms which it uses?

7. Does the policy set sufficient standards for the officials who must enforce it, or does it give the enforcing agent too much discretion in making a decision whether or

not to do something?

8. Does the policy require that notice or hearing be given to a person whose rights are affected by it?

9. Does the policy require the official who is making a decision under it to give notice of that decision and the reasons for it within a reasonable time?

10. Can the local government achieve its goal by using a less restrictive or intrusive means?

11. Do the policy provisions constitute a "prior restraint" on a person's First Amendment rights?

12. Has the District created an adequate record or compiled sufficient evidence in order to support its findings and conclusions for enacting the policy?

13. Is the policy too broad?

14. Does the policy so heavily burden a person's use of his property that it might be considered a taking?

15. If a policy is changing an existing local regulation, does it give persons a reasonable amount of time to comply with the changes?

16. Has the Attorney and Risk Manager been consulted before taking action which might result in claims against the District or litigation?

17. Have similar policies been upheld elsewhere?

18. If a policy is challenged, would you consider suspending it pending a judicial determination?

3.21.200 Contract Guidelines: Purpose. The following contract guidelines have been established to insure that the local government's exposures and risks are reasonably treated in all of the government's agreements, contracts, leases, settlements, etc.

3.21.204 Consulting Contracts: Written Contracts. Consultant services should be procured by written contract and accompanying purchase order to track consultant costs. Contracts for services that should be in writing include, but are not limited to, management and planning studies, engineering, legal counsel, labor negotiations, plans examination, employment assessment centers, executive search, etc.

3.21.208 Minor Construction Contracts: Contract Form. Contracts for minor construction projects (e.g. under $25,000) may be procured by written "short form" contract and accompanying purchase order to track project costs. Contracts for services that are to be in writing include, but are not limited to, facility or infrastructure repair or remodeling, etc.

3.21.212 Consulting and Minor Construction Contracts: Risk Minimization. In order to avoid, reduce, or transfer the risk of loss, for contracts for consulting services the following policies are to be applied in a manner consistent with the current recommendations contained in the JPIA publication "Risk Transfer Procedures for ACWA/JPIA Member Districts":

(Amended by Resolution 1997-10-02)

3.21.220 Major Construction Contracts: Written Contract. Contracts for major construction projects (e.g. over $25,000) should be procured by written contract in a manner consistent with state law.

3.21.224 Major Construction Contracts: Risk Minimization. In order to avoid, reduce, or transfer the risk of loss, the following policies in addition to the policies established in Section 3.21.212 hereinabove are to be applied in a manner consistent with the current recommendations contained in the JPIA publication "Risk Transfer Procedures for ACWA/JPIA Member Districts":

3.21.500 Employee Injury and Illness Protection Program: Purpose. The District's employees are its greatest assets. Providing safe and healthful working conditions is essential to protecting those assets, and an important element of an effective risk management and loss control program. Exposures from unsafe working conditions and practices can be avoided, eliminated, or reduced by identifying the exposures and hazards, and treating them through a variety of techniques such as correcting unsafe work practices or using proper equipment.

3.21.504 General Health and Safety Policies. The following general employee health and safety policies are hereby established:

1. The District will provide safe working conditions for its employees. Under no circumstances will the risk of serious injury or death of employees be considered an acceptable risk.
2. The District will give prime consideration to safety in the design of buildings, facilities and the specifications for equipment.
3. Whenever a condition or practice is found to exist which could reasonably be expected to cause injury or property damage, the employee has a right and duty to report it immediately, and the General Manager has the authority and responsibility to take necessary action to correct the condition or practice or, where no funds are available to correct the condition, to recommend to the Board to appropriate such funds.
4. Each employee shall develop and exercise safe work habits in the course of their work to prevent injuries to themselves, their co-workers, and to preserve and protect the District's materials, equipment and facilities.
5. The District shall periodically inspect facilities and equipment to ensure that prescribed safety standards are met.
6. Employees shall be certified in first aid through a course provided by the District during working hours.
8. First Aid kits shall be provided in all District vehicles and at least on every floor of each District facility.
9. Employees shall use and/or wear all personal protective clothing and equipment required by department work rules.

3.21.508 General Health and Safety Employee Requirements. Employees shall conform to the following general requirements shall apply to all employees when in the performance of their work:

1. Promptly report in writing all accidents and injuries, including "close calls", occurring within the course of employment, whether or not the incident directly involved you.
2. Cooperate with and assist in investigation of accidents to identify correctable causes and to prevent their recurrence.
3. Promptly in writing report all unsafe actions, practices, or conditions.
4. Become familiar with and observe approved safe work procedures.
5. Avoid engaging in "horseplay" and refrain from distracting others.
6. Obey safety rules.

7. Wear required protective equipment.
8. Arrive at work suitably attired for the job(s) expected to be performed.
9. Refrain from the use of alcohol or drugs during work hours, not report to work under the influence of any substance that would affect worker safety, and participate in a random drug testing program established by the General Manager.
10. Refrain from smoking on District property, in District vehicles, and while on duty.
11. Refrain from operating, modifying, adjusting or using equipment in an unauthorized manner.

Any failure to conform to the above requirements may result in disciplinary action, up to and including discharge.

3.21.512 Personal Protective Safety Equipment. Effective personal protection is essential for any employee who may be exposed to potentially hazardous substances or operations, or who perform jobs which have an inherent injury potential. Employees may be exposed to a wide variety of hazardous circumstances, including:

1. Chemical splashes or contact with toxic materials.
2. Falling objects or flying particles.
3. Fires and electrical hazards.
4. Equipment failures.

It is extremely important that employees be adequately protected in these situations. Some of the types of personal protective safety equipment that may be required and which will be provided by the District include:

1. Hard Hats to protect the head against falling objects, head bumping situations or electrical conductors.
2. Goggles, face shields, or safety glasses to guard against airborne debris, dust, flying particles, chips, chemicals, heat, or injurious rays.
3. Ear plugs or ear muffs to guard against prolonged exposure to cold or noise exceeding sound tolerance levels defined by law.
4. Respirators, gas masks, airline respirators, hose masks, and self-contained breathing apparatus to protect employees against toxic or abnormal atmospheric conditions.
5. Safety Shoes to protect feet against possible mashing from articles that can be dropped, from vehicle wheels, jack hammers, other machines and nail punctures.
6. Life jackets when working in and around water.
7. Reflective Vests or bright articles to increase worker visibility while working in or around traffic lanes, or at night.
8. Protective clothing such as gloves, vests, sleeves, aprons, leggings and full suits to protect against spills, abrasions, bumps, or heat.
9. Safety Catch to be used anytime an employee has to work under or adjacent to the gate of a raised dump truck bed.
10. Safety Harness to be used when an employee works from elevated locations such as tank ladders.

In addition, employees should wear clothing suitable for the job to be performed. Suitable clothing means clothing that will minimize the possibility of damage from moving or handling chemicals, machinery, hot or injurious substances, sunburn, insect bites or harmful agents. Employees working in hazardous areas should not wear tennis shoes, loafers, or sandals, but steel tipped shoes or boots.

Employees should not wear high platform sandals or shoes when working if the thickness of the sole and heel is extreme and causes the wearer to walk precariously. Work shoes should be in good condition. Employees with long hair should wear a cap or net while working around machines. Individuals who are required to wear breathing devices should be clean shaven where the mask contacts the face. The personal protective equipment selected should meet applicable standards, such as those of the Mine Safety and Health Administration (MSHA), National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), or the National Fire Protection Association (NFPA). The choice of equipment is not a simple matter. Health and safety experts should be consulted before purchasing equipment. The purchasing decision and specification development should be coordinated between the General Manager and the Safety Officer.

3.21.516 Employee Safety and Health Training. The District shall conduct periodic training sessions designed to provide employees with training in how to deal with safety and health hazards encountered in the course of work. All new employees and all employees assigned to a new job shall receive appropriate training as part of their orientation. The District will use all practical means to provide its employees with up-to-date safety and health information.

3.21.605 Accident Policy. The primary reason for specifying a precise procedure for handling accidents is to insure that the employee receives all available benefits under the State Workers' Compensation Law and the District is protected from potential liability and property damage losses. Failure to follow the prescribed accident reporting procedures outlined in this section may result in the employee being required to pay medical expenses which otherwise would have been covered by Workers' Compensation insurance.

3.21.610 Employee Injury. When an employee is injured on the job, it shall be primarily his responsibility or, if the employee is disabled by the injury the responsibility of the first employee to become aware of the injury, to seek out adequate medical treatment as follows:

(1) injuries of a minor nature requiring first aid only shall be treated by the employee himself or by a fellow employee and reported to the employee's supervisor as soon as possible, but in no case reported to the supervisor later than on the day the accident occurs, and the supervisor shall determine whether the injury is serious enough to require medical attention;
(2) any employee involved in an accident resulting in a serious injury shall be referred immediately to the nearest hospital emergency room either by the employee himself, a fellow employee, or the supervisor, and the supervisor shall be immediately notified of the accident and the condition of the injured employee;
(3) Employee's who develop medical conditions that are believed to be caused by the job shall notify their supervisor immediately after receiving such a diagnosis from their physician. A supervisor shall within 24 hours after notification of any injury or illness referred to hereinabove, shall complete the accident report form required by the District's Workers' Compensation insurer and file it with the Administrative Supervisor who shall mail it directly to the insurance carrier and provide a copy to the General Manager. As soon as possible, the supervisor shall require the employee to complete an accident report form as prescribed by the District.

3.35.615 Accidents Involving District Owned Vehicles. Accidents involving District owned vehicles should be reported to the appropriate police agency immediately regardless of the seriousness

of the accident. The employee is to provide driver's license, insurance coverage and vehicle registration information to the owner of any other vehicle involved. The employee should not comment on the accident any further to anyone, though it is expected that the employee will answer questions of police officials. Under no circumstances should the employee state that the accident was his fault. The employee should then report the accident to his supervisor as soon as possible and complete the forms required. The supervisor should obtain or prepare a written report of the accident within 24 hours and submit it to the General Manager who should then advise the District's insurance agent.

3.35.620 Drug Testing Following an Accident. Any employee driving a vehicle while on duty who becomes involved in an accident submits to a drug test as required by the General Manager. The General Manager may require a drug test of any employee involved in any work related accident resulting in the injury of an employee.

3.21.700 FINANCIAL RISK ASSESSMENT

3.21.710 PURPOSE To identify and mitigate incidences of fraud that could potentially result in loss and/or material misstatement of the financial statements, Rio Linda / Elverta Community Water District (RLECWD) has implemented the financial risk assessment process outlined below.

3.21.720 PROCESS

3.21.721 Board President shall meet semi annually with the General Manager and Bookkeeper to discuss and consider potential areas of risk for fraud.

3.21.722 This semi annual fraud risk assessment session shall be chaired by the General Manager (GM) who will document the discussion and identify areas requiring further attention.

3.21.723 The minutes of this session will be recorded by the GM and reported at the next Board meeting. Those areas identified as requiring further attention shall be dealt with appropriately by the GM or as directed by the Board. Any action taken on this area of risk shall be documented and reported at the next fraud risk assessment session. Actions taken on critical risk areas identified will be reported to the Board as soon as the issue has been addressed.

3.21.723 The GM will provide a verbal and/or written report to the Board of Directors. This report will be made periodically, as needed, but no less than once annually. At this time, the GM will document any feedback from the Board of Directors. Any discussions with Board members will be included in the minutes of the Board of Directors.

3.21.725 The GM shall maintain a binder of all risk assessment meeting minutes and actions taken.

3.21.900 ADMINISTRATIVE DIRECTIVES. The General Manager may promulgate administrative directives to implement the policies establish in this chapter hereinabove. Said directives may be incorporated herein below as additions to this chapter.

Title 4
WATER SYSTEM REGULATIONS
(Adopted by Ordinance No. 1998-01)

Chapters:

4.011 ADMINISTRATIVE PROVISIONS
4.03 DEFINITIONS
4.05 ORGANIZATION AND ENFORCEMENT
4.07 SERVICE
4.09 CROSS-CONNECTION CONTROL
4.11 CONSUMER FACILITIES AND USE OF WATER
4.14 WATER CONSERVATION
4.15 WATER SHORTAGE EMERGENCY REGULATIONS
4.17 WATER SYSTEM EXTENSION & CONSTRUCTION
4.21 FIRE PROTECTION FACILITIES
4.23 ABATEMENT
4.31 FEES, CHARGES, AND BILLING

Chapter 4.01
ADMINISTRATIVE PROVISIONS

Sections:

4.01.010 Purpose
4.01.100 Title, Citation and Reference
4.01.200 Scope
4.01.300 Compliance with Regulations
4.01.910 Violation of Regulations Prohibited
4.01.920 Prosecution; Abatement
4.01.930 Damage to District Facilities
4.01.980 Amendment
4.01.990 Severability

4.01.010 Purpose. The purpose of this Title is to implement the provisions of Article 2, Chapter 1, Part 5, Division 12 of the Water Code of the State of California (Sections 31020 et seq.) governing the conduct of the water enterprise and more specifically to obtain, divert, conserve, treat, and supply water (including flood and storm water) for domestic use, irrigation, sanitation, industrial use, fire protection, recreation, or any other public or private use. The Rio Linda/Elverta Community Water District intends to operate, improve and maintain its water enterprise pursuant to all applicable laws in a manner consistent to assure its rights under Section 54300 et seq. of the Government Code for financing of future improvements and to protect the public health and safety.

4.01.100 Title Citation and Reference. This Title shall be known as the "Water System Regulations of the Rio Linda/Elverta Community Water District," may be cited as "Water Regulations", and will be referred to herein as "these regulations."

4.01.200 Scope. These regulations establish the terms and conditions under which facilities will be installed and water will be supplied to consumers.

4.01.300 Compliance with Regulations. By applying for or receiving water service from the District, each consumer covenants and agrees to be bound by and to comply with all regulations of the District from time-to-time in effect.

4.01.910 Violation of Regulations Prohibited. No person shall violate these regulations with the intent (a) to cause damage or harm to the physical facilities of the water enterprise system, or (b) to obtain water without making payment therefore, or (c) to befoul the water, groundwater or watershed of the District.

4.01.920 Prosecution; Abatement.

(a) The District will prosecute violations of Sections 498, 624 & 625 of the Penal Code of California which make it a misdemeanor to tamper with or bypass water meters, to take water without payment, or to otherwise damage or obstruct the District's facilities.

(b) In addition to the penalties hereinabove provided, any condition caused or permitted to exist in violation of the regulations of the District shall be deemed to be a public nuisance and may be abated as such.

4.01.930 Damage to District's Facilities. The consumer, by applying for water service from the District, covenants and agrees that, in addition to any right or remedy available to the District by law, the consumer will pay to the District its costs for repairing or replacing any of its facilities damaged by the consumer, his agents, or tenants, or as a result of construction or other work done on the consumer's property, including, without limitation, the sidewalks, driveways, curbs and gutters adjacent thereto, or as a result of installation of utility services to the consumer's property.

4.01.980 Amendment. These Regulations may be added to or amended by adoption of a resolution by the Board of Directors of the Rio Linda/Elverta Community Water District following a public hearing advertised pursuant to the rules of the Board of Directors.

4.01.990 Severability. If any section, or portion thereof, of this Title is found by a court of competent jurisdiction to be invalid or unconstitutional, the remainder of this Title shall remain in full force and effect.

Chapter 4.03
DEFINITIONS

Sections:

4.03.010 GENERAL
4.03.030 Terms Defined by State Agencies
4.03.050 Other Sources of Definitions
4.03.090 Common Definition
4.03.200 DEFINITIONS
4.03.210 Consumer
4.03.270 Standards, District Standards, Standards and Specifications
4.03.290 Unimproved Land

4.03.010 GENERAL. For the purpose of this chapter, certain terms, phrases, words and their derivatives shall be construed as specified in this chapter. Words used in the singular include the plural and the plural the singular. Words used in the masculine gender include the feminine and the feminine the masculine.

4.03.030 Terms Defined by State Agencies. Terms which are not specifically defined in this Policy Manual shall be construed as defined in Titles 17 and 22 of the California Code of Regulations.

4.03.050 Other Sources of Definitions. Terms which are not defined in this Policy Manual or the sources listed in 4.03.030 above, but which are defined in the most recently published version of the *Uniform Plumbing Code* as published by the International Association of Plumbing and Mechanical Officials, hereinafter referred to as "*Uniform Plumbing Code*," shall be construed as specified in that code.

4.03.090 Common Definition. Terms herein for which a definition is not otherwise prescribed either in this Policy Manual or in other sources referred to herein shall have their ordinarily accepted meaning within the context in which they are used. *Webster's Third New International Dictionary of the English Language, Unabridged*, copyright 1986 or a successive publication thereto, shall be considered as providing ordinarily accepted meanings.

4.03.200 DEFINITIONS. For the purposes of this Title, the following terms shall have the meaning prescribed therein:

4.03.210 Consumer. The owner of record of a parcel who obtains water service from the District or the authorized agent of the owner.

4.03.270 Standards, District Standards, Standards and Specifications. Plans and specifications for routine construction associated with the water system of the District as approved by the General Manager.

4.03.290 Unimproved Land. Land on which no improvements exist or land which although improved to a degree is being further improved and said further improvement is the cause for augmented water service and requires one or more land use approvals.

Chapter 4.05
ORGANIZATION AND ENFORCEMENT

Sections:

4.05.010 Enforcement and Interpretation by General Manager
4.05.020 Appointment of Engineers, Inspectors, and Other Employees
4.05.025 Public Officers.
4.05.030 Right of Entry
4.05.040 Stop Orders
4.05.060 Appeal of Determination or Order of General Manager
4.05.065 Limitation of Authority of the Board
4.05.070 Effect of Failure to Appeal
4.05.080 Scope of Hearing on Appeal
4.05.090 Staying of Orders
4.05.100 Decision of Board Final
4.05.110 Means of Enforcement

4.05.010 Enforcement and Interpretation by General Manager. The General Manager is hereby authorized and directed to enforce all the provisions of these regulations. The General Manager shall have the power to render interpretations of these regulations and establish rules and supplemental regulations in order to clarify the application of its provisions. Other officers of the District shall assist and cooperate with the General Manager in order to implement these regulations.

4.05.020 Appointment of Engineers, Inspectors, and Other Employees. For purposes of implementation of these regulations and in accordance with prescribed procedures, the General Manager may appoint such numbers of engineers, inspectors, and other employees as shall be authorized by the Board of Directors from time-to-time. The General Manager may deputize such appointees to act on his behalf to implement these regulations. Such appointees hereinafter shall be referred to as "deputy."

4.05.025 Public Officers. For purposes of enforcement of these regulations, the General Manager and appointees deputized pursuant to Section 4.05.020 hereinabove shall be public officers as provided in §836.5 of the Penal Code of the State of California.

4.05.030 Right of Entry. When it is necessary to make an inspection to enforce the provisions of these regulations, or when the General Manager or deputy has reasonable cause to believe that there exists upon a parcel a condition which is contrary to or in violation of these regulations, the General Manager or deputy may enter upon the parcel and/or buildings thereon to perform the duties imposed by these regulations; provided, however, that if such parcel or building is occupied that credentials be presented to the occupant and entry requested. If such parcel or building is unoccupied, a reasonable effort shall be made to locate the consumer or other person having charge or control of the parcel or building in order to request entry. If entry is denied, an inspection warrant may be obtained as provided by law.

4.05.040 Stop Orders. Whenever any maintenance, repair, replacement, or new construction work is being done contrary to the provisions of these regulations or other pertinent laws or ordinances implemented through the enforcement of these regulations, the General Manager may order the work stopped by notice in writing served on any such person engaged in doing or causing such work to be done, and any such persons shall forthwith stop such work until authorized by the General Manager to proceed with the work.

4.05.060 Appeal of Determination or Order of General Manager. Orders, decisions or determinations made by the General Manager relative to the application and interpretation of these regulations may be appealed within 15 calendar days from the date of service or notification of said order, decision or determination. Said appeal may be filed in writing with the District essentially in the following form:

1. A heading in the words: "Before the Board of Directors of the Rio Linda/Elverta Community Water District";
2. A caption reading: "Appeals of [give the names of all appellants participating in the appeal]";
3. A brief statement setting forth the legal interest of each of the appellants in the parcel(s) or building(s) involved;
4. A brief description of the specific order, decision or determination appealed;
5. A brief statement in ordinary and concise language of the relief sought and the reasons why it is claimed that the order, decision or determination should be reversed, modified, or otherwise set aside;
6. A brief statement in ordinary and concise language of any material facts claimed to support the contentions of the appellant;
7. The signatures of all parties named as appellants and their official mailing addresses;
8. The verification (by declaration under penalty of perjury) of at least one appellant as to the truth of the matters stated in the appeal.

The appeal shall be placed as a public hearing on the agenda of the next regular meeting of the Board of Directors which occurs 15 calendar days or later following the date of receipt of the appeal. Written

notice of the time and place of the hearing shall be mailed to each appellant certified mail postage prepaid at least 7 calendar days prior to the date of the hearing.

4.05.065 Limitation of Authority of the Board. The Board of Directors when ruling on an appeal may not set aside or modify the application of engineering design standards or District standards and specifications as provided in these regulations.

4.05.070 Effect of Failure to Appeal. Failure of any person to file an appeal in accordance with the provisions of Section 4.05.060 shall constitute a waiver of the right to an administrative hearing and adjudication of the order, decision or determination of the General Manager provided that said order, decision or determination has been rendered in writing and said writing is accompanied by a copy of Section 4.05.060.

4.05.080 Scope of Hearing on Appeal. Only those matters or issues specifically raised by the appellant shall be considered in the hearing of the appeal.

4.05.090 Staying of Orders. Except for orders issued pursuant to Section 4.05.040, any order, decision or determination of the General Manager shall be stayed during the pendency of an appeal there from when the appeal has been properly and timely filed.

4.05.100 Decision of Board Final. A decision of the Board of Directors regarding an appeal shall be final.

4.05.110 Means of Enforcement. The following shall constitute means of enforcement of orders issued pursuant to Section 4.05.040 and are not penalties for violation of these regulations:

1. Injunctive relief may be sought in a court of proper jurisdiction;
2. Nuisance abatement proceedings may be initiated pursuant to Chapter 4.23 herein below;
3. As a means of abatement, District water service may be terminated immediately in order to prevent an immediate threat to the health and safety of the public or may cause irreparable harm to the riparian environment.

Chapter 4.07
SERVICE

Sections:

4.07.010 NEW SERVICE
4.07.011 Application for Service & Processing
4.07.012 Conditions Precedent to Service
4.07.013 Service Connection
4.07.014 Control Valve
4.07.015 Location of Service Connection
4.07.016 Land Use Approval Established
4.07.030 Plan Check and Inspection Fees and Charges
4.07.100 CHANGE OF SERVICE
4.07.110 Relocation
4.07.120 Enlargement
4.07.200 MULTIPLE SERVICE
4.07.210 General
4.07.220 Exception
4.07.230 Subdivision of Ownership
4.07.240 Connection Prior to January 1, 1998
4.07.250 Charges for Multiple Services
4.07.300 TEMPORARY SERVICE
4.07.310 Installation and Payment
4.97.320 Service through Fire Hydrants
4.07.400 SERVICE INTERRUPTION
4.07.410 Water Shut-off
4.07.420 Non-liability of District
4.07.500 DISTRICT ACCESS TO FACILITIES
4.07.700 INITIATION OF WATER SERVICE: GENERALLY
4.07.710 Application
4.07.720 Failure to Apply
4.07.725 Payment of Outstanding Water Service Charges Upon Property Transfer
4.07.800 TERMINATION OF WATER SERVICE
4.07.810 Termination by the District
4.07.820 Termination by the Consumer
4.07.830 Reinitiation of Service Prohibited
4.07.840 Temporary Shut-Off

4.07.010 NEW SERVICE

4.07.011 Application for Service and Processing.

(A) Application for Service must be made to the District in writing on the District's form by the consumer or his authorized agent. Applications must be supported by data as required by the District, such as a map and/or legal description of the property to be served, a description or plan showing intended water fixtures, a plan showing yard, lawn and garden areas and an estimate of amount to be used. The size of the meter and service connection will be determined by the District.

(B) Applications requiring only fire service or requiring a service having a meter size equal to or less than one inch, which services can be connected to existing mains, will be processed in the order of the date the application is received, provided all requirements of the District are met. All other applications will be processed in the order of the date the application is received, provided the applicant meets all District requirements within 30 days of said date. If District requirements are not met within said 30 days, the application shall be null and void.

(C) Receiving an application shall in no way represent a commitment or agreement by the District to serve water. Said commitment will be made only at the time service actually commences or when the District executes a service Extension Agreement whichever shall first occur. In the case of a

service extension agreement, the commitment of the District to supply water shall be limited to the number of connections to be installed pursuant thereto and in accordance with the terms thereof.

4.07.012 Conditions Precedent service. Metered water service will be provided subject to:

1. The existence of a water main of adequate capacity and pressure abutting the property to be served, or the construction of adequate mains, pumps and storage facilities under the provisions of these regulations.
2. Advance payment of the District's connection charge for service as provided in these regulations or as subsequently amended or adopted by the Board.
3. Approval by the County of Sacramento of a wastewater disposal system for the property to be serviced.

4.07.013 Service Connection. A service connection is hereby defined as a pipe line from the water main to the property side of the curb line, including a meter box and other necessary fittings for the installation of the meter. All service connections and meters shall be and remains the property of the District, and shall not be molested by anyone other than an authorized employee of the District. Said meters and service connections shall be maintained, repaired and renewed by the District when rendered unserviceable through fair wear and tear, but that in the event that any replacement, repair or adjustment of any water service or meter shall be made necessary by the act or negligence of the consumer, his/her family or employee, any expense connected with said adjustment, renewal or repair shall be charged and collected from the consumer. The District shall not be responsible for open or faulty fixtures or for broken or damaged pipes beyond the District meter.

4.07.014 Control Valve. The consumer to be served shall install a control valve on the pipe immediately following the connection point to the District meter. When old premises to which a service pipe has previously been connected are being altered, such control valve shall be installed by the consumerif such is not already provided. Where any consumer to be served or being served has also a separate and different water supply connected with pipes served by those of the District, he/she must make suitable provision pursuant to these regulations whereby water from such separate and different supply may not enter the mains of the District.

4.07.015 Location of Service Connection. Water service will be provided at a meter abutting a major frontage of the property to be served at a point determined by the District. The consumer may indicate the point on his property where he desires service, but the final location shall be determined by the District.

4.07.016 Land Use Approval Established. An application for service to unimproved land shall not be processed to completion by the District unless the applicant presents to the District a document from the County of Sacramento verifying that a: (a) valid Building Permit has been issued; or (b) Preliminary Division of Land has been approved; or (c) Tentative Subdivision Map has been approved; or (d) Planned Unit Development Precise Development Plan has been approved.

4.07.030 Plan Check and Inspection Fees and Charges. (*amended with Resolution 2011-03*) Installation of a new service and continuation of service shall be conditioned upon payment of fees and charges as provided in Resolution No. 3-94 attached hereto. The Board of Directors are authorized, upon request by an applicant for a new fire protection service installation/connection, and after a public hearing, to permit new installation/connection prior to the payment of the District's established fees. Any authorization shall be conditioned on the applicant for new fire protection service installation/connection entering into a written agreement with the RLECWD to pay all fees due no later than six months from the date fees are originally due.

4.07.100 CHANGE OF SERVICE.

4.07.110 Relocation. The District will relocate its facilities when requested to do so by the consumer provided such relocation is acceptable to the District and upon advance payment of the District's estimate of the cost thereof. If the actual cost of relocation exceeds the amount prepaid such excess will be paid on completion of the work.

4.07.120 Enlargement. Enlargement of meter and service connection will be made by the District on the following conditions:

(1) The consumer or his authorized agent files an application therefore in accordance with Regulation 4.07.011; and

(2) The consumer pays the charge for service applicable to such enlarged meter and service connection as provided by District rates, from which shall be deducted the current charges applicable to the meter and service line replaced, only if these charges have been previously paid.

4.07.200 MULTIPLE SERVICE

4.07.210 General. Except as otherwise expressly authorized by this regulation, a single service connection shall serve no more than one dwelling unit or one commercial, agricultural or industrial enterprise on a single parcel or lot.

4.07.220 Exception. If separate service connections present substantial mechanical problems as conclusively determined by the District, service through a single connection will be furnished on the request of a consumer to any of the following:

(1) a duplex, apartment building or other multiple unit residential structure in undivided ownership;

(2) a commercial or industrial building in undivided ownership;

(3) a building or group of buildings owned or exclusively occupied by a public entity or entities; and

(4) a condominium served under a contract between the District and a responsible owners' association as defined in Section 11003.1 of the Business and Professions Code

4.07.230 Subdivision of Ownership. If the ownership of a structure receiving service through a single service connection is subdivided, new service connections shall be installed, and the fees and charges therefore shall be paid, to the extent necessary to provide a separate service connection to each separately owned unit or parcel.

4.07.240 Connection Prior to January 1, 1998. The preceding sections of this regulation shall not apply to dwellings which have been continuously served through a single service connection installed prior to January 1, 1998. The minimum and quantity rates for each dwelling unit so served shall be computed as though each unit were served with a meter of the size installed on the single service connection and as though the quantity delivered to each unit were the quantity of the water measured by the installed meter divided by the number of dwelling units connected thereto.

4.07.250 Charges for Multiple Service. The District will not render separate statements to each dwelling unit or enterprise served by a single meter. The consumer, irrespective in whose name

the service is registered, will be responsible for all charges for all services through the meter. Unit charges will be established for multiple units served through a single meter.

4.07.300 TEMPORARY SERVICE

4.07.310 Installation and Payment. Service which the District determines will be for less than one year and will not require installation of a permanent connection shall be provided upon payment of the total estimated cost of installing the connection and such reasonable deposit for service as may be required by the District.

4.07.320 Service through Fire Hydrants. Temporary service for construction or other approved purposes may be provided through hydrant meters upon written application to the District and the payment of a refundable damage or loss deposit of $600.00, a permit charge of $40.00, and water use fees as provided by District rate schedules.

4.07.400 SERVICE INTERRUPTION

4.07.410 Water Shut Off. District reserves the right to shut off water at any and all times for the purpose of making repairs, extensions or alterations of its water system. Whenever possible, advance notice of interruption of service will be given to all consumers affected. Consumers depending upon a continuous supply of water should provide themselves with emergency storage.

4.07.420 Non-liability of District. The District will exercise reasonable care and diligence to deliver to its consumers a continuous and sufficient supply of water under proper pressure and of good quality at the service connection to the consumer's premises. However, the District is not, and will not be, liable for any loss, damage, or inconvenience to any person by reason of shortage, insufficiency, suspension, discontinuance, shut off, increase or decrease of water pressure, or by a water quality problem.

4.07.500 DISTRICT ACCESS TO FACILITIES. By applying for or receiving water service from the District each consumer irrevocably licenses the District and its authorized employees and agents to enter upon the consumer's property at reasonable times for the purpose of reading, inspecting, testing, checking, repairing or replacing the District's meters and other facilities.

4.07.700 INITIATION OF WATER SERVICE: GENERALLY

4.07.710 Application. An application for the initiation or reinitiation of water service shall be filed with the District by the consumer or his agent prior to the use of water. Each applicant for service shall advise the District of the date service is to begin, the post office address to which the water bill shall be mailed, the exact location of the property to be served and provide such credit information and deposit as the District may require. An applicant shall be required to make written application for service on a form provided by the District. Where the application is made by an agent of the consumer, a form signed by the consumer authorizing the agent to make said application shall be submitted directly by the consumer.

4.07.720 Failure to Apply. Anyone using water without having made application to the District for initiation or reinitiation of water service shall be held liable for the service from the date of any previous meter reading that most nearly coincides with the actual date the service was first used by such consumer. Such use of water may be subject to the misdemeanor prosecution provisions of Section 4.01.920 hereinabove.

4.07.725 Payment of Outstanding Water Service Charges Upon Property Transfer *(approved at the September 15, 2014 meeting of the Board)*

Consistent with the legal principles set forth in the preface of this section, a Landowner who acquires real property in the District is responsible for paying any outstanding District fees and charges owing on the acquired Parcel regardless of the time or manner in which those charges were incurred. The District reserves the right to refuse to open an account and to provide water service to a Parcel until the acquiring Landowner pays all outstanding fees and charges. It will be the acquiring Landowner's sole responsibility to pursue any legal remedies it may have to seek reimbursement of such outstanding fees and charges from any former Landowner or occupant of
the acquired Parcel.

4.07.800 TERMINATION OF WATER SERVICE

4.07.810 Termination by the District. The District may refuse to furnish water and/or discontinue service to any premise where:

a. The consumer fails to comply with any of the District's regulations.
b. The consumer fails, after notice from the District, to remove an obstruction that prevents reading of the meter.
c. Equipment using water is found to be dangerous or unsafe.
d. The use of water is found to be detrimental or injurious to the water service furnished to other consumers.
e. Negligent or wasteful use of water exists which affects the District's water service.
f. It is necessary to protect itself against fraud or abuse.

4.07.820 Termination by the Consumer. Water service will be terminated on any business day (not a Saturday, Sunday, or holiday) requested by the consumer, provided that the request is received by the District not later than two business days prior to the date of termination. The consumer shall be responsible for all service furnished by the District prior to the termination of service.

4.07.830 Reinitiation of Service Prohibited. It shall be unlawful for any person to turn on water after the same shall have been turned off as provided in these regulations, without the written consent of the District. Unauthorized resumption of service shall be deemed as tampering with District property and the consumer shall be responsible for all charges incurred for actions taken by the District to discontinue service until the bill is paid in full (including charges for any repairs for parts and labor, for discontinuation and restoration of service, and for a tampering charge per the District's current fee Ordinance).

4.07.840 Temporary Shut-Off. When the consumer requests in writing temporary discontinuation of service (120 days or less) a charge per the District's current fee Ordinance will be assessed to the account. An additional charge per the District's current fee Ordinane will be made for every after-hours service call made to the property. If an emergency situation exists, the General Manager may waive the requirement that the request be in writing. The charge for turning off and on the service may be waived on a one time basis by the General Manager if the consumer at the time of emergency discontinuation will provide and install a control valve on the consumer side of and adjacent to the District meter.

Chapter 4.09
CROSS-CONNECTION CONTROL
(Amended August 15, 2005)
Resolution 2005-11

Sections:

4.09.010 AUTHORITY, PURPOSE & DEFINITIONS
4.09.020 INCORPORATION OF COUNTY OF SACRAMENTO REGULATIONS
4.09.030 INCORPORATION OF CALIFORNIA TITLE 17 REGULATIONS
4.09.100 BACKFLOW PREVENTION POLICY
4.09.110 Private Sources That Require Backflow Prevention Devices
4.09.120 Systems Carrying Hazardous Substances
4.09.130 Sewage Lift, Pump or Ejector Stations
4.09.200 BACKFLOW PREVENTION DEVICES
4.09.210 Installation
4.09.220 Existing Service Connections without Backflow Prevention Devices; Upgrading of Existing Devices
4.09.230 Operation, Testing, and Maintenance
4.09.300 COMPLIANCE WITH REGULATIONS
4.09.310 Access for Inspection
4.09.320 Noncompliance
4.09.330 Liability
4.09.340 Additional Penalties

4.09.010 AUTHORITY, PURPOSE AND DEFINITIONS

A.) The Rio Linda/Elverta Community Water District, hereinafter referred to as "District", operates a public water supply under permit issued by the State of California Department of Health Services. In order to comply with the terms of the permit and all State regulations intended to protect the public water supply from contamination or excessive loss of supply, suitable cross-connection prevention devices must be installed at the expense of the consumer. This Chapter supplements and does not supersede local plumbing regulations, codes or ordinances, or State regulations relating to water supply or plumbing regulations. Installation and continuous maintenance of a cross-connection prevention device, where required by District, shall be a condition of water service, including the continuation of existing water service.

B.) Title 17, §7583-7605 of the California Administrative Code, hereinafter referred to as "Title 17", provides rules and regulations governing cross-connections. §7584 of Title 17 states in part that "The water suppliers shall protect the public water supply system from contamination by implementation of a cross-connection control program. The District is a water supplier within the meaning of Title 17.

C.) In order to provide for an orderly and adequate means of protecting the District's water system from potential cross-connections, the requirements hereinafter set forth are reasonable and necessary for the protection of the District's water supply and distribution system and the public health and welfare. New water service connections shall be installed and existing water service connections shall be modified to conform to these regulations and requirements as hereinafter set forth.

D.) Those definitions contained in Title 17 §7583 and Section 6.30.020 of the Sacramento County Code shall be used for purposes of determining and interpreting the meaning of certain words in this Chapter 4.09. In the event of a conflict between these two sources, Title 17 shall prevail.

4.09.020 INCORPORATION OF COUNTY OF SACRAMENTO REGULATIONS. The regulations of the Sacramento County Code Chapter 6.30, inclusive, hereinafter referred to as *"Protection of*

Drinking Water", is hereby adopted, incorporated by reference herein and made a part hereto, insofar as the same are applicable to the protection of the District's water supply and distribution system.

4.09.030 INCORPORATION OF CALIFORNIA TITLE 17 REGULATIONS. The regulation of the California Department of Health, Title 17 California Administrative Code, § 7583-7605, inclusive, are hereby adopted, incorporated by reference herein and made a part hereto, insofar as the same are applicable to the protection of the District's water supply and distribution system.

4.09.100 BACKFLOW PREVENTION POLICY

4.09.110 Private Sources of Supply That Require Backflow Prevention Devices. The public water supply system must at all times be isolated from private sources that have the potential for cross-connection or the potential for contamination. Abandonment of the private source of supply or other potential cross-connection condition pursuant to an approved well abandonment permit, building permit or other appropriate permit issued by the County of Sacramento shall be allowed at the sole discretion of the District in lieu of installation of a backflow prevention device in accordance with these regulations. A cross-connection or backflow prevention device shall be required at the service connection on the customer side of the water meter if any of the following conditions exist:

- An auxiliary water supply is on the parcel or serving the parcel receiving water from the District's water system;
- The facility handles any substance under pressure in such a fashion as to permit the substance to possibly enter into the District water system, including water originating from the District water system;
- The facility or parcel has more than one service connection;
- The facility has or has the potential for a cross-connection that could result in the pollution or contamination of the District's water system;
- The structure or structures are used for commercial, industrial or institutional purposes, or has multiple use capabilities;
- The parcel or facility is used for a business purpose determined by the District to have the potential for a cross-connection that may result in the pollution or contamination of the District's water system;
- The structure has a fire sprinkler system or the parcel has a dedicated irrigation system and/or private fire hydrant;
- The parcel or facility as determined by the Board of Directors has the potential for cross-connection.

4.09.120 Systems Carrying Hazardous Substances. The public water supply system shall be separated by a air gap system from sewage treatment plant systems, chemical plant systems, or other systems carrying hazardous substances which may jeopardize the safety of the drinking water supply or at any private or public premise on which any material dangerous to health or any toxic substance in toxic concentration is or may be handled under pressure. The air gap shall be located as close as practicable to the service cock, and all piping between the service cock and receiving tank shall be exposed. All portions of the air gap system, including piping shall be accessible for inspection at any reasonable hour.

4.09.130 Sewage Lift, Pump or Ejector Stations. At the service connection to any sewage pumping station, the public water supply shall be protected by a properly installed air gap separation system satisfactory to District, the plans for which must be approved in writing by the District's Manager prior to installation. For a single hose bib water service to the vicinity of a sewage lift station, the District may accept as satisfactory back-flow protection the installation of a double check valve assembly located as close as practicable to the service connection.
The service hose bib and connecting riser must be located at the discharge end of the double check valve assembly. The system, including all piping, shall be completely exposed.

4.09.200 BACKFLOW PREVENTION DEVICES

4.09.210 Installation. All backflow prevention devices will be designed and installed as specified by the Rio Linda/Elverta Community Water District. Such backflow prevention device shall be capable of assuring equivalent protection as provided for in the State of California Regulations Relating to Cross-connections (Title 17, Chapter V, Sections 7583-7605, inclusive), as may be amended from time to time. At the time an application for a new water service is made in accordance with these regulations, the General Manager will review said application to determine, in accordance with applicable regulations, the need for a backflow prevention device on the consumer's service. If a backflow device is required, it shall be the consumer's responsibility, and expense, to provide for the installation and continued maintenance of the device in accordance with District standards and at a location approved by the District, by one of the following methods:

- INSTALLATION BY DISTRICT - A backflow prevention device may be installed by the District at the sole discretion of the District, and thereby at the consumer's expense. The consumer shall deposit, in advance, the District's estimated cost of the device and installation. The final billing to the consumer shall be the total cost of the work.

- INSTALLATION BY CONSUMER - A backflow prevention device may be purchased and installed through arrangements made by the consumer; conditionally, the type and manufacturer of the device shall be specified by the District. Installation is subject to inspection and acceptance by the District prior to providing water service to the parcel. FREEZE PROTECTION - It is the responsibility of the property owner to install freeze protection. If the backflow prevention assembly cannot be inspected due to the presence of freeze protection material, the freeze protection may be removed. The District shall not be responsible for reinstallation of the freeze protection.

  The relief port at the bottom of a reduced pressure backflow assembly must not be covered over by freeze protection. All test ports must be easily accessible along with the serial number and model number. Freeze protection shall be maintained in a neat, aesthetically pleasing condition. Torn or dislodged freeze protection may be removed by the District.

4.09.220 Existing Service Connections without Backflow Prevention Devices; Upgrading of Existing Devices.

(A) The District will inspect the premises of existing service connections, and in compliance of the regulations shall determine if the premise(s) require a backflow prevention device. A list of property owners will be established that may require backflow prevention devices. Such list shall be prioritized by the potential for cross-connection with those with the highest potential listed first. If it is determined that a backflow prevention device is required, the installation of a backflow prevention device shall be a condition of continued water service. Abatement of the potential cross-connection shall be accomplished in compliance with the regulations contained in this Chapter 4.09. If a consumer fails to provide for the installation of the backflow prevention device within a reasonable time limit set forth in a written notification from the District, the District shall suspend water service to the property being served. Alternatively, at the District's option, and upon notification of the consumer, the District may install the backflow prevention device and charge the consumer the entire cost of the device and its installation.

(B) An existing backflow prevention device which fails to meet District standards and specifications shall be upgraded at the consumer's expense following the procedures contained

in this Chapter 4.09. Upgrading may include complete replacement of the backflow prevention device, installation of additional devices, or abatement of on-site cross-connection hazards.

4.09.230 Operation, Testing, and Maintenance. Backflow prevention devices shall be owned, operated, and maintained by the consumer pursuant to the annual maintenance program prescribed by the District. District personnel or District approved contractors shall inspect and test the backflow prevention devices upon installation and annually thereafter. Charges for inspection and testing shall be set by the District from time to time based on the size and type of device. The consumer may be furnished with test results upon written request. A backflow prevention device that fails its annual test shall be repaired or replaced and retested at the owner's expense.

4.09.300 COMPLIANCE WITH REGULATIONS

4.09.310 Access for Inspection. Rio Linda/Elverta Community Water District personnel and representatives of any governmental health agency shall have the right of ingress to and egress from the consumer's premises at all reasonable hours for the purpose of investigating compliance with this Chapter.

4.09.320 Noncompliance. If a consumer fails to comply with this Chapter, the District shall have the right to discontinue water service and, if it deems necessary, physically disconnect the consumer's piping from the District's distribution system. Conditions or water uses that create a basis for water termination include, but are not limited to the following items:

- Refusal to install a required approved backflow assembly.
- Refusal to allow access onto premise for inspection purposes.
- Refusal to allow testing of an approved backflow assembly
- Refusal to repair or replace a faulty backflow assembly
- Removing or bypassing of a required approved backflow preventer.
- Direct or indirect connection between the District's water system and a sewer line.
- Unprotected direct or indirect connection with the District's water system and a system or equipment containing contaminants.
- Unprotected direct or indirect connection with the District's water system which presents an immediate health hazard .

4.09.330 Liability. The District shall not be liable for any injury to persons or damage to property which may result directly or indirectly from the installation or testing of any device to protect the District's public water supply from contamination.

4.09.340 Additional Penalties. In addition to the remedies otherwise granted the District by law, any water user who willfully fails to install a backflow prevention device as required by these regulations, or who willfully bypasses or alters such a device may be subject to prosecution and, upon conviction thereof, shall be punishable by a fine not to exceed five hundred dollars ($500.00) or by imprisonment in the County jail for a period not to exceed six (6) months or by both fine and imprisonment. (California Health & Safety Code § 116820)

Chapter 4.11
CONSUMER FACILITIES AND USE OF WATER

Sections:

4.11.010 GENERAL
4.11.100 PRIVATELY OWNED FACILITIES
4.11.110 Installation and Maintenance
4.11.120 Connection to Meters
4.11.130 Pressure Devices
4.11.140 Ground Wire Attachments Liability
4.11.150 District's Non-Responsibility
4.11.200 USE OF WATER
4.11.210 Responsibility of Control
4.11.220 Place of Use
4.11.230 Resale of Water Prohibited
4.11.240 Change of Use

4.11.010 GENERAL. It is the policy of the District that all District responsibility for water and facilities for the transmission thereof to the consumer's property ends at the outlet side of the water meter. It is the responsibility of the consumer to protect, maintain and operate all facilities and appliances beyond that point.

4.11.100 PRIVATELY OWNED FACILITIES

4.11.110 Installation and Maintenance. The consumer shall, at his risk, furnish, install, maintain, repair and retain ownership and control over the pipes and water receiving equipment leading from the outlet of the District' s water meter, provided, however that if the consumer's pipes or equipment causes damage, nuisance or inconvenience to the District or its other consumers, the District shall have the right to compel the consumer or user of such pipes or equipment to adjust, repair or replace the same or to discontinue use of water from the District

4.11.120 Connection to Meter. The consumer shall be responsible for connecting his pipeline to the District's meter end. However, except for private fire protection services, the District at its discretion may make the necessary connection if the consumer 's pipeline is placed before the meter is installed.

4.11.130 Pressure Devices. Where it is desired to reduce or increase the pressure under which water is supplied by the District, the consumer shall be responsible for installing and maintaining the necessary regulators, pumps, or relief valves in such cases, the equipment shall be installed on the consumer's side of the meter and at his own risk and expense. Pressure reducers shall be required where the water pressure exceeds 90 psi (pounds per square inch) at the meter.

4.11.140 Ground Wire Attachments Liability. The District is not responsible for providing an electrical ground through water service equipment. Consumers shall not attach any ground wiring to plumbing which is or may be connected to District service equipment. The District may hold the consumer liable for any injury to its personnel resulting from a ground wire attachment.

4.11.150 District's Non-responsibility. The District shall not be responsible for any loss or damage caused the negligent or wrongful act or omission of a consumer or any of his tenants, agents, employees, contractors, licensees, or permittees in installing, maintaining, using, operating or

interfering with any water receiving equipment. The District shall not be responsible for damage caused by faucets, valves, and other equipment which may be open at any time that water is turned on at the meter.

4.11.200 USE OF WATER

4.11.210 Responsibility of Control. Title to water furnished by the District, the risk of loss thereof and full responsibility for the carriage, handling, storage, disposal and use thereof shall pass from the District to the consumer at the outlet of the District's meters.

4.11.220 Place of Use. The consumer shall not use, or permit the use of any water furnished him by the District on any premises other than those specified in his application for service.

4.11.230 Resale of Water Prohibited. No water received from the District may be resold or delivered to others without the specific approval and authorization of the District

4.11.240 Change of Use. No substantial change in the character of water use through an existing connection shall be made except by the filing and processing of a new service application. The District shall determine what constitutes a substantial change in the character of water use which shall include, but is not limited to, change from single-family dwelling service to multiple dwelling service or from residential use to commercial or industrial use.

Chapter 4.14
WATER CONSERVATION

Sections:

4.14.010 Purpose
4.14.100 Scope
4.14.200 REQUIREMENTS
4.14.210 New Construction and Replacement
4.14.220 New Development Landscape Requirements
4.14.222 Statement of Water Conservation Measures
4.14.224 Failure to Conform
4.14.230 Reclaimed Wastewater
4.14.240 New Technology
4.14.250 Restrictions
4.14.300 RECOMMENDATIONS
4.14.310 Existing Services
4.14.320 Landscape/Garden Areas
4.14.330 Irrigation Systems

4.14.010 Purpose. Water is a limited natural resource. It must be used efficiently and economically to meet the health and safety needs of the community. This regulation incorporates water conservation as an integral part of the District's total water management program.

4.14.100 Scope. Water conserving practices, methods and devices adopted in this regulation are intended to reduce per-capita consumption. By discouraging water wastage and encouraging water savings, the District hopes to conserve its present water supply. Included in this regulation are:

1. Water conservation education;
2. Support of water conservation legislation;
3. New construction requirements for water conserving toilets, showers, faucets;
4. A continuous leak detection/repair program;
5. Metering of all non-metered consumers;
6. A rate structure to encourage water conservation and reduce water waste;
7. Distribution of water saving devices and promotion of detection and repair of household leaks;
8. Establishment of water conserving landscape/gardening irrigation practices.

The Board recognizes that this policy does not foresee all the possibilities and will revise it as necessary

4.14.200 REQUIREMENTS

4.14.210 New Construction and Replacement. The following shall apply to all new construction and the remodeling of existing facilities that require a building permit:

1. The use of ultra-low flow toilets, (defined as 1.6 gallons or less).
2. A Pressure Reducing Valve on the main supply line from the meter which reduces household pressure to 50 PSI or less where normal system pressure exceeds 70 PSI;
3. Insulation of all hot water pipes and/or a hot water circulating system; and
4. Low-flow kitchen and lavatory faucets and shower heads.

4.14.220 New Development Landscape Requirements. Consumers shall comply with the regulations adopted by the County of Sacramento pursuant to the Water Conservation in Landscaping Act (Government Codes Sections 65591 et seq.). Continued conformance to the provisions thereof shall be a prerequisite for initiation and continuation of water service.

4.14.222 Statement of Water Conservation Measures. Consumers applying for a new service shall submit to the District all intended water-saving methods proposed for development.

4.14.224 Failure to Conform. Failure to conform to the provisions of Section 4.14.220 after the initiation of water service shall be considered a nuisance subject to abatement pursuant to Section 4.23.280.

4.14.230 Reclaimed Wastewater. The District may require the use of reclaimed or other suitable water for irrigation where such water is available at reasonable cost.

4.14.240 New Technology. The District may require the use of other recycling or water saving facilities as practical and as technology permits.

4.14.250 Restrictions.

A. Conformance to the following restrictions is a condition of water service:

1. Open hoses are not permitted. Automatic shut-off nozzles are required.
2. Washing down of sidewalks, driveways, parking lots, or other paved surfaces is prohibited except to alleviate immediate fire or sanitation hazards.
3. All swimming pools, spas, ponds, and fountains shall be equipped with recirculating pumps.
4. Plumbing leaks, improperly adjusted sprinklers, or other water conduits/fixtures that require repair or adjustment must be corrected to the satisfaction of the District.

B. When a District representative determines that a person is in violation of the District's conservation plan, the following corrective action will be initiated:

1. First violation: verbal or written notification that a violation has been determined and how it shall be corrected.
2. Second violation: written warning indicating that a verbal and/or written notice was given initially and that the consumer has neglected to correct the problem following the notice, warning that a subsequent violation will result in citation and fine.
3. Third violation: written notification indicating that a $25.00 charge will be added to the consumer's next water bill.
4. All subsequent violations: water service will be discontinued. To reestablish service, a reconnection charge must be paid by the violator to the District.

4.14.300 RECOMMENDATIONS

4.14.310 Existing Services. The following are recommended water conservation measures:

1. Reduce toilet water use by installing ultra-low flow toilets or plastic bottles, water dams or special flushing devices in the exiting tank.
2. Install low-flow showerhead or flow restrictors.
3. Install low-flow faucets or aerators on existing kitchen/lavatory faucets.
4. Install pressure reducing valves where pressure exceeds 70 PSI.
5. Install insulation on hot water lines and around hot water heaters.
6. Installation of water conserving washers (front loading or adjustable level) and dishwashers.

4.14.320 Landscape/Garden Areas. The following are recommended water conservation measures:

1. Plant native and drought resistant varieties according to their environmental needs.
2. Group together plants having similar irrigation requirements.
3. Minimize irrigation runoff and encourage deep rooting by proper soil preparation to absorb and drain water.
4. Mulch to minimize evaporation and runoff.
5. Use ground plants to minimize evaporation losses.
6. Reduce runoff by minimizing the use of artificial slopes and by terracing natural or cut slopes.

4.14.330 Irrigation Systems. Different soils have different watering needs. Some soils require deep and infrequent watering. However, the quick draining nature of clay soils typically found in this area necessitates more frequent but shorter waterings with good mulching to prevent evaporation. Temporary irrigation systems are recommended until new plants become established. Permanent irrigation systems, using domestic water, should meet the following criteria:

1. Separate irrigation zones for plant groupings with different water requirements.
2. Site the system to avoid watering walks, driveways and streets.
3. Automatic control (including moisture-sensing devices) to regulate the frequency, duration and time of watering. Irrigation is encouraged during off-peak hours and when watering is most effective.
4. A minimum co-efficient of uniformity of 75%. This assures a uniform distribution of water.
5. Application not to exceed 1/3" of water per hour. Accomplish this by uniform low rate or intermittent application.
6. System pressure to be consistent with equipment recommendations.
7. An irrigation piping system that is separate from domestic piping to facilitate the transfer of the irrigation system to a reclaimed water supply should it become available.
8. A suitable connection in the irrigation piping system to install a meter to monitor irrigation consumption if necessary.

Chapter 4.15
WATER SHORTAGE EMERGENCY REGULATIONS

Sections:

4.15.010 EFFECTIVE PERIOD AND APPLICABILITY
4.15.100 LIMIT ON NEW CONNECTIONS
4.15.200 EXCEPTIONS
4.15.210 Fire Hydrants
4.15.120 Meters Less than One Inch
4.15.130 Preexisting Agreements
4.15.140 Preexisting Amendments to Agreements
4.15.150 Rescission of Unperformed Agreements
4.15.300 SUPERSEDES OTHER REGULATIONS

4.15.010 EFFECTIVE PERIOD AND APPLICABILITY. This Chapter is effective on the date the Board of Directors by resolution declares that a water shortage emergency condition prevails in any portion of or throughout the District. This Chapter shall continue in effect until the supply of water available for distribution within said area has been augmented sufficiently to meet the demands of said area and the Board of Directors finds and declares that said water shortage emergency condition has ended.

4.15.100 LIMIT ON NEW CONNECTIONS. New connections to the District's water distribution system may be limited to such number that the quantity of water to be furnished by the District through such new connections shall not exceed the safe capacity of the system based on District forecasts of use.

4.15.200 EXCEPTIONS. Anything In section 4.15.100 of this regulation to the contrary notwithstanding, new connections may be made to the water distribution system of the District as indicated herein below.

4.15.210 Fire Hydrants. New connections solely for fire hydrants.

4.15.220 Meters Less than One Inch. New connections to the existing water distribution system which require a meter size not larger than one inch and which do not require the installation of a new main.

4.15.230 Preexisting Agreements. New connections pursuant to the terms of connection agreements which, prior to the effective date of this regulation, had been executed, or had been authorized by resolution of the Board to be executed, on behalf of the District:

4.15.240 Preexisting Amendments to Agreements. New connections made pursuant to amendment of connection agreements previously executed provided that the quantity of water to be furnished by the District is not thereby increased:

4.15.250 Rescission of Unperformed Agreements. New connections for use of quantities of water made available by reason of rescission of unperformed connection agreements.

4.15.300 SUPERSEDES OTHER REGULATIONS. During the effective period of this regulation, it shall supersede and control over any other regulation of the District in conflict herewith.

Chapter 4.17
WATER SYSTEM EXTENSIONS AND RELOCATIONS

Sections:

4.17.010 EXTENSIONS
4.17.020 To Serve New Consumers Without Direct Access
4.17.030 Interconnection Between Mains
4.17.040 Size and Design
4.17.050 Preliminary Engineering and Planning
4.17.060 Cost of Preliminary Engineering and Planning
4.17.070 Estimate is Not a Commitment to Serve Water
4.17.100 PAYMENT
4.17.110 By Extendor
4.17.120 By District
4.17.200 EXTENSION AGREEMENTS
4.17.210 General
4.17.220 Small Extensions
4.17.230 Land Easements and Rights of Way
4.17.240 Reimbursement Agreement
4.17.300 EXTENSION CONSTRUCTION
4.17.310 Construction by Extendor
4.17.320 Conditions of Construction by Extendor
4.17.330 Construction by District
4.17.340 Construction Costs
4.17.400 RELOCATION
4.17.410 To Accommodate Streets and Highways
4.17.420 Improvements Under Assessment Proceedings
4.17.430 Required by Public Drainage Works
4.17.440 Required by Underground/Overhead Utilities

4.17.010 EXTENSIONS

4.17.020 To Serve New Consumers Without Direct Access. Extension of the District's water distribution system including, without limitation, mains, storage tanks, pumps and pumping stations, fire hydrants and appurtenances, shall be constructed to serve new consumers whose lands do not have direct access to or do not abut a street or easement containing an adequate distribution main supplied from adequate pumping or storage facilities. Property with direct access to a street or easement containing an adequate distribution main, but which does not have a major frontage on the street or easement, will be served at such street or easement at the discretion of the District, provided that such property and adjacent properties cannot be further subdivided or developed.

4.17.030 Interconnection Between Mains. If the Board of Directors finds that an interconnection between two of its water mains will benefit the District, it may, in its sole discretion, construct said interconnection without entering into a main extension agreement and without all or a portion of the costs thereof being advanced by an applicant for water service as provided by these regulations. The costs of such extensions shall be allocated among the various parcels of land susceptible of service there from on such fair basis as shall be determined by the General Manager and approved by the Board of Directors, taking into consideration the area of each parcel, its potential water requirements and its frontage, if any, on the said interconnection. Said allocated cost shall be paid to the District prior to the commencement of water service to said parcel of land and shall be in addition to the initial charges for service required by these regulation.

4.17.040 Size and Design. All extensions of the District's water distribution system shall be designed by the District and constructed in accordance with the District's plans and specifications. The location, size, type and design of all such extensions shall be sufficient to provide adequate water service for the entire area that can economically by supplied there from as conclusively determined by the District.

4.17.050 Preliminary Engineering and Planning. Upon request, made on a form supplied by the District, the District will prepare a written estimate and preliminary plan of extension or modification of water service. The request must be accompanied by a detailed plan showing the area of proposed service, the proposed water demand, the name and address of the consumer, developer and engineer of the project or development and other project information as may be required by the District. To the extent that they are available, the developer shall supply the District with all master plans, estimates of future water requirements and details of building construction for the purpose of designing the fire protection elements of the water system.

4.17.060 Cost of Preliminary Engineering and Planning. The cost of preliminary engineering and planning shall be included as part of the cost of extending service except that in the event the cost of preparing an estimate exceeds %100, the District will require payment there for which payment shall become due and payable upon presentation of a bill for same to the applicant. Should the District determine that the cost of preparing an estimate and accomplishing other engineering and planning work reasonably be expected to exceed $500.00, the applicant shall be required to execute and advance funds for same pursuant to the District's usual form of agreement for this purpose.

4.17.070 Estimate is Not a Commitment to Serve Water. Preparation of an estimate or any other preliminary engineering and planning work undertaken by the District in connection with the applicant's proposed project is not to be interpreted by the applicant as a commitment or agreement by the District, partial or otherwise, to serve water. Said commitment will be made only at the time service actually commences or when the District executes a service extension agreement whichever shall first occur. In the case of a service extension agreement, the commitment of the District to supply water

shall be limited to the number of connections to be installed pursuant thereto and in accordance with the terms thereof.

4.17.100 PAYMENT

4.17.110 By Extendor. The applicant for water service shall: (1) pay all costs of designing and constructing such extensions of the District's water distribution system as are required by these regulations; (2) install, or pay the District's cost of installation, of all service lines; and (3) pay the initial charge for water service pursuant to these regulations.

4.17.120 By District. The District may in its discretion pay that portion of the costs of extending its distribution system referred to in these regulations equal to the difference in cost between the size required by the extendor's development and the size that the District requires under its long-range master plan when all the following conditions are present:

(1) The main to be extended replaces a presently inadequate distribution pipeline;
(2) The location of the facility to be constructed is one of those described in the future plans of the District as may be developed and amended from time to time; and
(3) The Board of Directors has determined that it is within the district's financial ability to finance its share of the improvement.

4.17.200 EXTENSION AGREEMENTS

4.17.210 General. After the preparation of preliminary cost estimate and plans pursuant to these regulations and at the time Extendor desires to secure a commitment of water service and proceed with construction, the applicant shall submit a written application for service pursuant to these regulations. Upon applicant meeting all requirements, the District shall prepare an Extension Agreement. The agreement shall specify the terms of payment, estimated cost of extension, requirements for easement or property, special service conditions and other details.

4.17.220 Small Extensions. When the estimated cost of the work to be performed by the District is less than $10,000 (exclusive of District fees), the General Manager of the District is authorized to prepare an agreement with the applicant. All of such agreements shall be in writing in the District's usual form, and signed by the applicant and on behalf of the District by the General Manager.

4.17.230 Land Easements and Rights of Way. All extensions of the District's distribution system shall at all times be the property of, and be controlled by, the District. District facilities shall be located only in dedicated and accepted public streets or rights of way or within easements owned by the District. No facilities will be constructed until all rights of way, easements and facility sites as required by the District shall have been conveyed to the District at the sole cost and expense of the extendor. in the event such rights of way, easements or lands are not conveyed by the extendor, the extendor shall pay the District its entire cost of acquisition thereof, including appraisers' fees, escrow charges, title insurance premiums and regal expenses.

4.17.240 Reimbursement Agreement. If an extension is made at the expense to the consumer which may serve other property than that of the consumer paying the cost for the extension, the District shall determine the potential for additional services available. Should such a potential exist, the District shall determine the proportionate percentage of the expense to be bared by the primary applicant/consumer. The remaining cost shall be shared by future secondary applicants who subscribe to service and such percentage determined by the District shall be col1ected from secondary applicants (upon their request for service) and the cost share as determined by the District shall be reimbursed to the primary applicant following such transaction. The reimbursement policy shall be in force continuously but no longer than ten (10) years from the commencement of service to the primary applicant/consumer.

4.17.300 EXTENSION CONSTRUCTION

4.17.310 Construction By Extendor. The extendor may, if he elects, construct extensions to the District's water distribution system, with materials furnished by the District, provided, however, the District reserves the right to construct, with its own personnel or by private contract, any of the following: (1) Pumping plants, storage facilities and main transmission lines; (2) Small extensions; (3) Extensions involving complicated connections to, or interference with, the District's existing facilities.

4.17.320 Conditions of Construction by Extendor. Construction by the extendor shall be subject to each of the following conditions: (1) Prior to commencement of construction the extendor shall execute an extension agreement, advance all costs of materials to be furnished and work to be performed by the District, pay all charges as required by Regulation 4.17.240 and furnish the District with a corporate surety performance bond satisfactory to the District in an amount equal to 100% of estimated cost of the construction by the extendor; (2) All work shall be performed by a competent and experienced contractor licensed for underground construction and with experienced laborers; (3) All work shall be performed in a good, workmanlike and safe manner and in accordance with the plans and specifications of the District, under its inspection, and to the satisfaction of its Chief Engineer. Risk or loss or damage to materials shall be borne by the extendor until the facilities constructed are accepted by the District; (4) All facilities shall be maintained by the contractor that installed the same for one year, or such longer period as shall be specified by the District, following the acceptance thereof by the District; and (5) The extendor shall indemnify and hold the District, its officers, employees and agents harmless from any liability, arising out of or in any way connected with, such work done by, or on behalf of, the extendor, his employees, agents or contractors.

4.17.330 Construction By District. Subject to the rights of the extendor as set forth In Regulation 4.17.310 and 320, the District will construct extensions of its water distribution system. Such work shall be performed by the District's personnel or by private contract as determined by the District. Such work will be commenced only after the extendor has executed an extension agreement, advanced the total estimated cost of all facilities, paid all charges and provided all easements as required by these regulations.

4.17.340 Construction Costs.

(A) The District shall determine its actual cost of all extensions. Costs shall include labor, material, overhead, engineering, legal and administrative expenses allocable to such work.

(B) If the actual cost of such work should exceed the amount paid to the District therefore, the District will invoice the extendor for the excess. If such invoice is not paid promptly, the District shall have the right to refuse water service through such facilities or to said extendor.

(C) In the event the actual cost of such facilities is less than the amount advanced to the District, the District will promptly refund such difference.

4.17.400 RELOCATION

4.17.410 To Accommodate Streets and Highways. The District will relocate or reconstruct existing facilities to accommodate construction widening or relocation of streets and roadways and will release easements no longer considered useful to the District on the following conditions: (1) The entire cost of the relocation or reconstruction shall be paid by the party requesting the same if the party is not the County of Sacramento; (2) The new location is such that it will not in the opinion of the District be subject to future relocation; and (3) There shall be conveyed to the District without cost such easements or rights of way for new facilities locations as the District shall consider necessary.

4.17.420 Improvements Under Assessment Proceedings. The District will not bear any part of the cost of any relocation or alteration of its facilities made necessary by improvements undertaken pursuant to improvement act or other assessment proceedings. The public agency undertaking such proceedings shall make arrangements with the District for any such relocation or alteration of the

District's facilities which work will not be performed by the District until after it receives satisfactory guarantees of reimbursement of its full actual costs. The amount of said costs shall be paid to the District promptly after they are ascertained. The public agency shall furnish the District with such plans. specifications, surveys, drawings and time schedules related to the improvement work as shall be necessary to enable the District conveniently and efficiently to effect necessary relocation or alteration of its faci2lities.

4.17.430 Required by Public Drainage Works. The District will at its own expense undertake reasonable and normal relocation of its water distribution lines as required by routine drainage projects undertaken by a public agency. Extensive relocation of water distribution lines or relocation of a major transmission line, pumping station, regulation structures and appurtenances, will be undertaken by the District only on a cost-sharing basis mutually satisfactory to the District and the public agency undertaking the drainage project.

4.17.440 Required by Underground/Overhead Utilities. The District will not bear any part of the cost of relocating or altering any of its facilities to accommodate the construction of publicly or privately owned gas lines, telephone and electric cables, sanitary sewers, or other underground or overhead utilities. The District will undertake such relocation or alteration of its facilities only after the District's cost thereof is paid to the District, or such payment is guaranteed to the District's satisfaction.

Chapter 4.21
FIRE PROTECTION FACILITIES

Sections:

4.21.010 GENERAL
4.21.100 HYDRANTS
4.21.110 Hydrant Installation
4.21.120 Installation by District
4.21.130 Installation by Contractor
4.21.140 Hydrant Permits
4.21.200 PRIVATE FIRE PROTECTION FACILITIES

4.21.010 GENERAL. The District will provide water service for fire hydrants and other facilities used exclusively for fire protection, at such pressures and at such rates of flow, as are available from time to time from the District's operation of its storage, transmission and distribution facilities. The District shall not be liable for any damage in any manner arising out of the non-availability of water or water pressure, at any hydrant or facility used for fire protection.

4.21.100 HYDRANTS

4.21.110 Hydrant Installation. Public fire hydrants will be installed and connected to the District's mains when requested by the public fire protection entity having jurisdiction or when required as a condition of a building permit or subdivision. Fire hydrants installed under this Chapter shall belong to the District.

4.21.120 Installation by District. When a hydrant is installed in which the work is performed by the District, the holder of the building permit, developer of the subdivision, or otherwise District-authorized consumer or agency will reimburse the District the actual cost of labor, materials,

engineering, inspection and usual overhead expenses in the installation of the hydrant assembly, hydrant lateral, control valve, and the connection to the District facilities.

4.21.130 Installation by Contractor. In the event the District declines to perform such installation, the contractor shall adhere to the terms and conditions as set forth in the District's "Standard Details and Construction Notes" and thereby satisfy the District with plan review, revisions, and plan approval. The responsible party will in addition thereto pay all costs determined by the District which include but are not limited to plan review, engineering, inspections, usual overhead expenses, and applicable fees; and upon completion of the work, will execute a deed and convey legal title including any interest in real property to the District at no cost to the District.

4.21.140 Hydrant Permits. In the event that the District authorizes any person other than the public fire protection agency to use any hydrant of the District for the purpose of securing water, said person shall obtain a hydrant permit, a hydrant meter, and pay the appropriate fees for the purposes stated by the applicant. In the event of an emergency, the Fire District of jurisdiction and/or the Rio Linda/Elverta Community Water District shall have the right to overrule the use of such hydrant(s) by consumer who purchased a permit.

4.21.200 PRIVATE FIRE PROTECTION FACILITIES. A private fire protection system is defined as that water supply system which is totally intact and on the land of the Consumer. In order to attach such a system to existing water mains of the District, the following conditions must be met:

a. The land to be served is within the geographical area of the District.

b. The District possesses an adequate supply of surplus water capable of serving a private fire system.

c. In applying for such service, the consumer has complied with all the applicable requirements of these regulations.

d. The private fire suppression system is for the sole and exclusive benefit and use of the consumer and is located entirely within the consumer's property.

e. The private fire suppression system will be used exclusively for the suppression of fire or for the testing of the fire prevention system.

f. The type and location of the said private fire suppression system has been approved by the responsible fire protection agency.

g. The consumer assumes full responsibility for all maintenance and repair of the said system outside of the public right-of-way.

h. The size and design of the service connections, detector check, cold water fire service type meter, and the reduced pressure device shall all be determined by the District taking into consideration such factors as the ISO requirements and the AWWA requirements.

i. The District reserves the right to disconnect such system or to require cold water/fire service type meter as defined in AWWA Standards C703_79 to be installed in lieu thereof in the event that water is taken through the detector check assembly for any other use than fire fighting or testing.

j. The District may require payment for estimated water usage in the event of water consumption for purposes other than fire protection; such events may be determined by incidents of plumbing breaks or leakage or other means of water passage as determined.

Chapter 4.23
ABATEMENT

Sections:

4.23.010 Violation a Nuisance
4.23.020 Other Nuisances
4.23.030 Notices
4.23.100 Summary Abatement in Case of Emergency
4.23.200 Notice to Abate
4.23.210 Effect of Failure to Abate
4.23.220 Hearing; Resolution of Findings
4.23.230 Abatement by District
4.23.250 Record of Expenses; Hearing; Assessment as Lien
4.23.260 Collection of Assessed Costs
4.23.280 Termination of Water Service as Alternative

4.23.010 Violation a Nuisance. Violation of any of the provisions of these regulations is a nuisance subject to abatement.

4.23.020 Other Nuisances. The procedures for abatement established in this Chapter may be used to abate any nuisance which pursuant to law may be abated by the District.

4.23.030 Notices. Notices required in this chapter shall be mailed by certified mail (return receipt not required) to the owner of the subject property and to said owner's mailing address shown on the records of the Assessor of the County of Sacramento. Further, a copy of such a notice shall be posted conspicuously upon the property. Further, when the address for purposes of billing for water service differs from the address shown in the Assessor's records, a notice shall also be mailed (certified mail not required) to said billing address. Failure of the owner (or other person to whom notice is given) to receive a notice required in this chapter shall not affect the validity of any proceedings conducted pursuant to this chapter.

4.23.100 Summary Abatement in Case of Emergency. When the conditions which constitute the nuisance pose an immediate threat to the public peace, health, or safety, or may cause irreparable harm to the environment, the Board may order the nuisance abated immediately by adopting by four-fifths (4/5) vote the resolution prescribed in Section 4.23.230 of this code.

4.23.200 Notice to Abate. Upon making a determination that a nuisance exists upon a parcel within the District, the General Manager shall issue a notice to abate the nuisance. Said notice shall briefly describe the conditions which constitute the nuisance and shall order the abatement of the nuisance within thirty (30) days. A notice to abate may be issued simultaneously with, and as a part of, any other notice of violation of this code or other law, ordinance, or regulation.

4.23.210 Effect of Failure to Abate. If the owner or other authorized person fails to abate the nuisance within the time period indicated in the notice issued pursuant to Section 4.23.200 hereinabove, the General Manager may determine to proceed with abatement proceedings as provided herein below. A notice shall be issued directing the owner or the owner's authorized agent to appear before the Board of Directors at a stated time and place to show cause why the Board should not order the nuisance abated.

4.23.220 Hearing; Resolution of Findings. At the time fixed in the notice, the Board shall hear the testimony of all competent persons desiring to testify respecting the condition constituting the nuisance, including the estimated cost of abatement and any other matter which may be pertinent. At the conclusion of the hearing, which may be continued, the Board shall by resolution declare its findings. If the Board finds that sufficient evidence exists to support a determination that a nuisance exists, it may include in the resolution a declaration that the nuisance exists and an order directing the owner of the property upon which the nuisance exists to abate the nuisance within thirty (30) days after the date of the hearing. A notice containing said resolution shall be issued within seven (7) days from the date of the hearing.

4.23.230 Abatement by District. If the nuisance has not been abated within the time prescribed, the Board by resolution may order the General Manager to abate the nuisance. The General Manager may direct any District employee, contracting agent, or other representative to enter upon the private property in a manner consistent with Section 202 (c) of the *Uniform Building Code* for purposes of abating the nuisance.

4.23.250 Record of Expenses; Hearing; Assessment as Lien. The General Manager shall keep an account of the cost of abatement and shall render an itemized written report to the Board showing the cost of abating the nuisance. Before the report is submitted to the Board, a notice of the written report shall be issued as provided in Section 4.23.030 hereinabove at least ten (10) days prior to the meeting at which the report is to be submitted. At the time fixed for receiving and considering the report, the Board shall consider objections to the cost items raised by the person liable to be assessed for the cost of abatement. The Board may then make such modifications in the report as it deems desirable, after which, by resolution the report shall be confirmed. If the consumer does not pay the expense of abating the nuisance within ten (10) days after the District issues a notice of confirmation of the costs of abatement, the cost shall become as special assessment against the real property upon which the nuisance was abated and a personal liability of the owner of the property. Such assessment shall constitute a lien upon the property. Such lien shall attach upon recordation in the office of the County Recorder a certified copy of the resolution of confirmation.

4.23.260 Collection of Assessed Costs. A certified copy of the confirmed report shall be given to the Assessor and Tax Collector, who shall add the amount of the assessment to the net regular tax bill levied against the property. A certified copy shall also be given to the County Auditor who shall enter the assessment on the county tax roll opposite the parcel of land. The amount of the assessment shall be collected at the time and in the manner of ordinary property taxes. If delinquent, the amount is subject to the same penalties and procedure of foreclosure and sale provided for ordinary property taxes. All laws relating to the levy, collection, and enforcement of county taxes shall apply to such special assessment. The Board may enforce the personal liability of the owner by directing counsel to file suit in a court of competent jurisdiction to collect the cost of abatement.

4.23.280 Termination of Water Service as Alternative. Where the District's interests can be effectively accomplished through termination of water service until such time as the condition on the property creating the nuisance is eliminated, such termination may be ordered in lieu of actions by the District to physically abate the nuisance.

Chapter 4.31
FEES, CHARGES AND BILLING

Sections:

4.31.010 STATEMENT OF POLICY
4.31.020 ADOPTION OF FEES AND CHARGES
4.31.100 CONNECTIONS
4.31.110 Connection Fees
4.31.200 WATER SERVICE CHARGES
4.31.210 Service Charges
4.31.220 Security Deposits
4.31.225 Billing Address
4.31.230 Bill Due Dates
4.31.235 Duplicate Bill to Occupant- Occupant Non-Payment
4.31.240 Billing Periods
4.21.245 Estimated Billing
4.31.250 Receipt of Payments
4.31.260 Advance Payments
4.31.270 Disputed Bills
4.31.280 Late Notice
4.31.282 Partial Payment on Delinquent Accounts
4.31.285 Service Discontinuation
4.31.290 Liens
4.31.295 Collection Fees and Charges
4.31.297 Fee Reversals
4.31.300 METER REREADS, TESTS AND ADJUSTMENTS
4.31.310 Testing the Accuracy of Meters
4.31.320 Meter Rereads
4.31.330 Reimbursement

4.31.010 STATEMENT OF POLICY. As provided in Section 31007 of the Water Code of the State of California, rates and charges shall be so fixed as to yield an amount sufficient to do each of the following: (1) pay the operating expenses of the district; (2) provide for repairs and depreciation of works owned or operated by the District; (3) pay the interest on any debt; and (4) so far as possible, provide a fund for the payment of the principal of the debt as it becomes due.

It is intended by this Chapter to require the district to pay the interest and principal of its debt from the revenues of the water system. The Board of Directors has determined that it is desirable to have all expenditures for operations and debt service funded independently of property tax revenue in order to assure consistent and safe operations.

4.31.020 ADOPTION OF FEES AND CHARGES. The Board of Directors may establish fees and charges related to providing water service and water to any property within the District. Said fees and charges shall be established or amended by a resolution adopted pursuant to Section 54354 et seq. of the Government Code.

4.31.030 CONSERVATION POLICY. Section 2 of Article 10 of the Constitution of the State of California specifically provides in part as follows:

> It is hereby declared that because of the conditions prevailing in this State the general welfare requires that the water resources of the State be put to beneficial use to the fullest extent of which they are capable, and that the waste or unreasonable use or unreasonable method of use of water be prevented, and that the conservation of such waters is to be exercised with a view to the reasonable and beneficial use thereof in the interest of the people and for the public welfare.

The District has established a conservation program within Chapter 4.14 herein in order to reduce the waste of water. The water service rates established herein and the policies related thereto are declared to be a furtherance of that objective. These water service rate policies shall be deemed to be implemented in conformance with: (A) the California Urban Water Conservation Council's Best Management Practices 11, 5, and 9; (B) the intent of the Water Conservation in Landscaping Act (Government Code §65591 et seq.) and the Model Water Landscape Ordinance developed pursuant thereto (Sections 490 through 495 of Chapter 2.7 of Division 2 of Title 23 of the California Code of Regulations); and (C) the terms of the Sacramento Area Water Forum Agreement.

4.31.100 CONNECTIONS

4.31.110 Connection Fees. Fees for connection to the District Water System as indicated in Resolution No. 2001-02-05 shall be paid prior to the installation of a new service connection.

4.31.200 WATER SERVICE CHARGES

4.31.210 Service Charges.

A. Water Service. Fees for water service from the District Water System shall be as indicated in the District's current Water Rates Ordinance.

B. Other Fees. Other water service fees are found in the District's current Fee Ordinance.

4.31.214 Water Budget Implementation. A. The water service fees (rates) established in Section 4.31.210 hereinabove are intended to create an economic incentive to achieve the Constitutional objective of preventing water waste. It is recognized that those rates when applied uniformly to all consumers in a class may inadvertently impair achievement of the co-equal Constitutional objective of putting water resources "to beneficial use to the fullest extent." Water in larger volumes may reasonably be used (1) for irrigation purposes by persons engaged in educational or organized recreational activities, by persons engaged in agricultural activities, or by persons in a manner which improve the aesthetic value of property, or (2) for other purposes by persons engaged in economic enterprises. In such cases, the economic impacts of the rate structure are counter-productive to the objectives of the Constitution and such impacts may be mitigated pursuant to "B." herein below.

B. Notwithstanding Section 4.31.210 hereinabove, a consumer may request and the District may provide a water budget agreement prepared in a manner consistent with the standards referenced in Section 4.31.030 hereinabove. The consumer shall continue to be subject to the three-tiered usage rate structure provided in Section 4.31.030 appropriate for the meter size, except that the first tier rate shall be applied beginning as provided in Section 4.31.030 through the maximum allowed by the water budget and tier three applying to all water use in excess of the water budget. Any proposed water budget agreement developed pursuant hereto shall be approved by resolution of the Board prior to implementing said agreement and may be revoked by the Board should the consumer regularly use water in excess of said budget. Approval shall be based upon an evaluation of the beneficial use involved, the efficiency of methods of use of the water, and the consumer's adherence to best management practices.

C. Notwithstanding all other provisions of this Title, the Board may repeal this Section at any time.

4.31.217 Reduction Due to Accidental Loss. Notwithstanding any other provision herein, the General Manager may reduce the use charges on a water bill by fifty percent (50%) when the following circumstances exist: (A) the consumer's usage on the bill exceeds any other previous usage by a factor of two (2); (B) evidence of the accidental nature of the usage is presented (i.e. a leak, a fire, etc.); and (C) evidence that the cause of the excessive usage has been corrected. No reduction may be granted

by the General Manager when a consumer has received a previous reduction within a five (5) year period.

4.31.220 Security Deposits. As provided in Section 4.07.710 hereinabove, a security deposit may be required at the time of initiation of service. The following policies shall apply:

A. At the time of application pursuant to Section 4.07.710 the applicant may establish credit through one of three options:

1. Have a previous record with the District for a period of at least one year of having paid water bills promptly when due. If such is evidenced then no deposit shall be required.
2. Provide the District with a letter of previous electric service within the last 12 months where credit was established and maintained with the District's criteria. Letter must be received within ten (10) working days after application for water service.
3. Pay a deposit of $100.00

B. Maintenance of Credit. A consumer's credit may be deemed to be no longer maintained to the District's satisfaction if such consumer has one or more delinquent charges during a 12 month period, or if the service has been discontinued for nonpayment. In the event of such delinquency, the consumer may be required by the District to reestablish credit and will be subject to a deposit requirement as indicated in paragraph "A." above.

C. Increased Deposit Required Where Credit Not Maintained. Where a consumer or applicant for service does not satisfactorily establish and maintain credit in accordance with District policy, a deposit may be required in addition to an existing deposit in order to increase the total amount retained. The District may discontinue service if consumer fails to make such deposit as requested by the District. The deposit amount required may vary depending on the consumer's previous bills and history but shall not exceed twice the highest bill.

D. Deposit Retention and Refunds. Deposits will normally be held for a period of one year. Deposits will be credited to the consumer's account at the end of the deposit period if consumer has maintained a record of paying his/her account promptly and is in no way indebted to the District. Upon termination of service, the District will return the deposit less the amount of any charges remaining unpaid.

4.31.225 Billing Address. The District shall be responsible, but not limited as such, to render each bill only to one mailing address only for each account in which a consumer has established. The consumer is responsible for notifying the District of any name and/or address changes. Consequences or expenses which may arise from the consumer providing erroneous information or failure to provide needed information shall deem the consumer fully
responsible for such resulting indebtedness due to the District.

4.31.230 Bill Due Dates. All water charges are due and payable upon presentation and are delinquent after date stated on bill (if delinquent date is not stated on the bill, it is considered past due on the 15th day after bill is rendered).

4.31.235 Duplicate Bill to Occupant – Occupant Non-Payment *(approved 9/15/2014)*

1. The District will prepare and mail a duplicate bill to an Occupant, provided the Landowner of the Premises at which the occupant resides satisfies all of the following terms and conditions:

a. The Property owner signs a financial responsibility agreement form provided by the District, in which the Landowner agrees to guarantee payment of any fees and charges incurred by him/ her or their tenants as a result of District water service provided to the Landowner's Premises.

b. The Account pays a bimonthly duplicate mailing fee set by the District to reflect the costs of generating and mailing the duplicate bill.

c. The Property owner will promptly pay the fees and charges due upon receipt of a notice of delinquency.

2. The District reserves the right to require a Property owner to assume sole liability for payment of fees and charges if there is a history of non-payment of bills by that Property owner's occupants.

4.31.240 Billing Periods. All bills (with the exception of some closing bills) will be rendered bimonthly. Opening and closing bills will be prorated according to water consumption and time period if less than the minimum cubic feet and less than two months. Meters will be read at regular intervals for the preparation of regular bills. Meters will be read for opening and closing bills as arranged with District staff upon notification by consumer. In the event that a consumer does not notify the District of moving, or an otherwise change in consumer responsibility for water service, the District may charge the consumer's account based on total water consumption and time period up to the date of which the District was made aware of such change. In the event that weather or emergency conditions prevent meter reading schedules, the District shall charge minimum water rate relative to the consumer's account.

4.31.245 Estimated Billing *(approved 9/15/2014)*
If a meter fails to register correctly or cannot be read, a water service bill will be based on the District's estimate of the quantity of water delivered, taking into consideration past seasonal water demand and any other factors that are material and reasonable in determining a fair charge. **4.31.250 Receipt of Payments.** Consumer payments of bills shall be considered paid upon receipt of such payment in the District office only; this includes payments sent via postal delivery. Postmarked dates are not accepted as paid dates. District employees working outside of the District office shall not be obligated to accept payments unless authorized by the District. Late charges and/or discontinuation of service may be applicable if payments are not received by the date stated on the bill. Water service also may be discontinued for nonpayment of a bill for water service rendered (from the District) at a previous location if the bill is not paid within ten (10) days after presentation at consumer's new location.

4.31.255 Payment Arrangements The District may offer Payment Arrangements to customers experiencing a financial hardship. In order to qualify for a Payment Arrangement:

1. The customer must be in good standing with previous Payment Arrangements over the past 12 months.

2. The Payment Arrangement must not extend past the current billing cycle, unless approved by the General Manager.

3. A portion of the bill must be paid at the time of the Payment Arrangement.

The General Manager or authorized personnel may sign and approve the Payment Arrangement form. The Payment Arrangement form must be signed and received at the District office prior to disconnection of service. If the Payment Arrangement is being requested by the Occupant of a residence who is not the Owner, it must be signed by the Property Owner or have the Owners verbal approval to be valid.

The Customer's failure to comply with a Payment Arrangement as agreed shall result in:

1. The Payment Arrangement being cancelled and rendered null and void.

2. The total outstanding balance will become immediately due and payable in full.

A **Turn- Off Notice tag** will be posted at the property, and the account charged an additional **Turn Off Notice tag fee** per the District's current fee Ordinance.

3. **Failure to pay the amount due** listed on the notice will result in water service to the property **being disconnected on** the date specified on the Turn-Off Notice. In the event water service is turned off, it will not be reinstated until the full account balance, and an additional **Service Turn-Off/Turn-On Fee** per the District's current fee Ordinance, is paid.

4. The District reserves the right to deny future Payment Arrangements.

4.31.260 Advance Payments. Advance payments (overpayments) may be deposited with the District if the consumer so submits. The overpayment will result in a credit balance on the account until charges incurred offset that balance. The District shall not be required to pay any interest or yield on such overpayment.

4.31.265 Returned Check. Customers will be notified by phone or written notice. Checks that are returned by the bank as unpaid can be returned to the issuer in the form of a check copy. A Return Check (NSF) Fee will be assessed, according to the District's current Fee Ordinance. Late fees and penalties will be assessed to the customer's account, if applicable.

1. Where an account has (2) or more returned checks, payment for District services and/or fees will be required in the form of money order, certified check or debit and/or credit card. Payments made via the District's website will be limited to debit or credit cards. No personal checks will be accepted.

1.a. The customer may request to make payment with a personal check after demonstrating one (1) year of timely payments on the account.

2. The District may waive the returned check fee for the following circumstances:

2.a. Where a customer can demonstrate a check returned by the bank as unpaid is due to fraud. Customer must supply a statement from the bank with letterhead.

2.b. Where a customer can demonstrate a check returned by the bank as unpaid is due to bank error. Customer must supply a statement from the bank with letterhead.

3. The Returned Check and fee is due and payable within 10 days.

4. If payment is not received within 10 days, a 48 hr **Turn Off Notice tag** will be posted at the property as a **Turnoff Notice** for Returned Check. Applicable fees will be assessed to the account. If the account remains unpaid, a **Service Turn-off/Turn-On Fee** for nonpayment shall be issued disconnecting water service to the property and additional applicable fees will apply.

4.31.270 Disputed Bills. Any request for review of a disputed bill must be made in writing. Dispute of a bill shall not justify nonpayment thereof and the bill shall be paid in full when due pending investigation and settlement of the dispute.

4.31.280 Late Notice. Immediately following the due date as provided in Section 4.31.230, a late notice shall be mailed to consumers who have not submitted payment. A late charge shall be applied.

4.31.282 Partial Payment on Delinquent Accounts *(approved 9/15/2014)*
A partial payment on a delinquent account may be accepted and credited to a Customer's account. The partial payment shall not cause removal of the account from a delinquent status or preclude assessment of fees and charges for delinquent payment, nor shall the partial payment preclude the meter/service from being turned off for delinquency.

4.31.285 Service Discontinuation. Ten (10) days following the mailing of late notices, the District may discontinue water service for delinquent charges which remain unpaid. A written notice shall be served at the property of the water service forty-eight (48) hours prior to discontinuation of service. A notification charge may be applied. The District shall not be obligated to serve the 48-hour notice person-to-person; rather, placement of the notice shall be in a conspicuous area such as a door, fence. or any area determined to be most accessible and safe by the District representative. The District shall not be obligated to adjust notification time or other procedures due to consumers absence for any reason and consequential delay of receipt of such notice. Notice at the property shall be deemed sufficient to permit service termination for non-payment regardless of who occupies the property. Following the 48-hour period, service may be terminated for non-payment and a discontinuation charge shall be applied. Service may be reinstated pursuant to Section 4.07.710 following payment of delinquent charges.

4.31.290 Liens for Unpaid Charges. Water delivered to real property by said Rio Linda/Elverta Community Water District ("District") shall be deemed an improvement to said real property, and the legal charge therefore shall constitute a lien thereon which shall only be discharged by payment thereof.

California law allows the District to record liens in order to secure payment of unpaid and delinquent charges for water or services provided to District customers. Depending upon the circumstances, the District may be able to place a lien against the property receiving the water service or against all real property owned within the county by the person responsible for paying the water charges for water or other services provided.

When a Customer's water bill becomes delinquent and/or when the District terminates water service or when the District has determined that the recovery of the amount due may be uncertain due to abandonment of a Parcel and/or Service Connection, then the District may secure the unpaid charges at any time by filing a certificate with the Sacramento County Recorder, which states the name and address of the Customer responsible for paying the charges. Pursuant to Water Code §31701.7, the unpaid charges along with penalties and interest shall be a lien against all real property owned by the responsible Customer.

Additionally, the District shall furnish the Sacramento County Board of Supervisors with an annual report before August first (1st) that includes a statement of delinquent and unpaid charges for water and other services requested by a property owner in writing if they remain delinquent and unpaid for sixty (60) days on July first (1st), as determined by the District Board of Directors. Pursuant to Water Code §31701.5, these unpaid amounts shall be added to and become a part of the annual property taxes levied against the real property receiving the water services.

The District also may choose to collect any delinquent charges by any other legally-permitted means within its authority.

If a lien placed on a property is not paid and released within one (1) year and additional charges are incurred, the lien will be released and reliened by the District annually until all outstanding fees are paid.

An additional Property Lien Fee charge found in the current Fee Ordinance will be applied with each lien of the property.

4.31.295 Collection Fees and Charges. Fees for collection of past due bills shall be as indicated in Section 4.31.210.

4.31.297 Fee Reversals. *(approved 9/15/2014)*
District staff has authorization to reverse a late fee once in a 12 month period, so long as the customer's payment history has been in good standing for the last 12 months. 48 hour tag fees and disconnect/reconnect fees can be waived by the General Manager or designated staff member for extreme circumstances (exp., death, terminal illness or injury) once in a 12 month period. The District will not waive fees for mail related issues.

4.31.300 METER REREADS, TESTS AND ADJUSTMENTS

4.31.310 Testing the Accuracy of Meters. A consumer may, with a minimum of seven (7) working days written notice, request the District to test the water meter serving the premises. The charge for this service is found in the District's current Fee Ordinance.

This payment will be refunded if the test indicates that the meter registers more than 2% fast. Additionally, if the meter was found in error as stated, the consumer's account may be adjusted for the overcharge or other undercharge. The adjustment shall be the equivalent of the average water usage for that consumer at that time of year. If the consumer has no history for that time of year in which to calculate the average, a minimum charge shall be assessed. Such adjustment shall be retroactive for no greater than three (3) billing periods or six (6) months. The meter shall be replaced with a new meter if it registers more than 2% slow.

4.31.320 Meter Rereads. A consumer may, within two weeks following presentation of the first billing notice (each period), request the meter to be reread. The consumer is limited to one such request each billing period without charge. The consumer is limited to two such requests per year without charge. Additional requests shall require a fee found in the District's current Fee Ordinance. Additional requests may be refused by the District if the District determines such requests to be unnecessary. Any reread which results in an adjustment of the bill will not be counted in the limits specified herein.

4.31.330 Reimbursement. Upon written application of a consumer, the district will allow a credit against future water charges to the extent the consumer has paid water charges erroneously levied by the District in excess of the proper water charge, provided that the credit will not apply to charges levied more than two years before the application for the credit was filed.

RIO LINDA

ELVERTA

Items for Discussion and Action
Agenda Item: 6.1

Date: November 17, 2014

Subject: District Engineers Report

Staff Contact: Mary Henrici, General Manager

Recommended Committee Action:

There is no committee recommendation on this item.

Current Background and Justification:

The District Engineer will report on the progress of projects since the last meeting of the Board.

Conclusion:

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills:____Green:_____ Caron:_____ Anderson:_____Longo:_____.
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 6.1

Date

Initial Potential Meeting Date 11/17/14

Circle High/Medium/Low priority of Item and Identify if in line with Mission/ Goal/Strategic Planning issues or state of emergency

District Engineer's Report

11/13/14

Staff Work Completed
(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other Water or special districts, District Engineer, Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work N/A

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc Committees, to prepare board recommendations

Formal Legal Counsel Review N/A

Legal Counsel should have enough time to review all potential legal matters for correctness and legality

GM Review 11/13/14

Actual Meeting Date Set for Agenda Item 11/17/14

AFFINITY
ENGINEERING

TECHNICAL MEMORANDUM

To:	Mary Henrici – General Manager
From:	Jim Carson, District Engineer (Affinity Engineering)
Subject:	District Engineering Staff Report –November 2014
Date:	November 13, 2014

This Technical Memorandum (TM) updates the Board of Directors on Rio Linda/Elverta Community Water District (District) engineering related activities since last month's engineering report.

1. Planning Committee

Attended the Planning Committee meeting on November 4, 2014 and provided the project schedule for the District Capital Budget.

2. Elverta Specific Plan (ESP) Development

- The District met with PCWA to discuss potential interim water supply.
- The draft hydrogeological study is planned to be submitted to the District November 13, 2014. Draft figures were provided to the District for their review that showed the most optimum location to drill a well to avoid treatment is in the northeast area of the District.
- Met with ESP's Engineer to work on revising the terms to that are planned to be presented to the City of Sacramento and Sacramento Suburban Water District.
- The hydrogeologist sampled various monitoring wells within the District to obtain updated groundwater quality data within the District for their hydrogeological study.

3. Regional Water Supply

- Prepared the Agenda and set the schedule for the next Sacramento Regional Water Treatment Plant General Meeting to be held this coming Friday, November 14, 2014.

4. Well 10 Hexavalent Chromium Pilot Testing

- The treatment equipment supplier has developed operating costs for the treatment system. These costs will be included in an updated District water supply strategy that will be presented to the Planning Committee.

5. Capital Projects

a. L Street Reservoir and Pump Station Project

- SMUD has energized the facility.
- The electrical sub-contractor installed the electrical vaults in the yard.
- Most of the finished subgrade has been completed with aggregate base.
- The concrete "V" gutter is being installed around the reservoir.
- The tank's painting and coating has been completed and its interior coating is being aerated to dissipate VOCs from the paint.

- The concrete driveway is being installed.
- The onsite gas line has been installed and waiting for PG&E to install the gas service.
- Well 12's pump to waste line is being installed to the air gap by the elevated reservoir.
- Tesco has completed the PLC Control Screens and provided a desktop demonstration of the screens.

b. Well 3 Facility Upgrades and Well 2A Hydropneumatic Tank Removal

- As part of this combined project, hydropneumatic tanks and their footings were removed from Well 2A, Well 3, and Well 5. A sound enclosure is planned to be installed at Well 3 within the next month to complete this capital budget item under budget.

c. Project Schedule

See attached project schedule that was submitted to the Planning Committee.

Rio Linda/Elverta Community Water District
Capital Budget Progress Report
Prepared by Jim Carson, Affinity Engineering

Submitted to Planning Committee at their meeting on: **November 4, 2014**

Budget Item	Description	Engineering				Construction				Notes
		Progress	Completion	On Schedule?	Revised Completion	Progress	Completion	On Schedule?	Revised Completion	
A-1	Well 15A - Blending Well Study - HC Mitigation	0%	TBD *	Yes	N/A	n/a	n/a	n/a		The proposal and contract have been sent to the District's Attorney for review.
A-2	L Street - Well 12 Replacement Design - HC Mitigation	10%	10/31/2014	No	2/2/2015	n/a	n/a	n/a		Design delayed until L Street Reservoir and Pump Station are completed
A-3	Well 2A - Remove Hydropneumatic Tank	100%	8/8/2014	Yes	N/A	100%	10/17/2014	No	10/31/2014	Project is complete
A-4	Well 3 - Plant Upgrades	100%	8/8/2014	Yes	10/31/2015	75%	11/7/2014	Yes	11/15/2014	The hydropneumatic tank has been removed. The District is in the process of completing the plant piping. A quotation for the custom sound enclosure is planned for this week. It will take approximately two to three weeks to fabricate the enclosure once the supplier is given a notice to proceed.
B-1	2,800 ft of 12-inch DI Pipe in Rio Linda Blvd North of Elverta Rd	95%	7/30/2014	No	11/3/2014	0%	1/30/2015	Yes	2/27/2015	The project has been submitted to Sacramento County for an encroachment permit. Once the enchroachment permit is obtained, the project will be sent to bid. The District's attorney is reviewing the District's standard front end documents and contract for major construction projects.
B-2	1,200 ft of 12-inch DI Pipe in Front St N/W of Q St	95%	7/30/2014	No	11/3/2014	0%	11/14/2014	Yes	2/27/2014	See Budget Item B-1 for Update
B-3	150 ft of 6-inch PVC in Adele Ct	95%	7/18/2014	No	11/3/2014	0%	8/29/2014	Yes	2/27/2014	See Budget Item B-1 for Update
2013 SRF-1	L Street Reservoir and Pump Station	100%	1/13/2014	Yes	N/A	70%	11/1/2014	No	1/31/2015	Due to delays from the Reservoir Contractor, the project completion date is now 1/31/15.

* TBD - To be determined

RIO LINDA

ELVERTA

Items for Discussion and Action
Agenda Item: 6.2

Date: November 17, 2014

Subject: Arborist Report

Staff Contact: Mary Henrici, General Manager

Recommended Committee Action:

The Planning Committee recommends the Board review the report and determine the fate of the tree.

Current Background and Justification:

Kurt Stegen Consulting Arborist has provided a written report of the District's cedar tree. Management has received two bids for removal of the tree. $4,225 was from Bell's Tree Service. $3,500 before paving, $4,500 after paving of the area around the tree from Stump Cruncher Tree Service. It was asked that I also get bids to thin the tree from the two tree services. One service provided a bid of $1,375. The other did not feel comfortable providing a bid as he felt there would be a liability to his company should the tree fall after thinning.

Conclusion:
Based on the arborist report, staff recommends that the tree be removed under contract separate from the construction project over a weekend. This would remove the District's liability should the tree fall on the tank or surrounding buildings.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills:____Green:_____ Caron:____ Anderson:_____Longo:____.
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 6.2

Date

Initial Potential Meeting Date 11/17/14

Circle High/Medium/Low priority of Item and Identify if in line with Mission/ Goal/Strategic Planning issues or state of emergency

Arborist Report

11/13/14

Staff Work Completed
(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other Water or special districts, District Engineer, Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work 10/31/14

Review by appropriate Finance/Administration/Projects /Planning or Ad Hoc Committees, to prepare board recommendations

Formal Legal Counsel Review N/A

Legal Counsel should have enough time to review all potential legal matters for correctness and legality

GM Review 10/31/14

Actual Meeting Date Set for Agenda Item 11/17/14

Kurt Stegen Consulting Arborist

Certified Arborist WE-6356A, State Lic. 494115
Office (916) 652-3840 Cell (916) 709-3840
6299 Horseshoe Bar Rd Loomis CA 95650
kurtstegen@sbcglobal.net

Date: October 20, 2014

Location: 730 L Street
Rio Linda, CA 95673
Contact Person:
Mary Henrici (916) 991-1000
Mhenrici@rlecwd.com

Customer: Rio Linda/Elverta Community Water District
730 L Street
Rio Linda, CA 95673

ASSIGNMENT: Kurt Stegen is to do the following:

- Evaluate one tree at Rio Linda/Eleverta Water District Headquarters in Rio Linda, California.
- Stegen Consulting will provide an arborist report for the water district to help determine what action the Board should take. The report includes the diameter of the tree (DSH), the radius of the drip line and an evaluation of the tree's health.
- The report also makes recommendations for tree preservation, the hazards and risks of retaining the tree.

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SUMMARY:

A Deodar Cedar (Cedrus deodara) is located near a water storage tank that is under construction in the district's yard. It is a mature tree and can be valued in many ways. Over the course of the project, it appears the tree has sustained multiple injuries including the removal of roots that support the tree. There are two options to be considered. The first option is retaining the tree, stabilizing it with a support system, cables, returning the soil to the original grade, applying products that would encourage the tree's recovery and monitoring the tree's health for several years. The second option is removing the tree because of the risk associated with the loss of roots that support the tree. The extent of damage to the root system is not fully known, but it is my opinion that the tree could fail under certain climatic conditions and other circumstances. If the tree fell it could cause property damage and personal injury and even death. I would secure the tree immediately.

THIS REPORT IS LIMITED BY:

- All of the inspection was done from the ground. Not all tree defects may be visible from the ground.

- Visual Tree Assessment (VTA) did not include diagnostic testing.

METHOD:

Visual Tree Assessment was used to inspect the tree. Species, diameter, and condition were recorded. The diameter at standard height (dsh, rounded to the half inch) was taken using a Spencer Diameter Tape.

Tree species, diameter, identification number and condition were recorded in a data dictionary and transferred to the "Tree Hazard Evaluation Form."

OBSERVATIONS:

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The site has the offices and storage for the water district. A new water storage tank is under construction with a deodar cedar in close proximity to the tank. The tree has had its root system severed on one side where a pipe is being installed. The tree also has a trunk wound and some damaged limbs in the canopy. The area within the critical root zone has been graded, trenched and shows signs of heavy traffic and use.

DISCUSSION:

The site of the Rio Linda/Eleverta Water District offices and yard are currently being updated with a maintenance project. A water tank is being installed on the west side of the lot. A deodar cedar is just east of the tank. Its drip line (the area directly located under the outer circumference of the tree branches) is in close proximity to the tank.

Trees have evolved to utilize water efficiently. High concentrations of water show up right at the drip line because water sheds down the leaves of the tree and drips off the leaves at the ends of the biggest branches. The tree has a number of rootlets that extend to the drip line to take advantage of this supply of water. Consequently, trees prefer to receive water at the drip line, rather than at their roots. Protecting this drip line area is crucial. It is important to remember that the root system not only provides nutrients and moisture to the tree but also supports/stabilizes the tree.

During construction when roots are encountered, cutting roots measuring larger than an inch in diameter should be avoided. Severed roots should be cut so there are no ragged edges or tears. Usually pruning shears or handsaws can accomplish this. If it is necessary to put in utilities within the drip line of the tree, boring under the tree's roots will help prevent damaging the tree. If excavations are made and trenches are left open with tree roots exposed, wet burlap tarps should cover the exposed roots until the soil is replace. Covering the roots will help prevent further root damage. The root system is the support system for the tree and removing large roots can create stability problems for the tree that may become a hazard to property and public safety.

Soil compaction can damage the root system by changing the density of soil and crushing small feeder roots. Also changing the grade by adding soil can suffocate and destroy roots. During construction, protecting the

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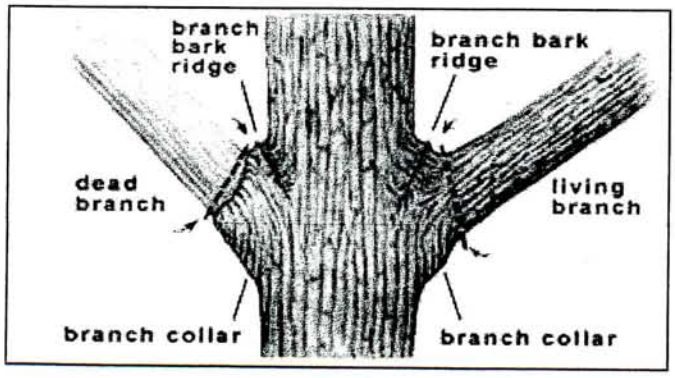
soil under the drip line is important to the tree's survival. This area is usually fenced and signs are posted on the fence stating the area is not to be disturbed.

If a driveway is installed, it will encompass a major portion of the root system. Driveway construction can be damaging to the tree's roots. Hand tools usually excavate the area so the roots are not damaged. To ensure the tree's health, the best practice is to use pavers or pervious concrete within the drip line of the tree. Pavers and pervious concrete are advantageous in that they both are permeable materials. Both have environmental benefits including permitting air and water to pass through in addition to reducing surface run off.

It is important to protect the trunk of the tree from injury. On some projects it is required to wrap the tree trunks with lumber to prevent accidental damage to the tree. Trunk wounds can cause a host of problems including a vector for infestations, infections, and disease. Cavities can form that weaken the structure of the tree and become a hazard. Trees that are in good health will heal trunk wounds if they area is not too large, but this can take years.

Tearing limbs off in the canopy with construction equipment can be detrimental to the tree. Along with opening a wound it can cause structural defects that can create hazardous situations for people and property below. The best practice is to prune limbs that are in the way. Trimming limbs that will be interfering with the project should be kept to a minimum. Flush cutting and removing the branch collar will prevent healing and cavities can form. When removing limbs it is important to leave a small stub, part of the limb being removed and retain the branch collar. (See diagram below)



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After construction adding Mycorrhizal Fungi enables the tree to take up more nutrients and moisture. The tree should be fertilized annually using a product with a time-release nitrogen or low nitrogen formula. These products are available on-line.

There are a series of steps that need to be taken to preserve a tree on a construction sites. It is important that the tree is included in the construction plan. I do not know the extent of the damage the tree has sustained. On the day of my visit I did see a new pipeline had been installed and there was an open trench on the office side of the tree. It was in close proximity to the tree's trunk. I did see some major roots had been severed. One of my concerns is that the support system for the tree has been compromised. In a situation where we had enough rain to saturate the soil and the wind began to blow towards the tank, the tree could uproot and fall into the tank. On the side of the tank some of the root system had also been removed. I saw a large pile of roots in the street that I assumed came from this area. I spoke with one gentleman that confirmed roots had been remove from the area near the tank. If the tree were to fail from that direction, it would fall towards the office.

Another issue is how much damage has occurred from traffic and grading around the root system. Again, my concern is to what extent has the support system of the tree been compromised. I know significant support roots have been severed on the office side of the tree.

The trunk of the tree has a wound. There is one limb in the canopy that has been torn off. If the tree were in optimal health it would repair itself. Both of these injuries are of lesser concern at this time.

The tree has one structural problem: it has two co-dominate trunks. Sometimes this can cause a condition called "included bark," bark has grown into two adjoining trunks or limbs and prevents them from attaching correctly. This can cause a weak union that can be prone to failure. Cabling the two trunks together easily mitigates this condition.

The deodar cedar has a "good relative tolerance to root and crown pruning." This statement is from *Trees and Development* by Nelda Matheny

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and James Clark. I have also found this to be true with my experience. This is an important fact when it comes to the decision on retaining the tree. The deodar cedar has good survivability. The soil around the tree would have to be returned, as close as possible, to the original grade. Traffic in the area should be stopped immediately and the area fenced. Supporting cables would have to be installed. The tree would have to be monitored for several years to see if it will survive. If the construction damage is server the tree will start show signs of brown foliage. In spring the vigor of the tree will be seen in the new tip growth. There are products that can be applied that would help with the trees recovery. Also mulching the area under the drip line would be beneficial.

My concern with retaining the tree is the stability issue. Temporary cables anchored to the ground would have to be installed immediately to insure the tree could not fall. The cables would help mitigate the damaged root system and add support to the tree. The cables would most likely have to be left in place for several years. Monitoring the tree for health and stability would be crucial in the first year. During inclement weather the soil around the tree should be monitored for cracking or movement that would indicate the tree has become unstable. If that were the case immediate action would be required.

The two important issues to address is your tolerance for risk and the importance of retaining the tree. It will require some financial commitment, additional work, and monitoring to retain the tree. Removal of the tree would consist of getting bids from licensed tree trimming contractors with proper insurance and scheduling the removal.

If the tree were removed, replacing it would also involve an expense. The tree would require several years of maintenance to ensure its health. It would be decades before a tree would reach a comparable size.

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PHOTOS:

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HAZARD EVALUATION FORM:

	Tree Number	Botanical Name	Common Name	West 121	North 38	DBH Inches	Drip Line	Height	Number of Trunks	Rating Health	Defects Trunk	Defect Scaffolds	Defects Branches	Comments
Rio Linda/ Elverta Community Water District	NA	Cedrus deodara	Deodar Cedar			52"	35'		1	Poor/Fair	Wound on trunk and severed roots	Torn branch and wounds		A trench has cut through numerous roots,grade has been changed, root loss on tank side of tree.

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CERTIFICATION OF PERFORMANCE

I, Kurt Stegen, Certify:

- That I have personally inspected the tree(s) and/or the property referred to in this report and have stated my findings accurately. The extent of the evaluation or appraisal is stated in the attached report and the Terms of Assignment;

- That I have no current or prospective interest in the vegetation or the property that is the subject of this report and have no personal interest or bias with respect to the parties involved;

- That the analysis, options and conclusions stated herein are my own and are based on current scientific procedures and facts;

- That my analysis, opinions and conclusions were developed and this report has been prepared according to commonly accepted arboricultural practices;

- That no one provided significant professional assistance to me, except as indicated within the report;

- That my compensation is not contingent upon the reporting of a predetermined conclusion that favors the cause of the client or any other party nor upon the results of the assessment, the attainment of stipulated results, or the occurrence of any subsequent events.

I further certify that I am a state licensed Tree Trimming Contractor (State License Number 494115), a Certified Arborist (ISA# WE-6356), and a member to the International Society of Arboriculture and American Society of Consulting Arborists. I have been involved in the field of Arboriculture in a full time capacity for a period of more than thirty years.

Signed: **Kurt Stegen**

Date: October 20, 2014

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RIO LINDA

ELVERTA

Items for Discussion and Action
Agenda Item: 6.3

Date: November 17, 2014

Subject: Committee Appointments

Staff Contact: Mary Henrici, General Manager

Recommended Committee Action:

This was not reviewed by a committee.

Current Background and Justification:

Due to the recent election, two members of the Board will be leaving. This creates a vacancy for both seats on the Planning Committee. The Board President will review the current appointments and possibly appoint new members to the Finance and Administrative Committee and Planning Committee.

Conclusion:

Staff recommends the Planning Committee meeting for December 2nd be cancelled since both Board members on the Planning Committee will be leaving office and there are no known action items for this committee. The Finance and Administrative Committee meeting will be held on December 8, 2014.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills:_____Green:_____ Caron:_____ Anderson:_____Longo:_____.
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RLECWD Agenda Item Checklist

Item 6.3

Date

Initial Potential Meeting Date 11/17/14

Circle High/Medium/Low priority of Item and Identify if in line with Mission/ Goal/Strategic Planning issues or state of emergency

Committee Appointments

Staff Work Completed 11/13/14
(Includes reviewing, researching item with other resources (ACWA, JPIA, RWA, SGA, other Water or special districts, District Engineer, Legal Counsel then laying out business cases, pros and cons, options and recommendations based on best information available, etc.

Committee Review of Item and Staff Work N/A

Review by appropriate Finance/Administration, Projects /Planning or Ad Hoc Committees, to prepare board recommendations

Formal Legal Counsel Review 11/13/14

Legal Counsel should have enough time to review all potential legal matters for correctness and legality

GM Review 11/13/14

Actual Meeting Date Set for Agenda Item 11/17/14

RIO LINDA

ELVERTA

Information Items
Agenda Item: 7.1

Date: November 17, 2014

Subject: District Reports

Staff Contact: Mary Henrici, General Manager

1. DISTRICT ACTIVITY REPORT

a. General Manager's Report
b. Operations Report

Managers Report
October 15, 2014 to November 12, 2014

I attended a meeting on the Clean Water State Revolving Fund (CWSRF) and Drinking Water State Revolving Fund (DWSRF) at the Cal EPA building. The meeting was very informative. It discussed the differences in the criteria for each program and the items that each program will fund. They also discussed the process for applying for funds and the criteria for getting a portion of the loan amount forgiven. The DWSRF requires that whole District be considered a disadvantaged community in order to be eligible for no interest loans or principal forgiveness. The CWSRF will consider forgiveness on a portion of the loan amount if a portion of the community is disadvantaged. Upcoming projects for chromium removal may fall under CWSRF, so this will be an advantage. I was also told how to proceed with obtaining an updated income survey, if the Board would like to obtain money from these revolving loan funds.

I attended a meeting with the Elverta Specific Plan (ESP) developers, our engineers, and our attorney reviewed the current status of their project. Proposals for water banking will be going out to a couple of additional water companies shortly. The draft hydrogeological study, which will help determine well siting for ESP, has been completed.

Meetings with Natomas Mutual, Placer County Water Authority,El Dorado County Water, and Power are being held to determine potential avenues to purchase surface water once the Sacramento River diversion project is completed.

The District auctioned off a 2001 Ford Ranger (Vehicle #3) for the amount of $3,188.00, a covered trailer in the amount of $1,310.00, and an uncovered trailer in the amount of $430.00. These funds were put into the Equipment Replacement Fund. This fund was created per the District's goals. Vehicle # 4 will be auctioned when the new pickup arrives. This vehicle has been ordered per the current budget.

The Neptune meters AMI demonstration project is scheduled to start on November 17, 2014.

I attended the quarterly regional contamination meeting. The Aerojet plume migration was discussed. The cleanup efforts of Mc Clellan Air Force base and the new Hexavalent Chromium standard were also discussed.

I met with a local developer regarding construction of a business park on M St and Rio Linda Blvd. His construction plans will be in for review as soon as the moratorium is lifted.

I attended a Conservation Coordinator training. In order to train our new employee I felt it was important for me to know the topics she needs to study. The training also provides continuing education units for my State licenses.

95% of the year's hydrant flushing and valve operation has been completed.

All of the backflows have been tested for this year.

34% of the aged accounts receivable have been investigated. The Finance committee will be determining the minimum dollar amount for the issuance of checks on these very old accounts.

The Operating Reserve approved in the 2014/15 budget has been created and is now shown in your financial information.

Two of our wells were pump tested to determine efficiencies after the wells were retrofitted with Variable Frequency Drive units. It is possible, if enough energy is saved with this retrofit that SMUD will give us a rebate for a portion of the work.

The Memorandum Of Understanding (MOU) Ad Hoc Committee and Union have had several meetings both together and apart. This has been taking a significant amount of my time. The Board will be presented with an update in closed session.

A construction meeting was held with our contractor. It was determined that the project is still on schedule. Paving is scheduled for the week of November 17, 2014 barring bad weather. A portion of the yard security system had to be relocated before the paving could be performed.

I attended the Water Forum water caucus meeting. The flow standard and operations plan for Folsom Dam were discussed. There was also a report on regional drought response.

The blending study at well #15 began on November 12, 2014. Estimated date of completion is not known at this time.

The hydropneumatic tanks at wells 2A, 3 and 5 have been removed this month.

District customers have reduced water consumption by 15% in the month of September with an overall reduction in water consumed year to date of 19.6%.

RIO LINDA/ELVERTA C.W.D. 2014
REPORT OF DISTRICT OPERATIONS

SOURCE WATER DATA

Water Production (Million Gallons)

January	February	March	April	May	June	
43.2	31.6	37	45	82.4	109.2	
43,223,720	31,593,408	36,983,432	45,031,976	82,402,968	109,268,824	
July	August	Sept.	Oct.	Nov.	Dec.	
116	101.3	85.9	67			718.60
115,965,600	101,389,176	85,940,496	67,003,576			

Gallons =	Multiply M.G. by:	1,000,000	85,940,496	Gallons	718,803,176
Cubic Feet =	Divide gallons by:	7.48	11,489,371	Cubic Feet	96,096,681
Hundred Cu Ft. =	Divide cu. ft. by:	100	114,894	Hundred Cubic Feet	960,967
Acre Ft.=	Divide gallons by:	325,829	263.76	Acre Ft.	2,206

DISTRIBUTION SYSTEM DATA

Water Quality Complaints **Complaints Total (Low Psi Complaints)**

January	February	March	April	May	June	
1 (1)	1 (1)	0	0	2 (2)	4 (3)	
July	August	Sept.	Oct.	Nov.	Dec.	
0	1	2 (1)	2 (1)			13

New Services

New Construction	0	0
Existing Homes	0	0
Paid prior to increase. (2 not installed)	0	0
Total of Service Connections to Date ---------->		4617

Distribution System Failures

Deterioration October 1 thru 31	9	69
Damaged October 1 thru 31	0	0

Bacteriological Sampling

Routine	16	172
Raw Water Well Samples	0	36

October 1, 2014 - October 31, 2014

8 - Distribution leaks repaired by District staff, 0 - by Contractor or with contractor assistance.

Work Orders Issued - 61	Work Orders Completed - 73	USA's Issued - 52
Change Out Meter - 1	Change Out Meter - 24	
Disconnect Service - 1	Disconnect Service - 1	
Meter Downsize Request - 1	Meter Downsize Request - 2	
Get Current Read - 18	Get Current Read - 18	
Install New Meter - 1	Install New Meter - 1	
Other Work - 1	Possible Leak - 16	
Possible Leak - 20	Pressure Complaint - 1	
Pressure Complaint - 1	Pull Meter - 1	
Pull Meter - 1	Re-Read Meter - 1	
Raise Existing Service - 1	Tag Property - 8	
Re-Read Meter - 1	Taste or Odor Complaint - 1	
Tag Property - 8	Turn Off Service - 3	
Taste or Odor Complaint - 1	Turn On Service - 2	
Turn Off Service - 3		
Turn On Service - 2		

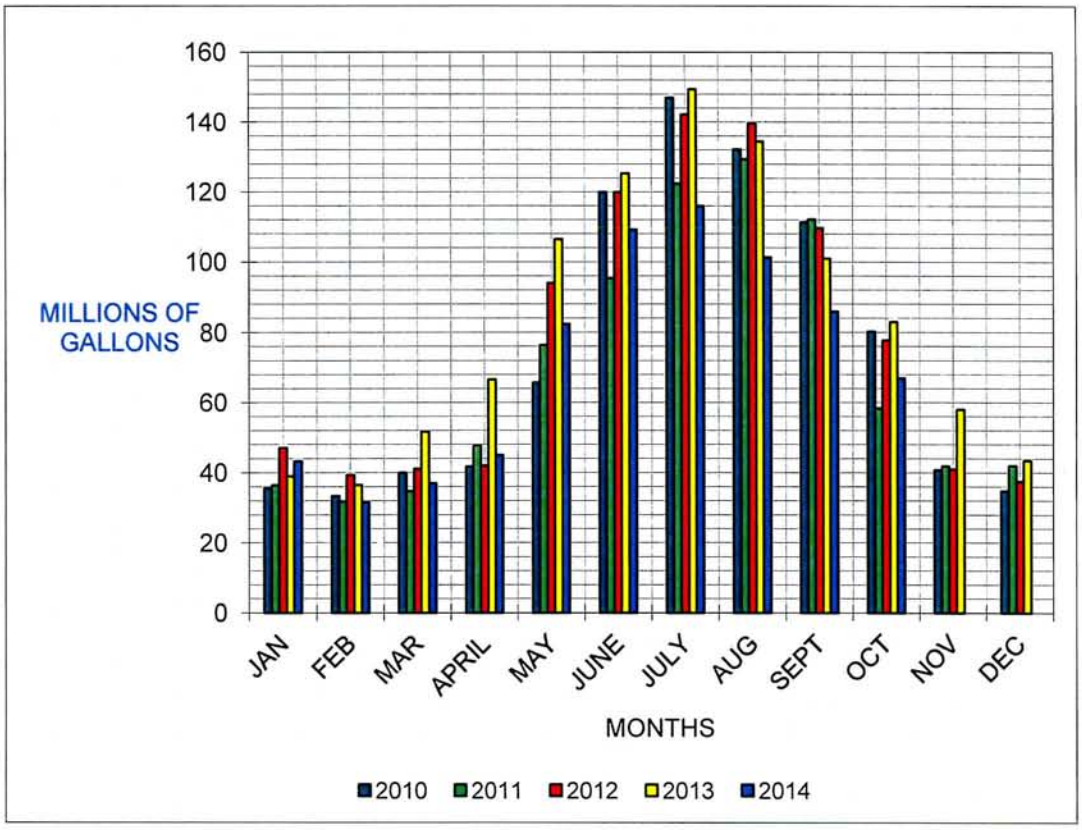
RIO LINDA/ELVERTA C.W.D.

WATER PRODUCTION

2010 \ 2014

Water Production in Million Gallons — SSWD Water Purchases

Month	2010	2011	2012	2013	2014	Avg.	2010	2011	2012	2013	2014
JAN	35.6	36.4	47	39	43.2	40.24	0	0	0.009	0	0
FEB	33.4	31.8	39.3	36.5	31.6	34.52	0	0	0	0	0
MAR	40	34.7	41.1	51.7	37	40.90	0	0	0.002	0	0
APRIL	41.7	47.8	42	66.6	45	48.62	0	0	0	0	0
MAY	65.7	76.4	94	106.5	82.4	85.00	0.002	0.019	0.01	0	0
JUNE	120	95.3	120	125.3	109.2	113.96	0.4	0.71	0.12	0.002	2.8
JULY	147	122.4	142.2	149.4	116	135.40	0.028	0.025	0.26	0	0
AUG	132.2	129.4	139.7	134.5	101.3	127.42	0.038	0.012	0.3	0	0
SEPT	111.4	112.2	109.7	101	85.9	104.04	0.094	0.003	7.6	0.01	0
OCT	80.3	58.4	77.8	83	67	73.30	0	0.001	0	0	
NOV	40.8	41.9	41	58		45.43	0.004	0	0	0	
DEC	34.8	42	37.5	43.4		39.43	0	0	0	0	
TOTAL	882.9	828.7	931.3	994.9	718.6	909.45	0.566	0.77	8.301	0.012	2.8



RIO LINDA

ELVERTA

Information Items
Agenda Item: 7.2

Date: November 17, 2014

Subject: Board Reports

Staff Contact: Mary Henrici, General Manager

2. BOARD REPORTS

a. Regional Water Authority – Dills, Henrici
b. Sacramento Groundwater Authority – Green, Anderson
c. LAFCO - Green
d. Planning Committee – Caron, Longo
e. Finance / Administrative Committee – Dills, Anderson
f. Other Reports

REGIONAL WATER AUTHORITY
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, November 13, 2014; 9:00 a.m.

5620 Birdcage Street, Suite 110
Citrus Heights, CA 95610
(916) 967-7692

AGENDA

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the Authority's Administrative Office at the address listed above. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 967-7692. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

1. **CALL TO ORDER AND ROLL CALL**

2. **PUBLIC COMMENT**

3. **CONSENT CALENDAR**
   a. Minutes of the September 11, 2014 full board meeting.
   - **Action: Approve Consent Calendar Item.**

4. **EXECUTIVE COMMITTEE REPORT AND RECOMMENDATIONS**
   a. Information: Draft minutes from the October 22, 2014 RWA Executive Committee meeting.
   b. **Action: Approve revisions to RWA Policy 200.3.**
   c. **Action: Approve SAFCA as an Associate Member of RWA.**
   d. **Action: Approve proposed Executive Director's contract modifications.**

5. **RATE STRUCTURE AD HOC COMMITTEE UPDATE**
   Presentation: Pam Tobin, Rate Structure Ad Hoc Committee Chair.

6. **LEGISLATIVE AND REGULATORY COMMITTEE**
   Presentation: John Woodling, Executive Director.

7. **REGIONAL LEVEL MEMBER SUPPORT BY ACWA**
   Information Presentation: Katie Dahl, ACWA Regional Affairs Representative.

8. **CLOSED SESSION UNDER GOVERNMENT CODE SECTIONS 54954.5(C) AND 54956.9(D) – UPDATE ON CALPERS CONTINUED OBLIGATION TO PROVIDE PENSION BENEFITS TO RWA EMPLOYEES**

9. **LEGAL SERVICES CONTRACT**

   Action: Approve legal services contract with Best, Best & Krieger for assistance for CALPERS pension benefits issue with a not to exceed amount of $20,000 and waiver of conflict for joint representation with SGA.

10. **EXECUTIVE DIRECTOR'S REPORT**
    a. **Powerhouse Science Center Update**
    b. **Grants Update**
    c. **Water Efficiency Program Update**
    d. **Government Affairs Update**
    e. **RWA Outreach**
    f. **Holiday Social**

11. **DIRECTORS' COMMENTS**

12. **ADJOURNMENT**

Upcoming meetings:

Next Executive Committee Meeting – Wednesday, December 10, 2014, 8:30 a.m. at the RWA office.

Next RWA Board of Directors' Meeting – Thursday, January 8, 2015, 9:00 a.m., at the RWA Office.

NOVEMBER 13, 2014

TO: REGIONAL WATER AUTHORITY BOARD OF DIRECTORS

FROM: JOHN WOODLING

RE: EXECUTIVE DIRECTOR'S REPORT

a) **Powerhouse Science Center Update** – Work on the site will begin soon to excavate and shore up the historic building's wall. The official groundbreaking for the Powerhouse Science Center will be in December 2014 with an 18-month construction period with plans to open in 2016. Developers are still working on completing the project's loan financing and securing an allocation of New Market Tax Credits.

b) **Grants Update** – Staff has completed funding agreements for three grant awards from the United States Bureau of Reclamation totaling about $900,000 for water efficiency measures. The awards were made to Sacramento Suburban Water District on behalf of the region, because RWA is not considered an eligible applicant. RWA staff prepared the grant applications. With these awards, staff is managing eight active grants totaling $45.4 million.

On November 4th, the Department of Water Resources released its final funding recommendations for the 2014 Integrated Regional Water Management Drought Grant funded through Prop 84. RWA has been awarded $9.765 million. The grant will partially fund 17 projects by 12 different agencies that will help the region maintain water supply if drought conditions persist. DWR and RWA held a joint press conference on November 6, 2014 to highlight the grant (attachment). Staff will work with DWR to complete the steps necessary to execute a funding agreement with DWR and a project agreement with the participating agencies.

c) **Water Efficiency Program Update** – Staff launched the "Drought Champs" campaign in October to thank the region's customers for their outstanding drought response (22% reduction in August). The campaign includes a billboard ad at Cal Expo on Interstate 80, a 3/4 page ad in the Sacramento Bee and radio spots that will run into the first week of November. RWA submitted press releases for the campaign and August water reductions. The campaign was picked up by KFBK, Maven's Notebook and ACWA (posted online under Water News and will be included in the printed ACWA News in October) among others. Staff has also produced an infographic highlighting the region's conservation success and gallons saved to date, which was presented to two State Water Board members during the September regional tour.

Staff hosted the RWEPAC quarterly meeting in October. Highlights include discussion about fall and winter public outreach messaging, a presentation from Debbie Arrington, Sacramento Bee, and an update on the upcoming car wash program.

The program's direct installation program has officially started and is expected to be completed by the end of the year. Installations have either begun or have been scheduled in Citrus Heights Water District, City of Sacramento and El Dorado Irrigation District with more on the way.

The State Water Board posted September production and residential gallons per capita per day (R-GPCD) figures on their website. State Water Board staff presented on this data during their November 4th Board meeting. As a state, we saved 77 billion gallons since June, however, statewide water savings dropped from 11.6% in August to 10.3% in September (compared to corresponding 2013 use). As a hydrologic region, we showed the highest average percent reduction in the state for September at 16.6%. For our RWA region, we showed a similar 16.6% in September.

The Sacramento Hydrologic region's R-GPCD was 177, while the RWA's region's R-GPCD was 185 for September. Overall our region was about in the middle for R-GPCD figures with the coastal areas being around or under 100 and more inland agencies ranging from mid 100s to mid 200s.

It should be noted that the State Water Board website states it is "not appropriate to use R-GPCD water data for comparisons across water suppliers, unless all relevant factors are accounted for". Lastly there was mention at the State Water Board meeting about using R-GPCD as a self-evaluation of conservation progress **within** water agencies. It would be useful to track and keep handy R-GPCD for each month for 2013 as well to show progress within your agency. RWA staff could see this being a media request or inquiry in the upcoming months.

As State Water Board reporting continues into the winter, Staff wants to thank members for their diligence with reporting. The Sacramento region received recognition for its consistency with reporting at the September State Water Board meeting.

d) **Government Affairs Update** – RWA held a meeting to discuss the subscription program to employ a contract lobbyist. In addition to the seven RWA members that have been employing Fernandez Government Solutions since 2010, three or four additional participants have expressed interest. The goal is to get program agreements in place and contract with the lobbyist by January 2015. We are also pursuing efforts to engage contract assistance to manage the advocacy program. Staff will be working to develop the legislative and regulatory policy principles for 2015, for approval by the RWA Board in January. On November 4, 2014, California voters approved Proposition 1, the $7.5 billion water bond. In addition, our region's representation in the State legislature and in Congress changed significantly.

Priorities for 2015 will include informing new and returning legislators on our region's water issues, and engaging on implementation of the 2014 groundwater law and the water bond.

e) **RWA Outreach** – Mr. Woodling was a speaker and panelist at a conference sponsored by the California Foundation for the Economy and Environment, and discussed the Sacramento Region's response to drought. It was a good opportunity to inform a number of state legislators and state officials on our region's achievements. Mr. Woodling authored a blog for the NCWA website on the potential benefits to the Sacramento Region of Proposition 1, the 2014 water bond. It can be viewed at norcalwater.org. RWA organized a tour for the Water Board's Water Quality Coordinating Committee, which included three members of the SWRCB as well as regional board members and executive officers. Participants toured the Elk Grove Rain Garden project to learn about stormwater management efforts in the region, and the GET-LA facility at Ancil Hoffman Park, where they heard from Carmichael Water District and Aerojet about the cooperative efforts to address groundwater contamination.

f) **Holiday Social** – The RWA/SGA Holiday Social is scheduled for December 11, 2014 at the North Ridge Country Club. You can sign up with Cecilia Partridge at (916) 967-7692.

November 4, 2014 Planning Committee Meeting Minutes

Attendees: Director Matt Longo, Director Frank Caron, District Engineer Jim Carson and District General Manager Mary Henrici.

Meeting called to order at 4:35 p.m.

Public Comment: There was no public comment

Agenda items:

1. State Revolving Fund Project Construction Update:

   "L" Street Project:
   The District Engineer reported on the progress of the construction project to date.

2. L Street Cedar Tree:
   The committee was presented and arborist report on the large cedar tree adjacent to the new water storage reservoir. The committee recommended that this item be sent to the full board for their determination on the fate of the tree. The options are 1. Keep the tree and do nothing. 2. Thin, monitor and keep the tree. Or 3. Remove the tree.

3. Elverta Specific Plan Development Update:

   The engineer reported SMB Environmental has provided their scope of work for the ESP project. The District is awaiting the developer's response. Meetings were held with Natomas Mutual and Placer County Water regarding Sacramento River water rights. A poll has been sent out for the next Sacramento River Diversion Project meeting.

4. Well 10 Hexavalent Chromium Pilot Testing Update:

   The District Engineer reported the Pilot study for Hexavalent Chromium removal has been completed. He has just received the results this evening and has not had a chance to review them. The results will be provided to the committee at their next meeting.

5. FY 14/15 and FY 15/16 Capital Project Schedule and Update:
   The committee was updated on the progress of projects on the schedule. The District Manager informed the committee that the Neptune AMI study is due to start on November 17, 2014.

6. Items requested for next month's meeting:
   It was requested that an AMI update be added to the next meeting of the committee.

Meeting adjourned at 5:40 p.m.

COMPLETED AND PENDING ITEMS FROM PAST MEETINGS 11-17-14

1. **Natomas Mutual Water Co. Cost Reimbursement Agreement.**
   The agreement has been executed by all parties and provided to Natomas Mutual Water Co. **COMPLETED**

2. **Sacramento River Diversion Plan Agreement.**
   The agreement has been executed by our agency and submitted to PCWA. **COMPLETED**

3. **L Street Reservoir Change Order #3.**
   The change order has been executed by all parties and sent to State Water Resources Control Board (SWRCB)for approval. **COMPLETED**

4. **Surcharge Fund Transfer.**
   $500,000 has been transferred from the Surcharge Fund to the Surcharge Construction Fund. The Contractor has been paid for Partial Payments 4 and 5. **COMPLETED**

5. **Policy Manual Additions.**
   The policy manual additions approved at the October meeting of the Board have been incorporated into the policy manual. **COMPLETED**

6. **Vehicle Purchase**
   The truck to replace vehicle #3 has been ordered. It should be here in 8 to 10 weeks. An SUV for office staff has been purchased. **PENDING**

7. **Policy Manual Committee**
   The policy manual committee is awaiting the personnel policies of Costco before additional revisions are made to the personnel section of the manual. **PENDING**

RIO LINDA

ELVERTA

Agenda Item: 8

Date: November 17, 2014

Subject: Public Comment for Closed Session

Staff Contact: Mary Henrici, General Manager

Action:

Public comment for closed session items only. The public is invited to comment on any item listed on the closed session agenda. Each speaker is limited to 2 minutes.

RIO LINDA

ELVERTA

Closed Session
Agenda Item: 9.1

Date: November 17, 2014

Subject: **Closed Session**

Staff Contact: Mary Henrici, General Manager

9.1 CONFERENCE WITH LABOR NEGOTIATORS - *The Board of Directors will meet in closed session pursuant to Government Code § 54957.6 - Update and discussion, and possible action on Labor Negotiations. Agency representative – Ad Hoc Memorandum of Understanding (MOU) Negotiations Committee. Employee representative – Teamsters Local Union 150.*

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills:____Green:____ Caron:____ Anderson:____Longo:____.

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RIO LINDA

ELVERTA

Closed Session
Agenda Item: 9.2

Date: November 17, 2014

Subject: **Closed Session**

Staff Contact: Mary Henrici, General Manager

9.2 CONFERENCE WITH GENERAL MANAGER – *The Board will meet in closed session pursuant to Government Code Section 54956.9 (d) Liability Claim – to discuss California Public Employees Retirement System (CAL PERS) audit.*

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills:____Green:_____ Caron:_____ Anderson:_____Longo:_____.

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RIO LINDA

ELVERTA

Agenda Item: 10

Date: Novemberr 17, 2014

Subject: Reconvene to Open Session

Staff Contact: Mary Henrici, General Manager

The Board President will report on any actions taken in Closed Session.

Directors' and General Manager Comments

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Dills:____Green:____ Caron:____ Anderson:____Longo:____.

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent