



# Rio Alto Water District

22099 River View Drive • Cottonwood, CA 96022

Phone: (530) 347-3835 • Fax: (530) 347-1007 • Website: [www.rawd.org](http://www.rawd.org)

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Agenda for the Six Hundred and Sixty First Regular Meeting of the Board of Directors of the Rio Alto Water District to be held on Wednesday, October 16, 2024 at 6:30 p.m., in the District Board Room.

- |  |             |
|--|-------------|
| 1. Public Comment.   | INFORMATION |
| <p>This is the time set aside for citizens to address the Board on matters not on the agenda or that are on the consent agenda. Comments should be limited to matters within the jurisdiction of the Board. If your comments concern an item shown on the agenda, please address the Board after that item is open for public comment. By law, the Board cannot discuss or take action on matters that are not on the agenda. The chair reserves the right to limit the duration of each speaker to three minutes. Speakers may not cede their time. Speakers are asked to state, and spell their name for the record.</p> |             |
| 2. Approval of Excused Absences.   | ACTION      |
| 3. Manager's Report.   | INFORMATION |
| 4. Approval of the Minutes of the Six Hundred and Sixtieth Regular Board Meeting Held on September 25, 2024 at 6:30 p.m. in the District Board Room.   | ACTION      |
| 5. Approval of September Disbursement Reports.   | ACTION      |
| 6. Review and Possible Approval of New District Vehicle Policy.  | ACTION      |
| 7. Review of the RAWD Community Facilities District No. 2011-1 (Wastewater System Improvement Project) CFD Tax Administration Report Fiscal Year 2024-2025.  | INFORMATION |
| 8. Report to Board on 10/15 Succession and Emergency Response Ad Hoc Committee Meetings held on 10/15/24.  | INFORMATION |

9. Communications:

INFORMATION

Staff:

Directors:

Note: The Board of Directors, may, at any time throughout the meeting, open or close discussion or change the order of any Agenda item listed as necessary to facilitate the orderly transaction of District Business.

Note: Parties with a disability as provided by the American Disabilities Act who require special accommodations or aids in order to participate in a public hearing should make the request to the District Staff at least 48 hours prior to the meeting.

Addendum A  
 Manager's Report  
 October 11, 2024

Drought/Water Consumption/SGMA: The new water year began October 1<sup>st</sup> and compares with the last two water years as follows:

Water Year	October 9 Precipitation Received	Average Precipitation to Date	Percent of Average	Shasta Lake feet from Crest
2024/2025	0.00	.33	0%	71.93
2023/2024	0.21	0.43	48%	47.53
2022/2023	0.00	.60	0%	181.01

Field Crew:

We received 1 new connection since last reported. Connections to date this fiscal year are:

<b>Connections to Date 2024/2025</b>	<b>#</b>
<b>Water 1" Meter</b>	<b>3</b>
<b>Water 1" Duplex</b>	<b>0</b>
<b>Water 2" Meter</b>	<b>0</b>
<b>Water 1" Landscape Meter</b>	<b>0</b>
<b>Water ¾" Landscape Meter</b>	<b>1</b>
<b>Normal Sewer/LPSS</b>	<b>0</b>
<b>Commercial Sewer</b>	<b>0</b>

The field crew have completed or are currently working on the following tasks:

- Sludge delivered to landfill.
- Started draining the 500k gallon tank for repairs to be done by Superior Tank on Tuesday morning.
- Installed meter on Castle Crags.
- Completed the investigation on force main on Freshwater. Determined that it was the customer's irrigation plumbing that was installed in the easement near the edge of the road. Customer has been notified.
- The field crew have completed Defensive Driving and Confined Space required classes.
- Field crew plan on doing two sewer patches on Rio Alto Drive before the heavy rains start.
- Tree and bush trimming at WWTP.
- Made repairs to hydrant located near Steelhead Landing on Rio Alto Drive.
- Sewer TV'd on Sloop Lane. Found major root intrusion and will be cleaning early next week.
- Dean is working on the Backflow Prevention procedures as required and we will be working on the policy and Resolution.

Pending projects:

- Wetland pond vegetation thinning and removal. Once completed they will be patching the DG.
- Eagle Paving to repair patches that are responsibility of Rio Alto.
- More sewer patch repairs- as time allows. (Fall)
- Completion of Sewer Camera Project.
- Completion of the Hydrant identification cap painting.

Regulatory:

The September Water and Wastewater Reports are included in the board package.

Solar Updates:

Solar updates period September 3, 2024 through October 2, 2024:

	<u>True-Up Month</u>	<u>Current Month Net Energy Usage</u>	<u>Cumulative Energy or Credits Dollar True-up</u>	<u>Cumulative Non-Bypassable Charges</u>
Office	August	\$(101.70))	\$(290.60)	\$ 52.05
WWTP	November	\$1,224.72	\$18,128.61	\$2,983.32
Well#6	February	\$(5,219.02)	\$(4,010.63)	\$3,395.72
Well#5	March	\$6,095.08	\$(13,761.72)	\$1,950.05

Admin:

- Grant completion report completed and emailed to ACWA.
- Dean and I attended the FEMA Disaster preparedness classes for water and wastewater this week. Way too much information to absorb.
- After meeting with our Risk Control Manager from ACWA it was recommended that Districts have a Vehicle Policy on file. I have prepared one for your approval in this board package. I am also working with staff on the required Work Place Violence Prevention Policy. All signs have been posted as requested in the assessment.
- Still no resolution to the radio issue.
- Waiting on final audit from Auditors.
- Received the \$7,877 refund back on sewer camera.
- Will be holding ad hoc meetings on the 15<sup>th</sup>.



Outlook

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## JPIA Defensive Driver and Confined Space classes at Rio Alto WD

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From Robin Flint <rflint@acwajpia.com>  
Date Tue 10/1/2024 12:02 PM  
To Martha Slack <mslack@rawd.org>  
Cc Terry Lofing <tlofing@acwajpia.com>

Hello Martha,

On behalf of the JPIA, thank you for hosting and staff participating in the JPIA's Defensive Driver (DDC) and Confined Space Entry Awareness (CSE) training classes on September 25, 2024. Please thank Sue Dungan, District Secretary, for actively coordinating these classes. It was great to see RAWD staff and employees from Centerville CSD and Clear Creek CSD in attendance.

We started the day with Jeremy Sadler, JPIA Risk Advisor, teaching the DDC class. In this class, he discussed the following topics:

- What causes accidents
- Distracted driving
- A.L.E.R.T. defensive driving skills
- Aggressive drivers and de-escalation techniques
- Backing avoidance
- Rear-end avoidance best practices
- Accident investigation and reporting

Jeremy shared that one of the day's highlights was the group discussion on identifying high-risk driving areas within the District. The 4-way stop at Lake California Dr and River View Dr was identified as a location that required extra attention due to drivers not always coming to a complete stop. We also discussed the best practice of installing fluorescent stripes on the rear of District vehicles, and the recent installation of lights on the top of District vehicles was noted as a potential JPIA H.R. LaBounty Safety Award nomination.

Having staff attend a defensive driver course at least every four years is one of the best practices of JPIA's Commitment to Excellence (C2E) Vehicle Operations loss prevention. Some available JPIA resources to further enhance your program are a sample [Vehicle Backing Policy](#), a sample [Cell Phone and Electric Device Policy](#), and a [Vehicle Inspection Form](#).

Paul Myers, Risk Advisor II, taught the Confined Space Entry, an awareness-level course. During class, the following topics were discussed.

- Confined Space and Permit Required Confined Space Identification
- Confined Space hazards and mitigation techniques
- Roles of Entrant, Attendant, and Supervisor
- Confined Space Rescue requirements
- JPIA Confined Space Resources

Paul expressed that the class participated well by answering questions, working in groups, and sharing information about their District's Confined Spaces. It was mentioned that the District uses an MSA Altair 4-gas monitor when sampling for atmospheric hazards. There was a discussion on whether the manufacturer requires the monitor to be sent in for periodic calibration. We also discussed JPIA Confined Space Resources available in Section 11 of the JPIA [Risk Control Manual](#), such as the [Sample](#)

Confined Space Written Program and the Sample Confined Space Entry Permit. We thank the District for scheduling this training.

Jeremy, Paul, and I are grateful to RAWD for the opportunity to be a training resource for your staff. If you have any questions or need further assistance, please do not hesitate to contact me at 800.231.5741 x3137.

Thank you.



**Robin Flint, ARM, CSP, CEAS I**

**ACWA JPIA**

Risk Control Manager

(916) 786-5742 (Office)

(800) 231-5742 x3137 (Direct)

[rflint@acwajpia.com](mailto:rflint@acwajpia.com) | [acwajpia.com](http://acwajpia.com)

## September 2024 Drinking Water Monitoring

### Bacti Testing

Date	Results
9/3/2024	Absent
9/9/2024	Absent
9/17/2024	Absent
9/24/2024	Absent

### Source Water Monitoring

Date	Well #	Constituent	Results	Units	MCL
9/4/2024	6	Nitrate	0.8	mg/L	10
9/18/2024	4	1,2,3-Trichloropropane	ND	ug/L	0.005
9/18/2024	5	1,2,3-Trichloropropane	ND	ug/L	0.005
9/18/2024	6	1,2,3-Trichloropropane	ND	ug/L	0.005

Lake California Wastewater Treatment Plant  
September 2024 Monitoring Report

DATE	Sample Time	Eff. Flow (MGD)	EFF. pH (S.U.)	Total Coliform (MPN/100mL)	EFF. BOD (mg/L)	EFF. TSS (mg/L)
9/1	9:26	0.114	7.63	N/A		
9/2	8:25	0.113	7.74	N/A		
9/3	9:59	0.133	7.66	<1		
9/4	9:50	0.103	7.83	<1	1.0	0.80
9/5	9:27	0.108	7.93	<1		
9/6	8:27	0.119	7.85	<1		
9/7	8:27	0.069	7.90	N/A		
9/8	10:31	0.123	7.76	N/A		
9/9	8:47	0.123	7.72	<1		
9/10	8:10	0.119	7.73	<1		
9/11	8:52	0.116	7.72	<1	ND	ND
9/12	8:54	0.113	7.78	<1		
9/13	8:11	0.103	7.79	<1		
9/14	8:28	0.111	7.71	N/A		
9/15	9:06	0.111	7.65	N/A		
9/16	11:11	0.199	7.56	<1		
9/17	8:23	0.134	7.65	<1		
9/18	9:28	0.129	7.73	1.0	2.3	0.80
9/19	9:38	0.116	7.73	<1		
9/20	9:48	0.119	7.74	2.0		
9/21	10:55	0.110	7.75	N/A		
9/22	13:05	0.124	7.71	N/A		
9/23	8:47	0.112	7.69	1.0		
9/24	9:56	0.117	7.44	<1		
9/25	7:35	0.106	7.63	<1	1.6	1.60
9/26	9:50	0.118	7.72	<1		
9/27	8:23	0.110	7.82	<1		
9/28	9:30	0.119	7.75	N/A		
9/29	10:00	0.078	7.67	N/A		
9/30	10:09	0.184	7.64	<1		

Effluent Limitations

Constituent	Units	Limit
BOD 30-Day Average	mg/L	30.0
BOD 7-Day Average	mg/L	45.0
Total Suspended Solids 30-Day Average	mg/L	30.0
Total Suspended Solids 7-Day Average	mg/L	45.0
Total Coliform Organisms 7-Day Median	MPN/100 mL	23.0
Total Coliform Organisms Monthly Max.	MPN/100 mL	240.0
pH	S.U.	6.0 - 9.0

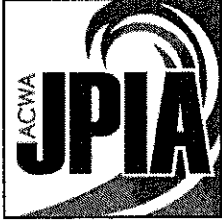
Quarterly / Annual Results

Constituent	PQL	MDL	Results
Hardness (as CaCO3) (mg/L)	2.5	0.018	76.4
Total Nitrogen (mg/L)	0.5	0.32	1.32
Ammonia (as N) (mg/L)	0.2	0.072	ND
Nitrate (as N) (mg/L)	0.1	0.085	0.473
Nitrite (as N) (mg/L)	0.1	0.0027	ND
Total Kjeldahl Nitrogen (mg/L)	0.5	0.32	0.85
Electrical Conductivity (umhos/cm)	1	0.16	525
Chloride (mg/L)	1	0.026	67.4
Sulfate (mg/L)	1	0.077	17.4
Total Dissolved Solids (mg/L)	20	5.8	384
Aluminum (Total) (mg/L)	0.01	0.00005	0.0394
Arsenic (mg/L)	0.002	0.000047	0.00233
Bicarbonate (mg/L)	10	0	130
Boron (mg/L)	0.05	0.0091	0.157
Calcium (mg/L)	1	0.018	15.5
Carbonate (mg/L)	10	0	ND
Iron (Total) (ug/L)	50	1.4	20.1
Magnesium (mg/L)	1	0.0045	9.18
Manganese (Total) (ug/L)	10	0.39	4.08
Potassium (mg/L)	1	0.15	12.7
Sodium (mg/L)	1	0.019	57.5
Total Alkalinity (mg/L)	10	0	130

Total Coliform 7-day median

Week of	Median
9-1 to 9-7	<1
9-8 to 9-14	<1
9-15 to 9-21	<1
9-22 to 9-28	<1
9-29 to 10-5	<1





September 27, 2024

Ms. Martha Slack, General Manager  
Rio Alto Water District  
22099 River View Drive  
Cottonwood, California 96022-5068

**RE: LIABILITY, PROPERTY, AND WORKERS' COMPENSATION RISK ASSESSMENT**

Dear Ms. Slack:

Meeting with you and Dean Sherrill, Regulatory Supervisor, was a pleasure on September 24, 2024. The purpose was to review loss histories, obtain an update on District operations, and assess any risk exposures. Below are highlights of our discussions and related JPIA resources.

Congratulations to the District on receiving the Executive Committee President's Special Recognition Award. During the 2023 JPIA Fall Conference, members with a Loss Ratio of 20 percent or less in the Liability, Property, or Workers' Compensation Programs are recognized for their risk mitigation accomplishments. Rio Alto Water District received recognition in all three Programs. The data for this calculation is for three years, 2019 - 2022, as of September 30, 2023.

The JPIA applauds RAWD for its winning Risk Control Grant Program submission in 2023/24. The winning submission was for a Hydro Vactor to improve workflow efficiencies with utility line locating and improve staff's overall workplace safety. Implementing the Hydro Vactor is a substitution control that replaces manual excavation such as hand digging and reduces common risk pool injuries such as sprains/strains and slip, trip, and falls. Providing mechanical assistance through lifting devices to eliminate injuries from strains and overexertion is a JPIA Commitment to Excellence (C2E) *Ergonomics Operation Equipment* risk reduction method, while improving line locating is a C2E *Construction* best management practice.

We discussed the Occupational Safety and Health Standards Board's approval of the California Code of Regulations, Title 8, section 3396, "Heat Illness Prevention in Indoor Places of Employment." This standard will apply to most workplaces where the indoor temperature reaches 82°F. The District is encouraged to identify which indoor work locations this may apply to within the District. Cal/OSHA has a [Combined Indoor and Outdoor Heat Illness Prevention Model for Employers](#) the District may consider utilizing.

Ms. Martha Slack, General Manager  
Rio Alto Water District  
September 27, 2024  
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We reviewed SB 700 and AB 2188 (effective January 1, 2024), which are cannabis use bills that affect the workplace. Then, we discussed SB 533, the Workplace Violence Prevention Program (WVPP). This law has two emphases for employers. First, by July 1, 2024, employers must implement an effective Workplace Violence Prevention Plan. Then, by December 2025, Cal/OSHA must establish its Workplace Violence Prevention Plan with an associated standard and enforcement. The JPIA has our WVPP written plan that members can review and adjust to their district's practices and procedures. You may view it by visiting the JPIA's H.R. Best Practices webpage.

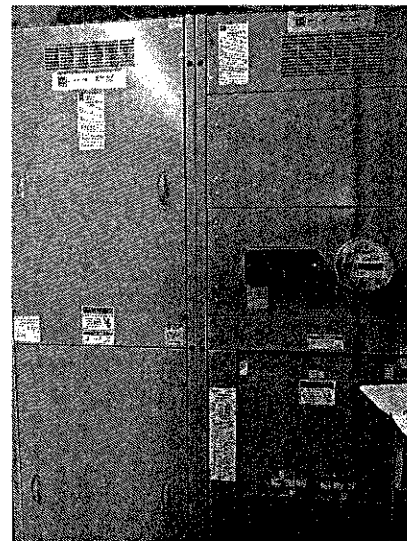
We discussed the District's loss histories and associated Experience Modification (X-mod) rates. In the Workers' Compensation (WC) Program, the District's X-mod for the 2024/25 coverage year is 0.85. The X-mod in the Liability Program is 0.89 for the 2023/24 coverage year. While there is no X-mod in the Property Program, the District has experienced three losses since joining the Program in 1983.

During our site visit, Dean and I toured Lift Station 6/Well 4; Lift Station 7; Lift Station 5; Tank 1A; Lift Station 3; Wetlands; Lift Station 2; Lift Station 1; Lift Station 4; Tanks 2A/2B/Well 3; Tank 1B; and Well 5. To reduce third-party liability, I encourage the District to add "No Trespassing" signage at Lift Station 3. To be effective and enforceable, signs deterring crime should adhere to state and/or local ordinances, so it is a good idea to reference the proper California Penal Code and any other local code of law. Local ordinances will also outline sign guidelines or regulations prescribing the size, quantity, and location of signs.

I observed CCTV cameras around the administrative building and wetlands. CCTV technology enhances the security of property; however, as a public entity these systems must also respect the expectation of reasonable privacy among members of the community and employees. Each District facility utilizing a CCTV or video surveillance system shall post signs informing the public that the District has installed a CCTV system to reduce property damage, loss, and property management. Signs shall be conspicuous in size so that a reasonable person would be able to discern their contents.

Dean and I chatted about the Arc Flash labeling. I thought it was due for an update and after our risk assessment visit, I confirmed NFPA 70E, Section 130.5 Arc Flash Analysis – requires "an arc flash risk assessment shall be performed to determine the risk, safety-related work practices required, the arc flash boundary, the incident energy at the working distance, and the PPE that people within the arc flash boundary shall use at intervals not to exceed five years." Maintaining an up-to-date Arc Flash study is a C2E *Infrastructure Program Equipment Failure* best practice.

A C2E *Infrastructure Program Equipment Failure* best practice is an infrared inspection on certain electrical equipment pieces, including transformers, feeder poles, main electrical incoming services (switchboards and disconnects),



Ms. Martha Slack, General Manager  
Rio Alto Water District  
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main electrical distribution (panels and disconnects), and bus ducts. Infrared electrical inspections find hot spots caused by defects in connections and components. Infrared thermography is used to find areas of excess heat (caused by increased resistance) so problems can be corrected before a component fails, causing damage to the component, creating safety hazards and productivity loss. Because increased heating is a sign of failure, infrared is the best diagnostic tool for finding hot connections in the early stages of degeneration. The JPIA has been coordinating electrical infrared inspections to find and prevent problems before they cause damage to equipment or personnel. Please let me know if RAWD is interested in this service provided by a JPIA partner.

I want to thank Rio Alto Water District for its membership and participation in the pooled programs. Please contact me if you have questions or need further assistance. I can be reached at [rflint@acwajpia.com](mailto:rflint@acwajpia.com) or (800) 231-5742, extension 3137.

Sincerely,



Robin Flint, ARM, CSP, CEAS I  
Risk Control Manager

927:tl

c: JPIA Member Services  
JPIA Risk Management Committee  
Richard Brubaker, JPIA Director

1 MINUTES OF THE SIX HUNDRED AND SIXTIETH REGULAR MEETING OF THE  
2 BOARD OF DIRECTORS OF THE RIO ALTO WATER DISTRICT HELD ON  
3 WEDNESDAY, SEPTEMBER 25, 2024, AT 6:30 P.M., AT THE DISTRICT BOARD ROOM.  
4  
5

6 DIRECTORS PRESENT:

7  
8 Rick Brubaker, President  
9 Ginny Mercer, Vice-President  
10 Louise Wilkinson, Director  
11 Peter Suggs, Director  
12 Drew Battles, Director  
13

14 STAFF PRESENT:

15  
16 Martha Slack, General Manager  
17  
18

19 ALSO PRESENT:

20 Kathy Bezayiff, Resident  
21 Roger Horton, Resident  
22

23 ABSENT:

24  
25 No absences  
26

27 Agenda Item #1 – Public Comment. No public comment.

28  
29 Agenda Item #2 – Approval of Excused Absences. No absences.

30  
31 Agenda Item #3 – Manager’s Report. The Manager presented the Manager’s Report through  
32  
33 September 20, 2024, and updated the Directors on the ACWA Risk Assessment visit held on  
34  
35 Tuesday.  
36

37  
38 Agenda Item#4 – Approval of the Minutes of the Six Hundred and Fifty Ninth Regular Board

39 Meeting Held on August 14, 2024, at 6:30 p.m. in the District Board Room. Director

1 Wilkinson made a motion to approve the Minutes of the Six Hundred and Fifty Ninth Regular  
2 Board Meeting held on August 14, 2024, seconded by Director Suggs. The motion carried (5-0).

3  
4 Agenda Item #5 – Approval of the August Disbursement Reports. Director Wilkinson made a  
5 motion to approve the August Disbursement Reports, seconded by Vice-President Mercer. The  
6 motion carried (5-0).

7  
8 Agenda Item #6 – Review and Possible Approval of the Amended District Conflict of Interest  
9 Code. Vice-President Mercer made a motion to approve the Amended District Conflict of  
10 Interest Code, seconded by Director Wilkinson. The motion carried (5-0).

11  
12 Agenda Item #7- Confirm Dates for New Ad Hoc Committee Meetings. Director Suggs informed  
13 the Directors and Staff that he would be unable to attend the Disaster Preparedness Ad Hoc  
14 Committee meeting on November 19th and the November Board Meeting if it is to be held on  
15 the 20<sup>th</sup>. Director Battles stated that he would be unable to attend the November Board Meeting  
16 on that date also. It was suggested the November Ad Hoc Committee Meetings be moved up a  
17 week to the 12<sup>th</sup> of November. It was determined that all committee members would be able to  
18 attend the Ad Hoc Meetings if they were changed to November 12<sup>th</sup>. It was also determined that  
19 all members would be able to attend the November Board meeting if it was moved up to  
20 November 13<sup>th</sup>. Vice-President Mercer made a motion to change the November Ad Hoc

1 Committee meetings to November 12<sup>th</sup> and to move the Regular Board Meeting to November  
2 13<sup>th</sup>, seconded by Director Wilkinson. The motion carried (5-0).

3

4 Agenda Item #8 Communications:

5 Staff: The Manager asked Director Battles what days are best for his tour of the District Water  
6 Facilities. Director Battles responded that Wednesdays and Thursdays are his best days.  
7 Director Suggs added that he would like to attend the tour. The General Manager told the  
8 two Directors. that she would check with the Lead Water Operator and she get back to  
9 them with tentative dates. A member of the audience asked if he could attend, but the  
10 General Manager stated that might not be possible due to security reasons.

11

12 Directors: President Brubaker asked the General Manager if she would like to join him at  
13 the next Bella Vista Board Meeting being held on Monday the 30th. The General  
14 Manager replied that she would check her calendar.

15

16 Having no further business to discuss, Vice-President Mercer made a motion to adjourn the  
17 meeting at 7:20 p.m., seconded by Director Wilkinson. The motion carried. (5-0).

18

19 Sincerely,

20 

21

22 Martha Slack, General Manager

23

Addendum A  
 Manager's Report  
 September 20, 2024

Drought/Water Consumption/SGMA: The new water year began October 1<sup>st</sup> and compares with the last two water years as follows:

Water Year	Sept. 16 Precipitation Received	Average Precipitation to Date	Percent of Average	Shasta Lake feet from Crest
2023/2024	32.15	33.46	96%	65.12
2022/2023	40.92	33.39	122%	43.02
2021/2022	19.75	33.34	59%	139.40

Consumption for the period 7/3/24 – 9/3/24 is 18.76% lower than 2013 consumption for the same period and year to date consumption is 27.2% lower than the year-to-date totals for 2013.

Field Crew:

We received 1 new connection since last reported. Connections to date are:

<b>Connections to Date 2023/2024</b>	<b>#</b>
<b>Water 1" Meter</b>	<b>13</b>
<b>Water 1" Duplex</b>	<b>2</b>
<b>Water 2" Meter</b>	<b>0</b>
<b>Water 1" Landscape Meter</b>	<b>1</b>
<b>Water ¾" Landscape Meter</b>	<b>1</b>
<b>Normal Sewer/LPSS</b>	<b>7</b>
<b>Commercial Sewer</b>	<b>0</b>

The field crew have completed or are currently working on the following tasks:

- Finished cleaning the Graffiti off Tank at Well#5.
- Prepped sludge to be picked up and delivered to land fill this week.
- Cleaned large and small sheds at WWTP.
- Graded the plant road.
- Installed meter on Chimney Rock.
- Investigated leak on Covington Mill- Customer irrigation.
- Repaired 1" poly line on Shoreline.
- Assisted using VAC truck to locate sewer line on Edgewater- Customer billed and paid for time spent.
- Pulled the pump on Lift Station #5 and de-ragged it for the second time this year. (Sent notices to all residents on Antelope Creek- advising them not to flush wipes, etc. down toilets- One of the few lift stations we can correlate to residents on their street.)
- Fixed a blown hydraulic seal on Kubota and performed 400hour maintenance.
- Continued investigation on sewer leak on Freshwater.
- Flow tested the Hydrants on backside of lake and identified new flow rates.

- Took VAC trailer in for brake issue. No pads- trying to get seller to pay for repair because he said it had a full inspection before selling to us.
- About 40% of the Hydrant cap identification painting is complete.
- We will be hosting ACWA Defensive Driving and Confined Space training on September 25<sup>th</sup>.

Pending projects and their estimated completion dates:

- Drain the 500k tank in October for Superior to repair minor pinholes on interior of tank.
- More sewer patch repairs- as time allows. (Fall)
- Completion of Sewer Camera Project.
- Completion of the Hydrant identification cap painting.

Regulatory:

The August Water and Wastewater Reports are included in the board package. Percolate samples at wells all came back non-detect.

Solar Updates:

Solar updates period August 5,2024 through September 3, 2024:

	<u>True-Up Month</u>	<u>Current Month Net Energy Usage</u>	<u>Cumulative Energy or Credits Dollar True-up</u>	<u>Cumulative Non-Bypassable Charges</u>
Office	August	\$(188.90)	\$(188.90)	\$ 26.66
WWTP	November	\$618.12	\$16,903.89	\$2,748.90
Well#6	February	\$1,534.40	\$1,208.39	\$3,167.58
Well#5	March	\$(474.36)	\$(19,856.80)	\$1,218.12

Admin:

- Audit is going well.
- Dean and Martha will be attending FEMA Disaster preparedness classes for water and wastewater on October 8<sup>th</sup> & 9<sup>th</sup> in Red Bluff.
- Radio guy was out and transferred old radios to new vehicles. He is still working on alternatives for the office. The phones he had would not work with our system.
- Mailed back one of two cameras received with new sewer camera. We will be receiving a \$\$7,877 refund back for return.





# Rio Alto Water District

22099 River View Drive, Cottonwood, California 96022

Telephone 530-347-3835 • Fax 530-347-1007

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

DATE: September 25, 2024

## BOARD MEETING ATTENDANCE

NAME

ADDRESS

AFFILIATION

Kathy Bergquist	21917 Hayfork Pl	Resident
ROGER HORTON	118986 Compass	Resident

**SIGNING, REGISTERING, OR COMPLETION OF THIS DOCUMENT IS VOLUNTARY.**

RIO ALTO WATER DISTRICT  
WORKING ACCOUNT  
DISBURSEMENT/STATUS OF BANK ACCOUNTS AS OF  
September 30, 2024

<b>Balance 08/31/2024:</b>		<b>\$3,861.06</b>
Interest thru 08/31/2024:		<b>\$0.15</b>
<b>Reconciled Beginning Balance September 1, 2024:</b>		<b>\$3,861.21</b>
<b>Disbursements</b>		
ACWA/JPIA	Employee Health Benefits September	\$9,918.38
ACWA/JPIA	Workers' Comp 1st Quarter	\$2,316.99
ACWA	Membership 2025	\$8,810.00
Aflac	Employee Paid Supplemental Insurance	\$546.48
Allodium	Telephone/Internet Services September & October	\$947.88
CA Safety	Alarm Monitoring	\$70.00
Computer Logistics	Cloud Backup	\$395.85
FGL	Wastewater Monitoring	\$1,665.00
Green Waste	Trash Disposal September & October	\$313.40
Martha Slack	Mileage Reimbursement, Bank, Meetings, PO August & September	\$193.90
Pace Analytical	Wastewater Monitoring September & October	\$674.64
SCP	Chlorine, less Returns	\$5,747.30
Verizon	Internet Service Well #5 & WWTP August & September	\$150.48
Actuarial Retirement	GASB 75 Disclosure Report 2023-24	\$550.00
AT&T	Fax, Emergency, & Telemetry Phone Lines	\$123.83
Redding Trailer	Brake Repair on Vac Trailer	\$473.22
Ferguson	Meter Install Parts	\$2,075.17
Hach Company	WWTP Lab Supplies	\$659.54
Nor Cal	Oil Change & Pump Seal for M62 Kubota	\$1,038.54
Quadient Finance	Postage for Postage Machine	\$994.92
Superior Tank	Tank 1A & 2A Payment	\$123,722.00
SWRCB	Wastewater Treatment Dual Certificate Renewal Deane	\$110.00
Valley Ace	Parts for Toilet Repair WWTP	\$21.44
Napa Auto Parts	Grease for Brush, Wiper Blades Trucks #2&7, Gear Oil for Kubota, Battery 1yr Dump Trailer	\$590.28
Fechter & Company	2023 - 24 Audit	\$10,550.00
Industrial Power	12" Claw Bucket for Tractor	\$1,345.00
Darren Taylor Equipment	Sludge Removal {4 Loads}	\$3,140.00
Deane Sherrill	Cell Phone Allowance 1st Quarter	\$54.00
Scott Russell	Cell Phone Allowance 1st Quarter	\$76.78
Billy Schatz	Cell Phone Allowance 1st Quarter	\$54.00
Tyler Clark	Cell Phone Allowance 1st Quarter	\$54.00
Sue Dungan	Cell Phone Allowance 1st Quarter	\$54.00

RIO ALTO WATER DISTRICT  
 WORKING ACCOUNT  
 DISBURSEMENT/STATUS OF BANK ACCOUNTS AS OF  
 September 30, 2024

FNBO - Visa	Office Supplies, Anderson Smog {2}, #5 Lift Station Starter Parts, Outhouse Maintenance, Scott Russell Bacti Lab Certificate Renewal, SendGrid/Yahoo Email Service, Shop Vac, Shipped Sewer Camera Part back for Refund, Chlorine Analyzer, Notary Journal, Cylinder Repair on M62 Kubota Tractor	\$1,999.37	
PG&E	Utilities 08/05 - 09/10	\$2,573.30	
Sandra Berg	Janitorial Service for September	\$135.00	
Tehama Recorder	Lien Release	\$20.00	
North Valley Business	Ink Cartridge for Postage Machine	\$241.54	
Coastal Business	Copier/Folding Machine September	\$483.53	
Les Schawb	2 Tires for Dump Trailer	\$273.21	
Mike's Heating & Air	Winter Service on Heat/AC Units	\$330.00	
Craig Weaver	Director Fees 1st Quarter	\$120.00	
Rick Brubaker	Director Fees 1st Quarter	\$360.00	
Ginny Mercer	Director Fees 1st Quarter	\$360.00	
Louise Wilkinson	Director Fees 1st Quarter	\$240.00	
Peter Suggs	Director Fees 1st Quarter	\$360.00	
Drew Battles	Director Fees 1st Quarter	\$240.00	
Hunt & Son's	Fuel 765gallons \$4.25per gallon	\$3,254.29	
EFT - Bank Charges		\$60.00	
EFT - Payroll Taxes Transfer's		\$14,670.45	
EFT - Deferred Comp/PERS457 Loan Transfer's		\$1,560.42	
EFT - CalPERS Transfer's		\$8,171.62	
EFT - CalPERS Unfunded Transfer's		\$9,184.50	
Total Disbursement's:			<b>(\$222,074.25)</b>
Total Collected from GovDeal's:			<b>\$0.00</b>
Total Transfer's from Investment Account:			<b>\$228,594.24</b>
Total Interest Earned September 30, 2024:			<b>\$0.32</b>
Total Book Balance as of September 30, 2024:			<b>\$10,381.52</b>
<b>CASH ACCOUNT SUMMARY:</b>			
		<b>Prior Balance</b>	<b>Current Balance</b>
W	Total Cash in Checking Account:	\$3,861.21	<b>\$10,381.52</b>
W	Total Cash in Investment Account:	\$219,304.69	<b>\$145,496.97</b>
C	Total Cash in CFD Checking Account:	\$199,263.57	<b>\$198,765.21</b>
W	Total Cash in Payroll Account:	\$20,771.33	<b>\$22,252.42</b>
W	Total Cash in Cash Imprest Drawer/Petty Account:	\$200.00	<b>\$200.00</b>
			<b>\$377,096.12</b>

RIO ALTO WATER DISTRICT  
WORKING ACCOUNT  
DISBURSEMENT/STATUS OF BANK ACCOUNTS AS OF  
September 30, 2024

<b>CASH ACCOUNT SUMMARY CONT:</b>		<b>Prior Balance</b>	<b>Current Balance</b>	
W	Total Cash in LAIF Water Savings Account:	\$871,778.60	\$872,270.30	
S	Total Cash in LAIF Sewer Savings Account:	\$57,561.46	\$57,889.26	
W	Total Cash in LAIF Sinking Account:	\$267,776.55	\$267,776.55	
S	Total Cash in LAIF Capacity Expansion Account:	\$126,738.37	\$126,738.37	
W	Total Cash in #5 Well CEC Debt Reserve Account:	\$31,600.86	\$31,600.86	
W	Total Cash in #6 Well CEC Debt Reserve Account:	\$43,560.85	\$43,560.85	
W	Total Cash in Office CEC Debt Reserve:	\$2,385.24	\$2,385.24	
S	Total Cash in Office CEC Debt Reserve:	\$2,384.12	\$2,384.12	
S	Total Cash in WWTP CEC Debt Reserve	\$31,621.52	\$31,621.52	
C	Total Cash in LAIF USDA/CWSRF Debt Reserve Account:	\$329,016.36	\$329,016.36	
C	Total Cash in LAIF WWTP Short Lived Asset Account:	\$190,575.58	\$190,575.58	
C	Total Cash in LAIF Tax Levy Collections Account:	\$719,329.61	\$719,329.61	
C	Total Cash in LAIF Annual CFD Administration:	\$45,288.08	\$45,288.08	\$2,720,436.70
<b>BALANCE LAIF REHAB FUNDS:</b>		<b>Prior Balance</b>	<b>Current Balance</b>	
W	Total Cash in Well Rehab Fund:	\$141,862.68	\$148,112.68	
W	Total Cash in Hydrant Replacement Fund:	\$40,013.27	\$39,570.24	
W	Total Cash in Equipment Replacement Fund:	\$13,559.57	\$13,559.57	
W	Total Cash in Valve & Line Replacement Fund:	\$33,783.57	\$34,783.57	
W	Total Cash in Tank Rehab Fund:	\$127,328.27	\$35,701.80	
W	Total Cash in Vehicle Replacement Fund:	\$0.00	\$0.00	
W	Total Cash in Booster Station Fund:	\$5,880.40	\$5,880.40	
W	Total Cash in Generator Well #4 Fund:	\$48,694.39	\$48,694.39	
W	Total Cash in Computer Equipment & Upgrades Fund:	\$17,308.48	\$17,308.48	
W	Total Cash in Waterline Replacement Fund:	\$0.00	\$3,750.00	
S	Total Cash in Lift Station Motors Replacement Fund:	\$93.45	\$5,093.45	
S	Total Cash in Sewer Line Replacement Fund:	\$55,588.58	\$55,588.58	
S	Total Cash in WWTP Replacement Fund:	\$88,323.73	\$88,323.73	
S	Total Cash in Vehicle Replacement Fund:	\$0.00	\$0.00	
S	Total Cash in Lift Station #1 Facility	\$5,907.81	\$5,907.81	
S	Total Cash in Computer Equipment & Upgrades Fund:	\$10,836.85	\$10,836.85	
S	Total Cash in Lab Equipment Fund:	\$3,342.87	\$3,342.87	
S	Total Cash in Chlorine Generation Fund:	\$0.00	\$3,750.00	
S	Total Cash in Aerator Brush Replacement Fund:	\$0.00	\$2,500.00	\$522,704.42
<b>Total Cash in LAIF Rehab Funds:</b>				
W	Total Cash in RAWD Capacity Expansion Fund:	\$60,813.75	\$60,814.76	
S	Total Cash in RAID Capacity Expansion Fund:	\$32,658.59	\$32,659.14	\$93,473.90
<b>Total Cash on Hand September 30, 2024:</b>				<b>\$3,713,711.14</b>

\* Total deposits to the Investment Account for the month of September were \$245,786.12, which included a Transfer from LAIF of \$124,000.00 for the Tank Payment.

\*\*Total Transferred to the LAIF Account from the Investment Account for the month of September was \$55,000.00 for the 1st Quarter Reserve Funds.

RIO ALTO WATER DISTRICT  
COMMUNITY FACILITY DISTRICT  
DISBURSEMENT/STATUS OF BANK ACCOUNT AS OF  
September 30, 2024

<b>Balance - 08/31/2024:</b>			<b>\$199,261.88</b>
Interest thru 08/31/2024:			<b>\$1.69</b>
<b>Reconciled Beginning Balance September 1, 2024:</b>			<b>\$199,263.57</b>
<b>DISBURSEMENTS</b>			
Fechter & Company	2023 - 24 Audit	\$500.00	
<b>Total Disbursements:</b>			<b>\$500.00</b>
<b>Total Deposits:</b>			<b>\$0.00</b> *
<b>Total Interest Earned September 30, 2024:</b>			<b>\$1.64</b>
<b>Transfers to LAIF Account:</b>			<b>\$0.00</b> **
<b>Total Transfers from LAIF Account:</b>			<b>\$0.00</b> **
<b>Total Book Balance as of September 30, 2024:</b>			<b>\$198,765.21</b>

\* Total deposits to the CFD Account for the month of September were \$00.00

\*\* Total transferred to/from the LAIF Account for the month of September were \$.00.



Account Balances

Account Balance is using cash basis accounting. Contribution and disbursement accruals are accounted for in quarterly statements, not retroactively applied to Account Balance.

Total Balance for all Funds invested in: \$373,656.49

Account Balances as of

Balance as of Date	Account No.	Account No..	Fund Name	Investment	No. of Units	Unit Price	Actual Balance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

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# **RIO ALTO WATER DISTRICT**

## **DISTRICT VEHICLE POLICY**

APPROVED BY THE BOARD OF DIRECTORS

OCTOBER 16, 2024

# RIO ALTO WATER DISTRICT

## DISTRICT VEHICLE POLICY

### **Reason for District Vehicle Policy**

To ensure that all vehicles owned or operated by the District are utilized in the most efficient, economical, and practical manner. The policy is an extension of our commitment to the safety of our employees and to remain in compliance with the policies of JPIA to develop good risk control measures.

### **VEHICLE FLEET PURPOSE**

- District vehicles are provided to support business activities only and are to be used only by qualified and authorized employees. They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the State of California or the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.
- District vehicles must not be used for any activities other than that of RAWD.
- District vehicles must always be clean and tidy and in good working order.
- District vehicles are not to be used for personal use and should be parked at the District Office every night and not driven home unless the employee is on call or has authorization from the General Manager to do so.

### **DRIVER LICENSING**

- Employees in a job classification, which require possession of a valid CDL and employees who drive a District vehicle at any time or a personal vehicle on District-related business must do the following:
  1. Maintain a valid CDL.



2. Immediately disclose to their General Manager suspension or revocation of their driver's license for any reason or other significant events relating to their driving record or license status.
- Employees who fail to comply with the requirements will be subject to disciplinary action, up to and including termination.

## **PROCEDURES**

- The District Secretary will obtain driver license information on all newly hired employees required to possess a valid CDL and initiate a license check. The District Secretary will also run annual rechecks of license status where appropriate and receive automatic notification of significant developments under the state of California DMV Employer Pull Notice Program.
- The District Secretary will provide a copy of the California DMV pull to the General Manager.
- Where necessary, the General Manager will discuss employee driver license issues with the employee directly and/or request copies of documents to verify the employee's legal right to drive.

## **DRIVING SAFETY**

The priority of the driver is the safety of all passengers, themselves and the motor vehicle. Care and caution must be exercised at all times.

- The driver will not use their mobile telephone while driving.
- The driver must not be intoxicated with any illicit or other substances such as alcohol or drugs.
- Drivers or passengers shall not smoke in District vehicles.
- The driver must adhere to the rules and regulations of the State of California while driving any District vehicle.
- Each driver shall obtain training in Defensive Driving, before driving a District vehicle and every two years afterwards.

- Prior experience driving large vehicles or pulling a trailer is preferred.

### **MOTOR VEHICLE SAFETY**

- The District's motor vehicles are to be used for business purposes only and cannot be used privately for personal business.
- The District's motor vehicles, when not in use, should always be parked in the designated parking area (e.g., designated parking inside the shop or parking area.) The keys should be removed and placed on the rack in the District hallway.
- The assigned driver of the motor vehicle is responsible for weekly vehicle checklists and is responsible for reporting any damage or mechanical issues to their supervisor.

### **MOTOR VEHICLE MAINTENANCE RECORDS**

- The driver of the motor vehicle is responsible for completing a monthly vehicle checklist and driving log with mileage. The vehicle is to be inspected by the driver and to be reviewed by the Supervisor in charge. Details of the vehicle, which include fluid levels, tires, lights, and signals, safety equipment and general conditions of the vehicle will be documented on the monthly vehicle maintenance record.

### **MOTOR VEHICLE MAINTENANCE**

- All vehicle maintenance work must first be approved by the General Manager, before taking place.
- Each employee assigned a RAWD vehicle is responsible for scheduling routine services and repairs and monthly reporting on their own RAWD assigned vehicle after being authorized to do so.
- The driver is responsible for refueling and routine motor vehicle checks, tire pressure checks, battery checks, fluid level checks, and all safety related aspects of the vehicle.

## **PROBLEMS & ACCIDENT REPORTING**

- The assigned driver must report to the General Manager any problems and accidents associated with the motor vehicle after each incident and provide a detailed account of the incidents that occurred. All vehicles shall carry an accident reporting kit and the driver shall be trained in the proper use of it.
- Accidents to be reported to DMV within seven (7) days by the District Secretary.
- The General Manager must be informed immediately of any problems that have taken place related to the District's motor vehicles, any unforeseen problems, which may cause delays and affect the operations of the District must also be reported by the end of the day.

**FAILURE TO FOLLOW THESE RULES REGARDING THE USE OF COMPANY VEHICLES WILL RESULT IN THE LOSS OF DRIVING PRIVILEGES AND MAY REQUIRE OTHER DISCIPLINARY ACTIONS.**

A signed copy of this vehicle policy will be kept in the employee's file.

Received by:

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District Employee





**GCG**

**GOODWIN CONSULTING GROUP**

**RIO ALTO WATER DISTRICT  
COMMUNITY FACILITIES DISTRICT No. 2011-1  
(WASTEWATER SYSTEM IMPROVEMENT PROJECT)**

**CFD TAX ADMINISTRATION REPORT  
FISCAL YEAR 2024-25**

**September 23, 2024**

***Community Facilities District No. 2011-1  
CFD Tax Administration Report***

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## ***EXECUTIVE SUMMARY***

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The following summary provides a brief overview of the main points from this report regarding the Rio Alto Water District Community Facilities District No. 2011-1 (“CFD No. 2011-1” or the “CFD”):

### **Fiscal Year 2024-25 Special Tax Levy**

<b>Number of Taxed Parcels</b>	<b>Total Special Tax Levy</b>
1,354	\$341,280

For further detail regarding the special tax levy, or special tax rates, please refer to Section IV of this report.

### **Parcel and Equivalent Dwelling Unit (“EDU”) Summary for Fiscal Year 2024-25**

<b>Property Classification</b>	<b>Total Number of Parcels</b>	<b>Total Number of EDUs</b>
Single EDU Parcel	1,288	1,288
Duplex	16	32
Triplex	1	3
Fourplex	0	0
Other Multiple EDU Parcel	44	93
Taxable POA Property	5	6
Optional LPSS/Septic Property	38	0
Tract 1017, Phase 2 Property	248	0
<b>Total</b>	<b>1,640</b>	<b>1,422</b>

For more information regarding the classification of parcels and assignment of EDUs in CFD No. 2011-1, please see Section V of this report.

**Delinquency Summary**

<b>Delinquent Amount for FY 2023-24 (as of May 7, 2024)</b>	<b>Number of Parcels Delinquent</b>	<b>Total Levy for FY 2023-24</b>	<b>Delinquency Rate</b>
\$29,520	137	\$341,280	8.65%



**Rio Alto Water District**  
**CFD No. 2011-1**  
**(Wastewater System Improvement Project)**

**Delinquencies as of May 7, 2024**

<b>Fiscal Year</b>	<b>Parcels Delinquent</b>	<b>Total Amount Delinquent</b>	<b>Total Amount Levied</b>	<b>Percent Delinquent</b>
2012-13	6	\$1,734	\$410,669	0.42%
2013-14	5	\$1,445	\$410,669	0.35%
2014-15	6	\$1,734	\$410,669	0.42%
2015-16	9	\$2,040	\$341,040	0.60%
2016-17	10	\$2,400	\$341,040	0.70%
2017-18	13	\$2,880	\$341,040	0.84%
2018-19	32	\$7,680	\$341,040	2.25%
2019-20	38	\$9,000	\$341,040	2.64%
2020-21	37	\$8,760	\$341,280	2.57%
2021-22	54	\$12,480	\$341,280	3.66%
2022-23	68	\$15,960	\$341,280	4.68%
2023-24	137	\$29,520	\$341,280	8.65%

*Source: Tehama County as compiled by Goodwin Consulting Group, Inc.*

## ***I. INTRODUCTION***

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### **Rio Alto Water District Community Facilities District No. 2011-1**

On January 11, 2012, the Board of Directors (“Board”) of the Rio Alto Water District (“Water District”) adopted Resolution No. 02-12 to establish CFD No. 2011-1 and to call for an election to be held on April 17, 2012. In that election, the registered voters within the CFD voted to authorize the levy of a Mello-Roos special tax on property within CFD No. 2011-1. The registered voters also approved the CFD to incur bonded indebtedness in an amount not to exceed \$6,215,000. The Board adopted Resolution No. 08-12 to declare the election results on April 30, 2012. Furthermore, the Board passed Ordinance No. 100-1 on May 23, 2012, to levy a special tax within the CFD beginning in fiscal year 2012-13. The Board approved Resolution 12-12 on August 31, 2012, authorizing staff to execute documents to obtain a loan from the United States Department of Agriculture-Rural Development (“USDA-RD”) in an amount not to exceed \$5,000,000. Finally, on December 19, 2012, the Board adopted Resolution No. 14-12, dedicating CFD special tax revenues to payment of any Clean Water State Revolving Fund (“CWSRF”) loans. The CWSRF loan in the total principal amount of \$1,215,000 closed on May 13, 2013. Subsequently, the \$5,000,000 USDA-RD loan closed on August 15, 2014. Special tax revenues from taxable property in the CFD are used to secure the USDA-RD and CWSRF loans.

The proceeds from the USDA-RD and CWSRF loans will be used to pay for certain authorized facilities and expenses. These authorized facilities include various improvements and additions to the Water District’s wastewater system in order to provide for the treatment of sewage and transmission and discharge of treated wastewater onto approximately 78 acres of constructed wetlands. These improvements address requirements of the California Toxics Rule as detailed in the California Regional Water Quality Control Board’s Waste Discharge Requirements Order No. R5-2010-0103 and Cease and Desist Order No. R5-2010-0104. These improvements will result in the Water District ceasing regular discharge to the Sacramento River and discharging to land only via the constructed wetlands, except during extreme peak flows in excess of the 100-year event.

The CFD is located adjacent to the Sacramento River in the County of Tehama (“County”). It is approximately 23 miles south of the city of Redding and 150 miles north of the city of Sacramento. CFD No. 2011-1 includes approximately 1,700 parcels of both single and multi-family residential property in varying degrees of development.

### **The Mello-Roos Community Facilities Act of 1982**

The reduction in property tax revenue that resulted from the passage of Proposition 13 in 1978 required public agencies and real estate developers to look for other means to fund public infrastructure. The funding available from traditional assessment districts was limited by certain requirements of the assessment acts, and it became clear that a more flexible funding tool was needed. In response, the California State Legislature (“Legislature”) approved the Mello-Roos Community Facilities Act of 1982 (“Act”), which provides for the levy of a special tax within a defined geographic area, namely a community facilities district, if such a levy is approved by

two-thirds of the qualified electors in the area. Community facilities districts can generate funding for a broad range of facilities, and special taxes can be allocated to property in any reasonable manner other than on an ad valorem basis.

### **Authorized Facilities**

The special tax revenues from CFD No. 2011-1 are authorized to fund certain wastewater infrastructure improvements. Wastewater improvements include the following:

- i. Installation of a selector and screening unit;
- ii. Construction and installation of a secondary clarifier and improvements to upgrade the existing secondary clarifier and effluent pumps;
- iii. Construction and installation of a return activated sludge (RAS) pump station and conversion of the existing RAS pump station into an aerobic digester;
- iv. Electrical improvements at the wastewater treatment plant;
- v. Construction and installation of approximately 11,600 linear feet of 10-inch chlorination force main;
- vi. Acquisition of land and development thereon of constructed wetlands; and
- vii. Appurtenant work and improvements to the existing wastewater system of the Water District in order to provide for the collection and treatment of sewage and the transmission and discharge of treated wastewater effluent onto the constructed wetlands.

These improvements address requirements of the California Toxics Rule and will result in the Water District ceasing regular discharge to the Sacramento River and discharging to land only via the constructed wetlands, except during extreme peak flows in excess of the 100-year event.

## ***II. PURPOSE OF REPORT***

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This CFD Tax Administration Report (“Report”) presents findings from research and financial analysis performed by Goodwin Consulting Group, Inc. to determine the fiscal year 2024-25 special tax levy for CFD No. 2011-1. The Report is intended to provide information to interested parties regarding the current financial obligations of the CFD, special taxes to be levied in fiscal year 2024-25, and public facilities authorized to be funded by the CFD. The Report also summarizes the classification of parcels well as other pertinent information (e.g., prepayments and delinquencies) for CFD No. 2011-1.

The Report is organized into the following sections:

- **Section III** identifies financial obligations of the CFD for fiscal year 2024-25.
- **Section IV** provides a summary of the methodology that is used to apportion the special tax among parcels in the CFD.
- **Section V** summarizes the classification of parcels and assignment of EDUs in CFD No. 2011-1.
- **Section VI** identifies parcels, if any, that have prepaid their special tax obligation.
- **Section VII** provides information on state reporting requirements.

### ***III. FISCAL YEAR 2024-25 SPECIAL TAX REQUIREMENT***

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Pursuant to the Rate and Method of Apportionment of Special Tax ("RMA") for the CFD, the Special Tax Requirement means, for any fiscal year, the total of: (i) principal and interest due, including scheduled sinking fund payments, on bonds, loans or other debt, (ii) administrative expenses for such fiscal year, (iii) an amount needed to create or replenish reserve funds, (iv) an amount needed to cure any delinquencies in the payment of principal and interest on indebtedness of the CFD which have occurred in the previous fiscal year or are anticipated to occur for the current fiscal year, and (v) pay-as-you-go expenditures for authorized facilities to be constructed or acquired by the CFD. The amounts referred to in the preceding sentence may be reduced in any fiscal year by collected penalties associated with delinquent special taxes, available earnings on or surpluses in funds for bonds, loans, or other debt, and any other revenues available to pay debt service. Furthermore, the amounts related to items (iii) and (iv) of the Special Tax Requirement are subject to the 10% limitation described in Section D of the RMA. For fiscal year 2024-25, the total Special Tax Requirement is \$341,280.

#### ***IV. FISCAL YEAR 2024-25 SPECIAL TAX LEVY***

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##### **Assignment of EDUs**

Special taxes within CFD No. 2011-1 are levied pursuant to the methodology set forth in the RMA. The RMA establishes various categories which define the circumstances necessary to assign an equivalent dwelling unit (“EDU”) to each parcel. The special tax levied on a particular property is based on the number of EDUs that property is assigned. *(All capitalized terms are defined in the RMA in Appendix C of this Report.)*

Single EDU Parcels are parcels of taxable property that are assigned one EDU. Any properties with the following characteristics shall all be assigned one EDU:

- i. Residential Property on which one single family detached unit has been constructed.
- ii. Each parcel with a Halfplex.
- iii. Any parcel of taxable property that is a Buildable Lot on which no structure has yet been constructed.
- iv. Specific parcels of Taxable Property Owner Association Property, as identified in the RMA.

Multiple EDU Parcels are parcels of taxable property which are assigned two or more EDUs. Any properties with the following characteristics shall be assigned the corresponding number of EDUs:

- i. A parcel of Residential Property with a duplex shall be assigned two EDUs.
- ii. A parcel of Residential Property with a triplex shall be assigned three EDUs.
- iii. A parcel of Residential Property with a fourplex shall be assigned four EDUs.
- iv. Any parcel with a residential structure with five or more Residential Units shall be assigned a number of EDUs equal to the number of Residential Units on the parcel.
- v. Specific properties and merged lots are assigned two EDUs, as identified in the RMA.
- vi. If two or more parcels are combined to form one or more new parcels, the aggregate number of EDUs assigned to the original parcels shall be assigned to the newly-created parcel(s).
- vii. Any parcel of Residential Property with more than one Residential Unit may be a Multiple EDU Parcel, as determined by the Water District based on services requested for each Residential Unit.

- viii. Parcels with commercial or other non-residential buildings shall be assigned two EDUs unless the Water District determines that a different number of EDUs is more appropriate based on the type of construction.

### **Maximum Special Tax Rates**

The maximum annual special tax for each parcel of taxable property in the CFD is equal to \$289 per EDU. In addition, a one-time Catch-Up Special Tax may be levied on parcels of Optional LPSS Property or Optional Septic Property prior to approval by the Water District of the property owner's application for sewer service, as described in Section C.2 of the RMA.

### **Apportionment of Annual Special Taxes in Fiscal Year 2024-25**

The actual annual special tax levied on each parcel in CFD No. 2011-1 each fiscal year is determined by application of Section D of the RMA. Pursuant to this section, the special tax shall be levied as follows until the amount of the levy is equal to the Special Tax Requirement for that fiscal year. The Special Tax Requirement is distributed among all parcels of taxable property in proportion to the number of EDUs assigned to each parcel, up to the maximum annual special tax for each such parcel.

For fiscal year 2024-25, a total of 1,422 EDUs were assigned to the various parcels within the CFD. Taxing these EDUs at 83.0% of their maximum annual special tax rates, \$240 per EDU, will generate approximately \$341,280 in special tax revenue, assuming no delinquencies. This amount is equal to the Special Tax Requirement. Appendix A shows a summary of the special tax levy for fiscal year 2024-25, and Appendix B includes the special tax levied on individual parcels in CFD No. 2011-1.

## V. PARCEL CLASSIFICATION AND EDU ASSIGNMENT FOR FY 2024-25

Based on the current parcels in CFD No. 2011-1, the following table summarizes the classification of parcels and assignment of EDUs within the CFD for the fiscal year 2024-25 special tax levy.

### Community Facilities District No. 2011-1 Parcel and EDU Summary for Fiscal Year 2024-25

Property Classification	Total Number of Parcels	Total Number of EDUs
Single EDU Parcel	1,288	1,288
Duplex	16	32
Triplex	1	3
Fourplex	0	0
Other Multiple EDU Parcel	44	93
Taxable POA Property	5	6
Optional LPSS/Septic Property	38	0
Tract 1017, Phase 2 Property	248	0
<b>Total</b>	<b>1,640</b>	<b>1,422</b>

Several types of property shown in the above table are exempt, and therefore are not subject to the special tax levy. These types include Public Property as well as some properties that are given the choice to connect to the sewer system, but have not yet exercised that option. Exempt properties are further defined as follows:

- i. Public Property, except for Public Property that had, in its entirety, been a parcel of taxable property in a prior fiscal year.
- ii. Property Owner Association Property, except for certain parcels of Taxable POA Property and any buildable lot owned by the POA that is expected to be resold to an individual property owner.
- iii. Parcels of Optional LPSS Property. Once a parcel of Optional LPSS Property has connected to the Water District's sewer system, it shall thereafter be classified as taxable property.
- iv. Parcels of Optional Septic Property. Once a parcel of Optional Septic Property has connected to the Water District's sewer system, it shall thereafter be classified as taxable property.



- v. Parcels of Tract 1017, Phase 2 Property. All parcels of Tract 1017, Phase 2 Property are exempt until such time as the Water District accepts water and sewer improvements for property within Phase 2 of Tract 1017.
- vi. Parcels owned by a public utility for an unmanned facility.
- vii. Parcels subject to an easement that precludes any other use on the parcels.
- viii. Any parcel that has fully prepaid its annual special tax obligation.

## ***VI. PREPAYMENTS***

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As of June 30, 2024, no property owner has prepaid his/her special tax obligation. Therefore, all parcels of taxable property remain subject to the annual special tax levy.

## ***VII. STATE REPORTING REQUIREMENTS***

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### **Senate Bill No. 165**

On September 18, 2000, former Governor Gray Davis signed Senate Bill 165 which enacted the Local Agency Special Tax and Bond Accountability Act. In approving the bill, the Legislature declared that local agencies need to demonstrate to the voters that special taxes and bond proceeds are being spent on the facilities and services for which they were intended. To further this objective, the Legislature added Sections 50075.3 and 53411 to the California Government Code setting forth annual reporting requirements relative to special taxes collected and bonds issued by a local public agency. Pursuant to Sections 50075.3 and 53411, the “chief fiscal officer” of the public agency will, by January 1, 2002, and at least once a year thereafter, file a report with the City setting forth (i) the amount of special taxes that have been collected and expended; (ii) the status of any project required or authorized to be funded by the special taxes; (iii) if bonds have been issued, the amount of bonds that have been collected and expended; and (iv) if bonds have been issued, the status of any project required or authorized to be funded from bond proceeds.

### **Assembly Bill No. 1666**

On July 25, 2016, former Governor Jerry Brown signed Assembly Bill No. 1666, adding Section 53343.2 to the California Government Code (“GC”). The bill enhances the transparency of community facilities districts by requiring that certain reports be accessible on a local agency’s web site. Pursuant to Section 53343.2, a local agency that has a web site shall, within seven months after the last day of each fiscal year of the district, display prominently on its web site the following information:

Item (a): A copy of an annual report, if requested, pursuant to GC Section 53343.1. The report required by Section 53343.1 includes CFD budgetary information for the prior fiscal year and is only prepared by a community facilities district at the request of a person who resides in or owns property in the community facilities district. If the annual report has not been requested to be prepared, then a posting to the web site would not be necessary.

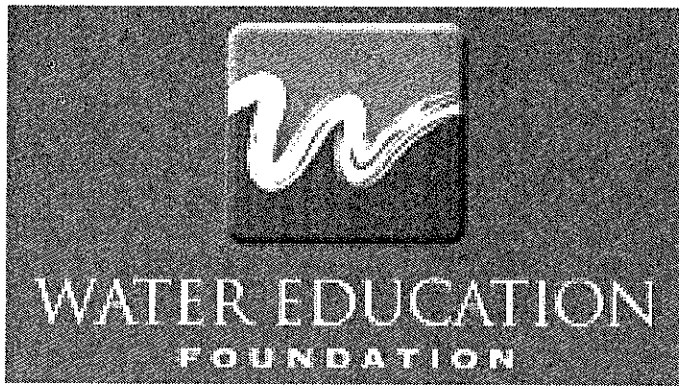
Item (b): A copy of the report provided to the California Debt and Investment Advisory Commission (“CDIAC”) pursuant to GC Section 53359.5. Under Section 53359.5, local agencies must provide CDIAC with the following: (i) notice of proposed sale of bonds; (ii) annual reports on the fiscal status of bonded districts; and (iii) notice of any failure to pay debt service on bonds, or of any draw on a reserve fund to pay debt service on bonds.

Item (c): A copy of the report provided to the State Controller’s Office pursuant to GC Section 12463.2. This section refers to the parcel tax portion of a local agency’s Financial Transactions Report that is prepared for the State Controller’s Office annually. Note that school districts are not subject to the reporting required by GC Section 12463.2.

## **Assembly Bill No. 1483**

On October 9, 2019, Governor Gavin Newsom signed Assembly Bill No. 1483, adding Section 65940.1 to the California Government Code. The law requires that a city, county, or special district that has an internet website, maintain on its website a current schedule of fees, exactions, and affordability requirements imposed by the public agency on all housing development projects. Pursuant to Section 65940.1, the definition of an exaction includes a special tax levied pursuant to the Mello-Roos Community Facilities Act.

Assembly Bill No. 1483 defines a housing development project as consisting of (a) residential units only; or (b) mixed-use developments consisting of residential and non-residential land uses with at least two-thirds of the square footage designated for residential use; or (c) transitional housing or supportive housing. Assembly Bill No. 1483 also requires a city, county, or special district to update this information on their website within 30 days of any changes made to the information



September 23, 2024 | Courthouse News Service

## MONDAY TOP OF THE SCROLL: CALIFORNIA SCORES LEGAL WIN ON APPEAL OVER SITES RESERVOIR PROJECT

A three-judge appellate panel has sided with California Governor Gavin Newsom over the Sites Reservoir project, ruling that a key environmental report meets muster. Groups including Friends of the River had sued over the reservoir project, claiming it will threaten fish and contribute to greenhouse gases. They asked a Yolo County Superior Court judge to rule that the certification of an environmental impact report for the reservoir was invalid because it didn't meet the requirements of the California Environmental Quality Act, or CEQA. The judge in June ruled in favor of the state, leading the plaintiffs to appeal. On Friday, the Third Appellate District panel affirmed the lower court's decision. ... With an estimated cost of \$4 billion, the Sites project in rural Glenn and Colusa counties will according to water officials help California weather the effects of climate change. It's expected to raise the state's water capacity by up to 15%, shore up the ecosystem and add recreation options.

Related news release:

- Gov. Gavin Newsom: [Sites Reservoir project clears legal hurdle thanks to streamlining law](#)

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News

Sep 20, 2024

# Sites Reservoir project clears legal hurdle thanks to streamlining law

**What you need to know:** Governor Newsom's streamlining law reduces delays caused by CEQA litigation. Under that law, an appellate court swiftly rejected a CEQA lawsuit against the Sites Reservoir project – in less than 270 days since it was filed.

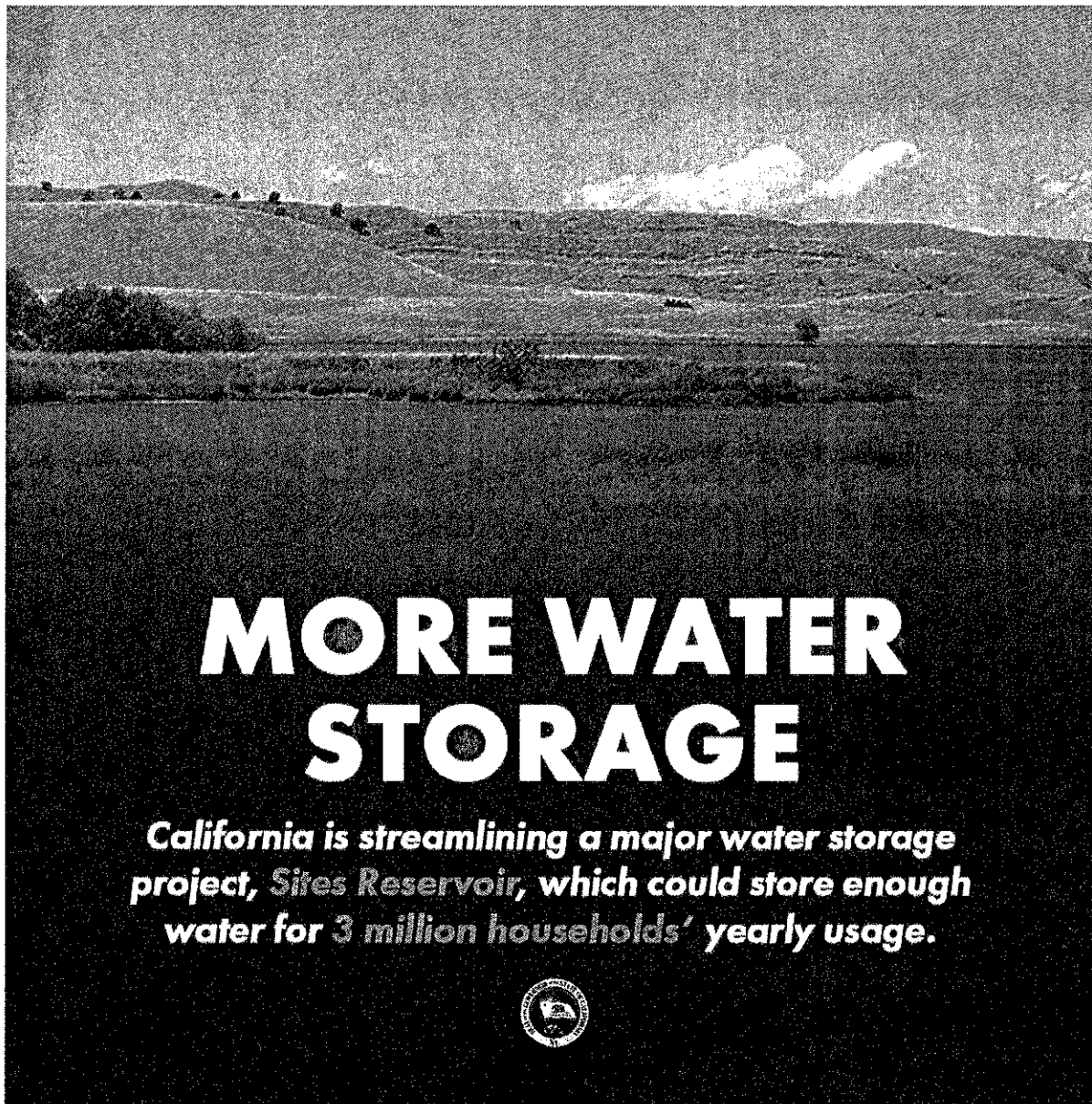
SACRAMENTO – The Sites Reservoir project just cleared another major hurdle after Governor Gavin Newsom had **streamlined** the project late last year, **defeating a CEQA legal challenge**. Today's appellate court ruling builds on a similar victory in the trial court. The Sites Reservoir will store enough water to support 3 million households' yearly usage.

Governor Newsom's **infrastructure streamlining law** requires that courts must decide CEQA challenges within 270 days to the extent feasible. Today's

decision by the Third District Court of Appeal occurred within 256 days. It upholds a trial court **decision** that was issued on June 4, 2024 – just 108 days ago.

**“We can’t waste anymore time with frivolous lawsuits to hold up major infrastructure projects, especially building more water storage. The Sites Reservoir project will capture more rain and snow to supply millions of homes with clean drinking water. This is exactly why we needed this streamlining law.”**

Governor Gavin Newsom



The Sites Reservoir will capture water during wet seasons and store it for use during drier seasons – holding up to 1.5 million acre-feet of water, enough for 3 million households' yearly usage. It has received a total of \$46.75 million in early funding from the state. In all, Sites is eligible for \$875.4 million of Proposition 1 funding. Total project cost is estimated at \$4 billion. More information about the project can be found at [build.ca.gov](https://build.ca.gov).

### How it works

- SB 149 allows the Governor to certify qualifying infrastructure projects for judicial streamlining under the California Environmental Quality Act (CEQA).
- Courts must decide CEQA challenges to certified projects within 270 days to the extent feasible – saving months or even years of litigation delays after a project has already passed environmental review, while still allowing legal challenges to be heard.

### Why it's important

- The project will help California maintain a resilient water supply in the face of climate change, weather extremes, and water scarcity.
- Sites Reservoir is critical to California's Water Supply Strategy and meeting our goal of expanding above and below ground water storage capacity by 4 million acre feet.

### How we got here

- Governor Newsom signed into law a package of bills to accelerate critical infrastructure projects across California that will help build our 100% clean electric grid, ensure safe drinking water and boost the state's water supply, and modernize our transportation system.
- By streamlining permitting, cutting red tape, and allowing state agencies to use new project delivery methods, these new laws will maximize taxpayer dollars and accelerate timelines of projects throughout the state, while ensuring appropriate environmental review and community engagement.
- The package will take full advantage of an unprecedented \$180 billion in state, local, and federal infrastructure funds over the next ten years while creating an estimated 400,000 good-paying jobs.