REGULAR BOARD MEETING
AGENDA PACKET

FEBRUARY 16, 2021
Regular Board Meeting – February 16, 2021, 6:00 pm, via Teleconference

Join from computer, tablet or smartphone. Click on this URL to join: https://us02web.zoom.us/j/84145457870?pwd=VGdKK0Q2RDVXOS95Rmd5TVJXVHNIdz09

Join by phone. Dial US +1 669 900 6833 Meeting ID: 841 4545 7870 Passcode: 640777

Participant ID. Use your assigned Participant ID when you dial in so that it consolidates your profiles.

Click on this URL to learn more: https://carmichaelwd.org/about-us/agendas-minutes-2021/

AGENDA

This meeting is being held in accordance with the Brown Act as currently in effect under the State Emergency Services Act, the Governor’s Emergency Declaration related to COVID-19, and the Governor’s Executive Order N-29-20 issued on March 17, 2020 that allows attendance by members of the Carmichael Water District (District) Board of Directors (Board), District staff, and the public to participate and conduct the meeting by teleconference, videoconference, or both.

The Board will discuss all items on its agenda, and may take action on any of those items, including information items and continued items. The Board may also discuss other items that do not appear on its agenda, but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds vote declaring the need for action arose after posting of the agenda. Agenda packets can be found at our website at carmichaelwd.org.

The Board of Directors welcomes and encourages participation in meetings. Public testimony may be given on any agenda item as it is called and limited to three minutes per speaker. Matters not on the posted agenda may be addressed under Public Comment. Please follow Public Comment Guidelines found at the District’s website at carmichaelwd.org/public-comment-guidelines/.

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 General Manager at 483-2452. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

CALL TO ORDER AND STATEMENT REGARDING PUBLIC PARTICIPATION: President Emmerson

Presentation by Jim Peifer, Executive Director – Regional Water Authority

PUBLIC COMMENT:

1. Public Comment
   Any member of the public may address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board.

CONSENT CALENDAR:

Consent Calendar items are expected to be routine and non-controversial, to be acted on by the Board in one motion. Should any Board member, staff member, or interested person request discussion on an item, the Board will consider the item separate from the Consent Calendar.

2. Minutes for the Special Board Meeting – February 3, 2021
3. Minutes for the Regular Board Meeting – January 19, 2021
7. Budget Summary – January 2021
8. FY 2020-2021 Reserve Requirements – January 2021
9. La Vista Project Funds – January 2021
ACTION CALENDAR:

10. Resolution 02162021-1 – A Resolution Adopting an Annual Statement of Investment Policy for Carmichael Water District
   Staff recommends that the Board approve Resolution 02162021-1.

11. Resolution 02162021-2 – A Resolution Recommending Appointment of Gregory Zlotnick to a Seat on the District Board of Directors under Elections Code Section 10515(b)
   Staff recommends that the Board approve Resolution 02162021-2 and filing of it with the Sacramento County Board of Supervisors for consideration in making the appointment provided for under Elections Code section 10515(b).

12. Board of Directors 2021 Conferences and Meetings Schedule
   Per District Policy 9060.311 “Director Conference attendance must be approved annually at the January Board meeting. Resolution No. 3573-2 limits attendance at all conventions, meetings, seminars, symposia or other water agency related business, outside a radius of fifty (50) miles from Sacramento to three (3) District representatives approved by the Board. The Board will annually review all such functions and decide on District participation. Exceptions to the above require special Board consideration and approval.”

13. Board Representatives 2021 Committees Assignments
   Per District Policy 9050.30 “Representative Committee Assignments: Meetings of the approved list of membership associations on which the District is officially represented attended by the representative or alternate of the Board who has been appointed to represent the District. Board Representatives and Alternates will be approved annually at the January Board meeting.”

14. California Special Districts Association (CSDA). Presentation by Dane Wadle, Senior Public Affairs Coordinator – CSDA
   CSDA Requesting Support for Reintroduced Special District COVID-19 Funding Relief Legislation.

STAFF REPORTS:

15. Capital Improvement Project Report Presentation
16. General Manager and District Activity Report – January 2021
17. Director’s Expense Reimbursement Summary for January 2021

GENERAL CORRESPONDENCE/INFORMATION:

19. News Articles
20. Director’s Written and/or Oral Reports
   a. Mark Emmerson – JPIA and ACWA 2020 Fall Conference Notes.

CALENDARS AND COMMITTEES:

21. Meetings Calendars:
   a. 2021 Board Meeting Calendar
   b. Meeting/Conference Calendar – March
   c. Meeting/Conference Calendar – April

ANNOUNCE CLOSED SESSION AND ADJOURN OPEN SESSION TO CLOSED SESSION

CLOSED SESSION:

22. Public Employee Performance Evaluation Involving the General Manager under Government Code section 54957 and 54957.6

ADJOURN CLOSED SESSION AND OPEN REGULAR SESSION

REPORT OUT OF CLOSED SESSION

The next meeting of the Board of Directors will be a Regular Board Meeting held on:
Tuesday, March 16, 2021 at 6:00 p.m.
MINUTES

The Board of Directors of the Carmichael Water District met in Special Session this 3rd day of February at 2:30 pm, via teleconference.

ATTENDANCE:

Directors: Mark Emmerson, Jeff Nelson, Ron Greenwood, Paul Selsky
Staff: Cathy Lee
Guest: Josh Horowitz / Bartkiewicz, Kronick, & Shanahan
Public: No members of the public

CALL TO ORDER: President Emmerson called the meeting to order at: 2:33 pm

ANNOUNCED CLOSED SESSION AND ADJOURN OPEN SESSION TO CLOSED SESSION AT: 2:34 pm

CLOSED SESSION:

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Government Code sections 54954.5(c) and 54956.9(a))
   Consideration of initiation of litigation involving three cases.

ADJOURN CLOSED SESSION TO OPEN SESSION AT: 3:44 pm

REPORT OUT OF CLOSED SESSION:

The Board provided direction to the General Manager and Counsel.

ADJOURNMENT: The special meeting was adjourned at: 3:45 pm

The next meeting of the Board of Directors will be a Regular Board Meeting held on:
Tuesday, February 16, 2021 at 6:00 p.m.

Mark Emmerson, Board President
Cathy Lee, Board Secretary
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MINUTES

The Carmichael Water District Board of Directors met in Regular Session this 19th day of January at 6:00 p.m. via teleconference.

ATTENDANCE:

Directors: Paul Selsky, Mark Emmerson, Jeff Nelson, Ron Greenwood
Staff: Cathy Lee, Chris Nelson, Cecilia Dodge, Kevin Johnston
Guest: Michael Zizzi/Leaf & Cole, LLP, Mark Hildebrand/Hildebrand Consulting, LLC
Public: Ten (10) Members of the Public

CALL TO ORDER: President Selsky called the meeting to order at: 6:03 p.m.

ANNUAL POLICY REVIEW/AMENDMENT

Organizational Meeting:
Per District Policy 9400.60 “The Board of Directors shall hold an Organizational Meeting at its first meeting in January. At this meeting the Board will elect a President and Vice-President from among its members to serve for a one-year period, and will appoint the General Manager as the Board’s Secretary and a District staff member as Assessor-Collector/Treasurer.”

The General Manager recommends that the General Manager act as the Assessor Collector/Treasurer until a suitable staff person is hired.

M/S Greenwood / Nelson to elect Director Emmerson as President.

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Board Totals: Ayes: 4 Nays: Absent: Abstain: 
Passed Unanimously: ✓

President Emmerson declared Jeff Nelson as the Vice President, and Cathy Lee as the Secretary and Assessor-Collector/Treasurer.
FY 2019-2020 Annual District Audit Presentation performed by Mike Zizzi with Leaf & Cole, LLP

ACTION ITEM # 17 Moved Forward

   Staff recommends that the Board of Directors accepts the FY 2019-2020 District Audit and approves the CAFR.

   M/S Greenwood / Selsky to approve Action Item 17 as recommended.

   Discussed with Board

   Mark Emmerson    Aye ✓  Nay ■  Absent ■  Abstain ■
   Jeff Nelson      Aye ✓  Nay ■  Absent ■  Abstain ■
   Ron Greenwood    Aye ✓  Nay ■  Absent ■  Abstain ■
   Paul Selsky      Aye ✓  Nay ■  Absent ■  Abstain ■
   Vacancy          Aye ✓  Nay ■  Absent ■  Abstain ■

   Board Totals:
   Ayes: 4  Nays:  ■  Absent:  ■  Abstain:  ■

   Passed Unanimously: ✓

PUBLIC COMMENT:
1. Public Comment
   No Public Comment.

CONSENT CALENDAR:
2. Minutes for the Special Board Meeting – December 28, 2020
3. Minutes for the Regular Board Meeting – December 15, 2020
5. Investment Transaction Report – December 2020
7. Budget Summary – December 2020
8. Statement of Net Position – December 2020
9. Statement of Revenues and Expenses – Quarter Ending December 31, 2020
10. FY 2020 – 2021 Reserve Requirements – December 2020
11. La Vista Project Funds – December 2020
12. Resolution 01192021-1 A Resolution Adopting an Annual Statement of Investment of District Funds Policy for Carmichael Water District
    Staff recommends that the Board of Directors approves the Professional Services Agreement with Tully & Young for a not-to-exceed amount of $58,835 and authorizes the General Manager to execute contract to prepare the District’s 2020 UWMP.
14. First Amendment of Professional Services Agreement for Business Plan Update and Water Rate Study
    The General Manager recommends that the Board of Directors approves the First Amendment of the Professional Services Agreement in the amount of $21,000 with Hildebrand Consulting for a new not-to-exceed contract amount of $104,190.
15. Approval for Board Compensation
    The General Manager recommends that the Board of Directors approves Director Greenwood’s request for compensation of meeting attendance for RWA meetings.
16. Legal Services Agreement (LSA) with Boutin Jones Inc.
    Staff recommends that the Board of Directors approves the LSA with Boutin Jones Inc. and authorizes the General Manager to execute the contract.
M/S Greenwood / Nelson to approve the Consent Calendar Items 2-11 and 13-16 as recommended, with
Item 12 tabled until February Board meeting.

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Board Totals: Ayes: 4 Nays: 0 Absent: 0 Abstain: 0
Passed Unanimously: ✔

**ACTION CALENDAR:**

18. **Rate Adjustment for 2021 and Fee Schedule Amendment with Resolution 01192021-2 – A Resolution Adopting Rates for Calendar Year 2021**

Staff recommends that the Board of Directors approves the 2020 Business Plan, Water Rate, and Capital Facilities Fee Study, amended fees, and Resolution 01192021-2 – A Resolution Adopting the Rates for Calendar Year 2021.

M/S Selsky / Greenwood to approve the 2020 Business Plan, Water Rate, Capital Facilities Fee Study, and amended fees as recommended; and to adopt a 5% Rate Adjustment for Calendar Year 2021.

Discussed with Board

Dave Hanscom commented

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Board Totals: Ayes: 3 Nays: 1 Absent: 0 Abstain: 0
Passed Unanimously: ✔

Motion Carried: ✔

Motion Not Carried:

19. **Engineering Manager Additional Leave Request**

Staff recommends that the Board of Directors approves 80-hours of Administrative Leave, to be used in a calendar year without accrual or payment in-lieu options, for the Engineering Manager position.

M/S Emmerson / Greenwood to approve as recommended.

Discussed with Board

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Board Totals: Ayes: 4 Nays: 0 Absent: 0 Abstain: 0
Passed Unanimously: ✔
20. Finance Manager Position
Staff recommends that the Board of Directors approves the job description and salary range of the Finance Manager position; the position to be funded in FY 20-21 and future budgets; and the General Manager to advertise the position for recruitment and to negotiate with and appoint the most qualified and suitable candidate for the position.

M/S _Nelson_ / _Greenwood_ to approve as recommended.

Discussed with Board

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Board Totals: Ayes: 4 Nays: Absent: Abstain:

Passed Unanimously:

Staff recommends that the Board of Directors approves the Side Letter to Agreement between the District and AFSCME and authorizes the General Manager to execute the Side Letter.

M/S _Nelson_ / _Emmerson_ to approve as recommended.

Discussed with Board

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Board Totals: Ayes: 4 Nays: Absent: Abstain:

Passed Unanimously:

22. Collaboration Partnership with Sacramento Suburban Water District
Staff recommends that the Board of Directors approves the General Manager to 1) initiate discussions on a potential collaboration partnership with Sacramento Suburban Water District, 2) identify opportunities to maximize/enhance the reliability of water supplies and mutual staffing aid, and 3) evaluate benefits or impacts related to cost saving opportunities.

M/S _Greenwood_ / _Emmerson_ to approve as recommended.

Discussed with Board

Paul Heliker commented
Dan York commented

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Board Totals: Ayes: 4 Nays: Absent: Abstain:

Passed Unanimously:
23. **Board of Directors 2021 Conferences and Meetings Schedule**  
Per District Policy 9060.311 "Director Conference attendance must be approved annually at the January Board meeting. Resolution No. 3573-2 limits attendance at all conventions, meetings, seminars, symposia or other water agency related business, outside a radius of fifty (50) miles from Sacramento to three (3) District representatives approved by the Board. The Board will annually review all such functions and decide on District participation. Exceptions to the above require special Board consideration and approval."

Discussed with Board

Board President gave direction to General Manager

No Action Taken

24. **Board Representatives 2021 Committees Assignments**  
Per District Policy 9050.30 "Representative Committee Assignments: Meetings of the approved list of membership associations on which the District is officially represented attended by the representative or alternate of the Board who has been appointed to represent the District. Board Representatives and Alternates will be approved annually at the January Board meeting."

Discussed with Board

Board President gave direction to General Manager

No Action Taken

25. **Division 1 Board of Director Vacancy**  
Staff recommends the Board to make a selection from the existing candidate pool or direct the General Manager to continue with the current application process and prepare an application review for possible selection for the February 2021 Board meeting.

M/S Greenwood / Nelson to approve the nomination of Greg Zlotnick.

Discussed with Board

Greg Zlotnick commented

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Passed Unanimously:

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**STAFF REPORTS:**

26. **Capital Improvement Project Report**  
Discussed with Board

27. **General Manager and District Activity Report**  
Discussed with Board

28. **Director’s Expense Reimbursement Summary for December 2020**

29. **CPI for FY 2021-2022**  
Discussed with Board

30. **Bartkiewicz, Kronick & Shanahan Legal Services Billing Rates for 2021**
GENERAL CORRESPONDENCE/INFORMATION:
31. News Articles
   Discussed with Board
32. Director’s Written and/or Oral Reports
   Director Nelson: No Report
   Directory Greenwood:
      a. Regional Water Authority Meeting
   Director Selsky:
      a. Regional Water Authority Awards Meeting
   Director Emmerson:
      a. Association of California Water Agencies Region 4 Membership Meeting

CALENDARS AND COMMITTEES:
33. Meetings Calendars:
   a. 2021 Board Meeting Calendar
   b. Meeting/Conference Calendar – February
   c. Meeting/Conference Calendar – March

ANNOUNCE CLOSED SESSION AND ADJOURN OPEN SESSION TO CLOSED SESSION AT: 8:12 p.m.

CLOSED SESSION:
34. Public Employee Performance Evaluation Involving the General Manager under Government Code section 54957 and 54957.6

ADJOURN CLOSED SESSION AND OPEN REGULAR SESSION AT: 8:26 p.m.

REPORT OUT OF CLOSED SESSION:
President Emmerson stated that direction has been given to Board and General Manager.

ADJOURNMENT: The Regular meeting was adjourned at: 8:26 p.m.

The next meeting of the Board of Directors will be a Regular Board Meeting held on:
Tuesday, February 16, 2021 at 6:00 p.m.
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<td>Carmichael Tire &amp; Auto Repair</td>
<td>Repairs and Maintenance - Vehicles</td>
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<tr>
<td>Carquest Auto Parts</td>
<td>Vehicle supplies</td>
<td>160.14</td>
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<tr>
<td>Certex USA, Inc</td>
<td>Tools</td>
<td>565.69</td>
</tr>
<tr>
<td>Charles Aycock (Municipal Auto. Services)</td>
<td>CIP - Switchgear Replacement</td>
<td>9,450.00</td>
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<tr>
<td>Chris R. Nelson</td>
<td>Training &amp; Certification</td>
<td>75.00</td>
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<td>Cintas Corporation</td>
<td>Safety Supplies</td>
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<td>Clark Pest Control</td>
<td>Pest Control</td>
<td>347.00</td>
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<td>Comcast</td>
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<td>1,357.24</td>
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<tr>
<td>Concrete Equipment Services</td>
<td>Equipment Repairs &amp; Maintenance</td>
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<tr>
<td>County of Sacramento</td>
<td>CIP - Grant/Sue/Whitney MLP $6644.50, Elec Exp $1887, Encr $539</td>
<td>9,070.50</td>
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<tr>
<td>CSI Engineering</td>
<td>Claims Refund</td>
<td>3,000.00</td>
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<tr>
<td>Dataprose LLC</td>
<td>Billing Postage &amp; Expense</td>
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<tr>
<td>Dawson Oil</td>
<td>Diesel</td>
<td>190.51</td>
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<tr>
<td>Filmtec Corp.</td>
<td>Membranes</td>
<td>4,521.20</td>
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<tr>
<td>Gavrilov &amp; Brooks Law</td>
<td>Personnel Legal Services</td>
<td>1,530.00</td>
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<tr>
<td>Grainger</td>
<td>Supplies</td>
<td>117.14</td>
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<td>Guardian</td>
<td>Benefits - Long Term Disability</td>
<td>1,138.63</td>
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<tr>
<td>Haase Landscapes, Inc</td>
<td>Landscape</td>
<td>1,321.00</td>
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<tr>
<td>Hach Company</td>
<td>Lab Chem &amp; Supplies</td>
<td>1,009.78</td>
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<tr>
<td>Harrington Industrial Plastics</td>
<td>CMF Filtrate</td>
<td>1,306.68</td>
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<td>Harris Industrial Gases</td>
<td>Equipment Rental</td>
<td>24.71</td>
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<td>Hefner, Stark, &amp; Marois, LLP</td>
<td>Board Legal Services</td>
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<td>Hildebrand Consulting</td>
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<td>Hunt &amp; Sons, Inc.</td>
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<td>4,506.17</td>
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<td>Iconix</td>
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<td>Inland Business System</td>
<td>Equipment Repairs &amp; Maintenance</td>
<td>64.00</td>
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<td>Invoice Cloud</td>
<td>Payment Processing Fees</td>
<td>4,642.25</td>
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<td>Med 7</td>
<td>Exams &amp; Screenings</td>
<td>210.00</td>
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<tr>
<td>Network Design Associates, Inc</td>
<td>Network Monitoring &amp; Risk Assessment</td>
<td>1,355.50</td>
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<td>Olin Corp - Chlor Alkali</td>
<td>Chemicals- Sodium Hypochlorite</td>
<td>3,625.53</td>
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<tr>
<td>One Print Source &amp; Graphics</td>
<td>2021 Calendar Printing</td>
<td>3,140.87</td>
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<td>Pace Supply</td>
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<td>Patron Trucking, Inc.</td>
<td>Road Materials</td>
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<td>PG&amp;E</td>
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<td>1,005.26</td>
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<tr>
<td>PG&amp;E Non-Energy Collection Unit</td>
<td>COTP Service Costs</td>
<td>20.00</td>
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<tr>
<td>Description</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Pitney Bowes</td>
<td>Postage refill</td>
<td>87.00</td>
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<tr>
<td>Placer Electric Inc.</td>
<td>La Vista Reservoir well pump</td>
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<td>Planet Paving &amp; Grading</td>
<td>Paving</td>
<td>39,854.00</td>
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<tr>
<td>Powerplan OIB</td>
<td>Equipment repairs &amp; maintenance</td>
<td>270.26</td>
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<tr>
<td>Preferred Plumbing &amp; Drain</td>
<td>Plumbing</td>
<td>785.00</td>
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<td>Rawles Engineering</td>
<td>CIP - Grant/Sue/Whitney MLP $470,025.81, Service Lines</td>
<td>478,327.81</td>
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<td>Specialty Answering Service</td>
<td>Telecommunications</td>
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<td>Sacramento County Recorder</td>
<td>Lien Redemption Fees</td>
<td>460.00</td>
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<tr>
<td>Sacramento County Utilities</td>
<td>Utilities</td>
<td>366.66</td>
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<tr>
<td>Sierra Office Supplies</td>
<td>Supplies</td>
<td>468.10</td>
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<tr>
<td>SMUD</td>
<td>Power</td>
<td>76,051.05</td>
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<tr>
<td>Somach Simmons &amp; Dunn</td>
<td>Board Legal Services</td>
<td>1,570.12</td>
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<td>Sprint</td>
<td>Telecommunications</td>
<td>14.99</td>
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<td>Staples</td>
<td>Office Supplies</td>
<td>87.94</td>
</tr>
<tr>
<td>State Water Resources Control Board</td>
<td>NPDES permit</td>
<td>36,726.80</td>
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<td>Steven Ziegler (Zigg Electric)</td>
<td>Electrical repairs</td>
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<td>Synectic Technologies</td>
<td>Telecommunications</td>
<td>183.30</td>
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<td>Telstar</td>
<td>Equipment testing</td>
<td>752.00</td>
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<tr>
<td>Tully &amp; Young Inc</td>
<td>Board Legal Services</td>
<td>337.50</td>
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<tr>
<td>US Bank</td>
<td>CMF Filtrate, Equip. Repairs &amp; maint.</td>
<td>2,235.59</td>
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<td>Univar Solutions</td>
<td>Caustic Soda &amp; Sodium Hydroxide</td>
<td>5,691.36</td>
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<tr>
<td>USA Bluebook</td>
<td>Lab Chemical and supplies</td>
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<td>Verizon Wireless</td>
<td>Telecommunications</td>
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<td>Waste Management of Sacramento</td>
<td>Utilities</td>
<td>815.52</td>
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<td>West Yost Associates</td>
<td>Fireflow Engineering</td>
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<td>Wienhoff Drug Testing</td>
<td>Exams &amp; Screenings</td>
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<td><strong>Check Register Total</strong></td>
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<td><strong>911,304.46</strong></td>
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<tr>
<td>Payroll</td>
<td>Employee Wages, Director Pay, Payroll Taxes</td>
<td>161,523.37</td>
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<tr>
<td><strong>Total Paid Expenditures</strong></td>
<td></td>
<td><strong>1,072,827.83</strong></td>
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</table>
**CARMICHAEL WATER DISTRICT**

**Investment Transaction Report**

*For the period January 1 to January 31, 2021*

<table>
<thead>
<tr>
<th>Investment Description</th>
<th>Beginning Balance 1/1/2021</th>
<th>Income/ FV Adjustment</th>
<th>Deposits/ Transfers In</th>
<th>Withdrawals/ Transfers Out</th>
<th>Fair value (FV)/ Ending Balance 1/31/2021</th>
<th>Investment Type</th>
<th>Issuer</th>
<th>Maturity Dates</th>
<th>Interest Rate/Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DESIGNATED FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membrane Replacement Fund</td>
<td>689,704.38</td>
<td>-</td>
<td>-</td>
<td></td>
<td>689,704.38</td>
<td>Cash</td>
<td>West America Bank</td>
<td>N/A</td>
<td>0.35%</td>
</tr>
<tr>
<td>Local Agency Investment Fund (LAIF)</td>
<td>1,938,909.49</td>
<td>3,065.66</td>
<td></td>
<td></td>
<td>1,941,975.15</td>
<td>Investment Pool</td>
<td>LAIF</td>
<td>N/A</td>
<td>0.68%</td>
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<tr>
<td>2019 COP Project Fund ***</td>
<td>14,999,356.60</td>
<td>1,577.80</td>
<td></td>
<td></td>
<td>(43,983.94)</td>
<td>Money Market</td>
<td>Union Bank</td>
<td>N/A</td>
<td>0.10%</td>
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<tr>
<td><strong>RESTRICTED FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019 COP Installment Payment Fund, Sub A</td>
<td>25.26</td>
<td></td>
<td></td>
<td></td>
<td>25.26</td>
<td>Money Market</td>
<td>Union Bank</td>
<td>N/A</td>
<td>0.15%</td>
</tr>
<tr>
<td>2019 COP Installment Payment Fund, Sub B</td>
<td>115.41</td>
<td>0.01</td>
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<td></td>
<td>115.42</td>
<td>Money Market</td>
<td>Union Bank</td>
<td>N/A</td>
<td>0.15%</td>
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<tr>
<td>Facility Fees</td>
<td>599,120.14</td>
<td>33.78</td>
<td></td>
<td></td>
<td>599,153.92</td>
<td>Cash</td>
<td>West America Bank</td>
<td>N/A</td>
<td>0.07%</td>
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<tr>
<td>CERBT: OPEB trust fund**</td>
<td>2,321,617.80</td>
<td>255,180.77</td>
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<td></td>
<td>2,576,798.57</td>
<td>Investment Pool</td>
<td>CalPERS</td>
<td>Various</td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>20,548,849.08</td>
<td>259,858.02</td>
<td>-</td>
<td></td>
<td>(43,983.94)</td>
<td></td>
<td></td>
<td></td>
<td>20,764,723.16</td>
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</tbody>
</table>

*Upon maturity of each Certificate of Deposit, the District receives the full principal amount back regardless of the investment’s fair value as of the maturity date. As a result, the FV Adjustment column is used for tracking purposes and only applies if the District decides to sell a CD prior to maturity. The District currently holds Certificates of Deposits to maturity in order to ensure the full realization of both principal and interest.

**Quarterly valuation**

***Funds designated for the La Vista, Fair Oaks Blvd., Robertson projects**
## FY 2020-2021 CASH FLOW PROJECTION

**January 2021**

### REVENUE PROJECTIONS

<table>
<thead>
<tr>
<th></th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>Total</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Sales Receipts</td>
<td>1,145,126</td>
<td>1,272,362</td>
<td>1,272,362</td>
<td>1,272,362</td>
<td>1,145,126</td>
<td>1,145,126</td>
<td>890,654</td>
<td>890,654</td>
<td>890,654</td>
<td>890,654</td>
<td>890,654</td>
<td>890,654</td>
<td>1,017,890</td>
<td>12,723,622</td>
</tr>
<tr>
<td>Miscellaneous and Other Revenue</td>
<td>9,180</td>
<td>9,180</td>
<td>9,180</td>
<td>9,180</td>
<td>9,180</td>
<td>9,180</td>
<td>9,180</td>
<td>9,180</td>
<td>9,180</td>
<td>9,180</td>
<td>9,180</td>
<td>9,180</td>
<td>9,180</td>
<td>9,180</td>
</tr>
<tr>
<td>GSWC Capacity Right/Treat and Delivery</td>
<td>1,477,773</td>
<td>77,773</td>
<td>77,773</td>
<td>77,773</td>
<td>77,773</td>
<td>77,773</td>
<td>77,773</td>
<td>77,773</td>
<td>77,773</td>
<td>77,773</td>
<td>77,773</td>
<td>77,773</td>
<td>170,450</td>
<td>170,450</td>
</tr>
<tr>
<td>Regional Water Transfer</td>
<td>14,204,17</td>
<td>14,204,17</td>
<td>14,204,17</td>
<td>14,204,17</td>
<td>14,204,17</td>
<td>14,204,17</td>
<td>14,204,17</td>
<td>14,204,17</td>
<td>14,204,17</td>
<td>14,204,17</td>
<td>14,204,17</td>
<td>14,204,17</td>
<td>14,204,17</td>
<td>14,204,17</td>
</tr>
<tr>
<td>Total Projected Revenue</td>
<td>2,646,283</td>
<td>1,373,519</td>
<td>1,373,519</td>
<td>1,373,519</td>
<td>1,246,283</td>
<td>1,246,283</td>
<td>991,810</td>
<td>991,810</td>
<td>991,810</td>
<td>991,810</td>
<td>991,810</td>
<td>991,810</td>
<td>1,119,047</td>
<td>15,337,505</td>
</tr>
</tbody>
</table>

### ACTUAL REVENUE AND EXPENSES (CASH)

#### July 1 General Fund Cash Balance: 10,484,656

**Actual Revenue:**

- Water Sales Receipts, retail | 994,366 | 1,378,823 | 1,323,976 | 1,114,991 | 1,340,687 | 1,144,595 | 962,410 | 845,000 | 836,000 | 845,000 | 830,000 | 1,001,000 | 12,616,846 |
- Miscellaneous and Other Revenue | 13,594 | 5,942 | 11,519 | 48,447 | 23,814 | 9,242 | 23,153 | 7,834 | 7,834 | 7,834 | 7,834 | 7,834 | 174,883 |
- GSWC Capacity Right/Treat and Delivery | 1,466,332 | 114,711 | 74,967 | 74,967 | 74,967 | 74,967 | 74,967 | 77,773 | 77,773 | 77,773 | 77,773 | 77,773 | 2,344,741 |
- Regional Water Transfer | - | - | - | - | - | - | - | - | - | - | - | - | - |

#### Total Revenue (Cash): 2,474,292

- EOM Outstanding A/R, net | 290,639 | 215,113 | 217,638 | 424,603 | 261,145 | 209,424 | 333,286 | 244,571 | 244,571 | 244,571 | 244,571 | 244,571 | 244,571 |
- Other Receivables | 81,234 | 84,640 | 74,967 | 75,792 | 76,236 | 76,449 | 77,274 | 74,967 | 74,967 | 74,967 | 74,967 | 74,967 | 74,967 |

#### Total Outstanding Receivables: 375,940

**Outstanding Liabilities:**

- Payroll | 177,030 | (170,573) | (162,423) | (163,668) | (167,915) | (286,695) | (161,523) | (170,000) | (170,000) | (170,000) | (170,000) | (170,000) |

#### Total Expenditures (Cash): 1,017,890

**Expenditures:**

- Debt Service Payments:
  - 2019 COPs | - | - | - | - | (2,012,354) | - | - | - | - | (525,651) | - | (2,539,288) |
  - PERS Unfunded Actuarial Liability | - | - | - | - | - | - | - | - | - | - | - | (400,000) |
  - Total Debt Service Payments (Cash) | - | - | - | - | (2,012,354) | - | - | - | - | (525,651) | - | (2,539,288) |

**GF Transfers**

- To LAIF (Reserve funding) | - | - | - | - | - | - | - | - | - | - | - | - |
- (To)/From Facilities Fees | - | - | - | - | - | - | - | - | - | - | - | - |
- (To) Membrane replacement reserves | - | - | - | - | - | - | - | - | - | - | - | (250,000) |
- From Membrane replacement reserves | - | - | - | - | - | - | - | - | - | - | - | (250,000) |
- (To)/From OPEB Trust | - (200,000) | - | - | - | - | - | - | - | - | - | - | (200,000) |
- Total Transfers | - (200,000) | - | - | - | - | - | - | - | - | - | - | (250,000) |

- GF Balance (Reconciled) | 10,484,656 | 12,047,924 | 12,319,300 | 12,949,127 | 10,790,500 | 11,191,798 | 11,227,192 | 11,214,893 | 11,295,958 | 11,431,941 | 10,987,355 | 11,096,032 | 10,493,096 |

Footnote: The District will carry over the Grant Mainline and the Office Remodel projects into FY 2020 - 2021
### Water Sales

<table>
<thead>
<tr>
<th>Jan-21 Actual</th>
<th>YTD Actual</th>
<th>Fiscal Yr Budget</th>
<th>$ Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$911,717</td>
<td>$6,505,209</td>
<td>$12,723,622</td>
<td>$6,218,413</td>
<td>51.13%</td>
</tr>
</tbody>
</table>

**Water Service Fees**

- 4,023 | 72,181 | 101,748 | 29,567 | 70.94% |

**Total Water Sales**

- 915,740 | 6,577,390 | 12,825,370 | 6,247,980 | 51.28% |

### Miscellaneous Revenue

<table>
<thead>
<tr>
<th>Jan-21 Actual</th>
<th>YTD Actual</th>
<th>Fiscal Yr Budget</th>
<th>$ Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>53.99%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Aerotech Testing Reimbursement**

- 8,401 | 46,222 | 5,700 | (40,522) | 80.19% |

**Total Miscellaneous Revenue**

- 10,346 | 184,954 | 175,640 | (9,314) | 105.30% |

### Aerotech/GSCW Revenue/Outside Boundary

<table>
<thead>
<tr>
<th>Jan-21 Actual</th>
<th>YTD Actual</th>
<th>Fiscal Yr Budget</th>
<th>$ Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment and Delivery Charges</td>
<td>74,967</td>
<td>524,767</td>
<td>1,173,086</td>
<td>70.91%</td>
</tr>
</tbody>
</table>

**Outside Boundary Sale**

- - | - | 170,450 | 170,450 | 0.00% |

**Firm Capacity Right Installment Income**

- - | 1,400,000 | 1,400,000 | - | 100.00% |

**Total Aerotech/GSCW Revenue/Outside Boundary**

- 74,967 | 1,924,767 | 2,743,536 | 818,769 | 70.16% |

### Administrative Services Expenses

<table>
<thead>
<tr>
<th>Jan-21 Actual</th>
<th>YTD Actual</th>
<th>Fiscal Yr Budget</th>
<th>$ Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>63,350</td>
<td>621,336</td>
<td>1,234,309</td>
<td>612,973</td>
<td>50.34%</td>
</tr>
</tbody>
</table>

**Payroll Taxes**

- 7,789 | 47,999 | 100,502 | 52,503 | 47.76% |

**Benefits**

- 47,630 | 462,158 | 904,557 | 442,399 | 51.09% |

**Board**

- 13,892 | 52,102 | 151,459 | 99,357 | 34.40% |

**Accounting**

- - | 58,913 | 57,290 | (1,623) | 102.83% |

**Billing**

- 8,149 | 53,928 | 116,152 | 62,224 | 46.43% |

**Dues and Memberships**

- 18,850 | 82,717 | 105,886 | 23,169 | 78.12% |

**Facility Maintenance**

- 4,157 | 28,490 | 110,270 | 81,780 | 25.84% |

**Fees/Permits/Services**

- 5,394 | 111,074 | 368,033 | 256,959 | 30.18% |

**General**

- 577 | 15,533 | 45,844 | 30,311 | 33.88% |

**GIS/Engineering**

- 5,327 | 8,715 | 67,188 | 58,474 | 12.97% |

**Human Resources**

- 989 | 63,960 | 39,371 | (24,588) | 162.45% |

**Information Technology**

- 4,088 | 30,115 | 149,100 | 118,985 | 20.20% |

**Insurance**

- - | 90,304 | 188,519 | 98,215 | 47.90% |

**Outreach**

- 3,537 | 22,875 | 78,631 | 55,756 | 29.09% |

**Training/Education/Conferences**

- 310 | 480,000 | 450,993 | - | 6.04% |

**Total Administrative Services Expenses**

- 183,729 | 1,779,736 | 4,219,372 | 2,439,639 | 42.18% |

### Distribution Expenses

<table>
<thead>
<tr>
<th>Jan-21 Actual</th>
<th>YTD Actual</th>
<th>Fiscal Yr Budget</th>
<th>$ Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>41,552</td>
<td>316,425</td>
<td>460,530</td>
<td>144,105</td>
<td>68.71%</td>
</tr>
</tbody>
</table>

**Payroll Taxes**

- 5,157 | 26,744 | 36,191 | 9,447 | 73.90% |

**Benefits**

- 22,322 | 217,739 | 299,706 | 82,967 | 71.22% |

**Fees/Permits/Services**

- - | 11,560 | 24,200 | 12,640 | 47.77% |

**General**

- 476 | 25,434 | 67,200 | 41,766 | 37.85% |

**Infrastructure Repairs**

- 28,560 | 184,879 | 493,500 | 308,621 | 37.46% |

**Road Restoration**

- 25,265 | 155,768 | 447,000 | 291,232 | 34.85% |

**Training/Education/Conferences**

- - | 94 | 18,000 | 18,094 | (0.52% |

**Total Distribution Expenses**

- 125,136 | 953,493 | 1,932,627 | 979,133 | 49.34% |

### Production Expenses

<table>
<thead>
<tr>
<th>Jan-21 Actual</th>
<th>YTD Actual</th>
<th>Fiscal Yr Budget</th>
<th>$ Difference</th>
<th>% Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>54,891</td>
<td>329,408</td>
<td>557,152</td>
<td>227,744</td>
<td>59.12%</td>
</tr>
</tbody>
</table>

**Payroll Taxes**

- 4,221 | 27,875 | 45,632 | 17,757 | 61.09% |

**Benefits**

- 18,124 | 182,458 | 309,942 | 127,484 | 58.87% |

**Facilities Maintenance**

- 3,268 | 26,564 | 33,100 | 6,536 | 80.25% |

**Fees/Permits/Services**

- 601 | 45,029 | 103,100 | 58,071 | 46.37% |

**General**

- 559 | 17,985 | 36,250 | 18,265 | 46.61% |

**Chemicals**

- 8,699 | 54,526 | 101,000 | 46,474 | 53.99% |

**Power**

- 73,003 | 654,888 | 1,275,350 | 620,462 | 51.35% |

**Training/Education/Conferences**

- - | 1,980 | 6,500 | 4,520 | 30.46% |

**Water Quality**

- 1,080 | 17,434 | 22,000 | 4,567 | 79.24% |

**Well & Reservoir Maintenance**

- 290 | 23,984 | 224,250 | 200,266 | 10.70% |

**WTP Maintenance**

- 1,831 | 41,340 | 60,000 | 18,660 | 68.90% |

**Total Production Expenses**

- 168,567 | 1,423,471 | 2,774,276 | 1,350,806 | 51.31% |

**TOTAL DISTRICT O&M EXPENSES**

- 477,432 | 4,156,700 | 8,926,275 | 4,769,578 | 46.57% |
### Fixed Assets and Capital Improvement Projects (CIP)

#### Administrative Services

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Actual</th>
<th>Actual</th>
<th>Budget</th>
<th>Difference</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIP - Information Technology</td>
<td>-</td>
<td>-</td>
<td>34,500</td>
<td>34,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>CIP - Front Lobby Customer Shield</td>
<td>-</td>
<td>9,574</td>
<td>12,000</td>
<td>2,426</td>
<td>79.78%</td>
</tr>
<tr>
<td><strong>Total Administrative Services Fixed Assets and CIP</strong></td>
<td>9,574</td>
<td>46,500</td>
<td>36,926</td>
<td>20.59%</td>
<td></td>
</tr>
</tbody>
</table>

#### Distribution

| Service Line Replacements                                     | 12,496 | 125,169| 388,807| 263,638    | 32.19% |
| Main Line Valve Replacements                                 | -      | -      | 134,455| 134,455    | 0.00%  |
| Fire Hydrant Replacements                                    | 26,201 | 82,244 | 56,043 | 26,201     | 31.86% |
| CIP - Grant/Sue Pam/ Whitney ML Project                      | 457,530| 2,223,846| 600,000| (1,623,846)| 370.64%|
| CIP - Overlay Project                                        | -      | -      | 125,000| 125,000    | 0.00%  |
| CIP - Miscellaneous County Projects                          | -      | -      | 150,000| 150,000    | 0.00%  |
| CIP - Fair Oaks Beautification Project                       | -      | -      | 125,000| 125,000    | 0.00%  |
| Transportation Equipment                                     | -      | 176,346| 165,000| (11,346)   | 106.88%|
| Power Operated Equipment                                     | -      | 9,266  | -      | (9,266)    | 0.00%  |
| **Total Distribution Fixed Assets and CIP**                   | 470,026| 2,560,828| 1,770,506| (790,323)  | 144.64%|

#### Production

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Actual</th>
<th>Actual</th>
<th>Budget</th>
<th>Difference</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIP - Switchgear Replacement Project</td>
<td>15,150</td>
<td>36,220</td>
<td>1,000,000</td>
<td>963,780</td>
<td>3.62%</td>
</tr>
<tr>
<td><strong>Total Production CIP</strong></td>
<td>15,150</td>
<td>36,220</td>
<td>1,000,000</td>
<td>963,780</td>
<td>3.62%</td>
</tr>
</tbody>
</table>

#### TOTAL FIXED ASSETS AND CIP

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Actual</th>
<th>Budget</th>
<th>Difference</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>485,176</td>
<td>2,606,622</td>
<td>2,817,006</td>
<td>210,383</td>
<td>92.53%</td>
</tr>
</tbody>
</table>

#### Debt Service

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Actual</th>
<th>Actual</th>
<th>Budget</th>
<th>Difference</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIP</td>
<td>2,016,431</td>
<td>2,539,828</td>
<td>523,397</td>
<td>79.39%</td>
<td></td>
</tr>
<tr>
<td>Membrane replacement</td>
<td>-</td>
<td>-</td>
<td>250,000</td>
<td>250,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>OPEB Funding</td>
<td>-</td>
<td>200,000</td>
<td>200,000</td>
<td>-</td>
<td>100.00%</td>
</tr>
<tr>
<td>Calpers UAL Paydown</td>
<td>-</td>
<td>400,000</td>
<td>400,000</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Debt Service</strong></td>
<td>2,216,431</td>
<td>3,389,828</td>
<td>1,173,397</td>
<td>65.38%</td>
<td></td>
</tr>
</tbody>
</table>

#### TOTAL FIXED ASSETS, CIP, DEBT SERVICE

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Actual</th>
<th>Budget</th>
<th>Difference</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>485,176</td>
<td>4,823,053</td>
<td>6,206,834</td>
<td>1,383,779</td>
<td>77.71%</td>
</tr>
</tbody>
</table>

#### Budget Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual</th>
<th>Actual</th>
<th>Budget</th>
<th>Difference</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total District Revenue</td>
<td>1,001,053</td>
<td>8,687,111</td>
<td>15,744,546</td>
<td>7,057,435</td>
<td>55.18%</td>
</tr>
<tr>
<td>Total District Expenses</td>
<td>962,608</td>
<td>8,979,753</td>
<td>15,133,109</td>
<td>6,153,357</td>
<td>59.34%</td>
</tr>
<tr>
<td><strong>Net Operating Gain (Loss)</strong></td>
<td>38,445</td>
<td>(292,642)</td>
<td>611,437</td>
<td>904,078</td>
<td>(47.86%)</td>
</tr>
</tbody>
</table>
Per District Policy #9610 - Reserve Policy, a portion of the District's cash should be held in reserve for specified purposes. The analysis below of the District's cash balances helps determine compliance with the policy and can be utilized as a factor in determining the long-term financial stability of the District.

<table>
<thead>
<tr>
<th>Bank Account</th>
<th>Reserve</th>
<th>Bank Balances</th>
<th>Unrestricted</th>
<th>Board Designated</th>
<th>Legally Restricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAB General Fund</td>
<td></td>
<td>11,214,893</td>
<td></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>LAIF</td>
<td></td>
<td>1,941,975</td>
<td></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Facilities Fees</td>
<td></td>
<td>599,154</td>
<td></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Operating Reserve Target</td>
<td></td>
<td>-</td>
<td></td>
<td>3,783,814</td>
<td>-</td>
</tr>
<tr>
<td>WTP Replacement</td>
<td></td>
<td>-</td>
<td></td>
<td>-</td>
<td>1,000,000</td>
</tr>
<tr>
<td>Capital Replacement</td>
<td></td>
<td>-</td>
<td></td>
<td>-</td>
<td>2,017,006</td>
</tr>
<tr>
<td>County Impact Projects</td>
<td></td>
<td>-</td>
<td></td>
<td>-</td>
<td>400,000</td>
</tr>
<tr>
<td>CalPERS Unfunded Actuarial Liability (UAL) Paydown</td>
<td>-</td>
<td>-</td>
<td>400,000</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Rate Stabilization</td>
<td></td>
<td>-</td>
<td></td>
<td>-</td>
<td>536,347</td>
</tr>
<tr>
<td>Membrane Fund</td>
<td>Membrane Replacement</td>
<td>689,704</td>
<td></td>
<td>-</td>
<td>689,704</td>
</tr>
<tr>
<td>Debt Reserve Fund</td>
<td>Debt Service Requirement</td>
<td>-</td>
<td></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>OPEB Trust Fund</td>
<td>Post Employee Benefits</td>
<td>2,576,799</td>
<td></td>
<td>-</td>
<td>2,576,799</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td><strong>17,022,525</strong></td>
<td><strong>3,783,814</strong></td>
<td><strong>5,043,058</strong></td>
<td><strong>2,576,799</strong></td>
</tr>
</tbody>
</table>

Total Net Cash Available (Total Bank Balances - Funded Reserves) $5,618,855

Footnote:
<table>
<thead>
<tr>
<th>Project Name</th>
<th>2019 Funding Budget</th>
<th>2020 Project Estimate</th>
<th>KJ Design Cost</th>
<th>Other Design (AES, Alex P, Legal, Bender)</th>
<th>Construction</th>
<th>CM</th>
<th>Contract Changes (Change Orders)</th>
<th>Total Project Cost</th>
<th>Paid-To-Date</th>
<th>(Over)/Under Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>LV Tank - Design/10-011106-01</td>
<td>4,051,600</td>
<td>1,003,279</td>
<td>889,931</td>
<td>95,348</td>
<td>155,751</td>
<td></td>
<td>1,141,030</td>
<td>(1,183,942)</td>
<td>(42,912)</td>
<td></td>
</tr>
<tr>
<td>LV Tank - Construction/10-011106-02</td>
<td>11,514,000</td>
<td>9,183,000</td>
<td></td>
<td></td>
<td>95,348</td>
<td></td>
<td>155,751</td>
<td>1,141,030</td>
<td>(42,912)</td>
<td></td>
</tr>
<tr>
<td>LV Tank - CM/10-011106-03</td>
<td>93,400</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOB Pipeline- Design/10-011106-04</td>
<td>-</td>
<td>268,608</td>
<td>260,400</td>
<td>8,208</td>
<td></td>
<td></td>
<td>268,608</td>
<td>(239,913)</td>
<td>28,695</td>
<td></td>
</tr>
<tr>
<td>FOB Pipeline- Construction/10-011106-05</td>
<td>1,711,100</td>
<td>1,823,391</td>
<td>1,823,391</td>
<td>124,192</td>
<td>1,947,583</td>
<td></td>
<td>(2,004,681)</td>
<td>57,098</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOB Pipeline- CM/10-011106-06</td>
<td>-</td>
<td>177,720</td>
<td></td>
<td></td>
<td>177,720</td>
<td></td>
<td></td>
<td></td>
<td>8,573</td>
<td></td>
</tr>
<tr>
<td>Robertson - Design/10-011106-07</td>
<td>-</td>
<td>45,700</td>
<td>45,700</td>
<td></td>
<td>16,920</td>
<td></td>
<td>62,620</td>
<td>(62,464)</td>
<td>156</td>
<td></td>
</tr>
<tr>
<td>Robertson - Construction/10-011106-08</td>
<td>-</td>
<td>1,473,738</td>
<td>1,473,738</td>
<td></td>
<td>1,473,738</td>
<td></td>
<td>(1,424,877)</td>
<td>48,861</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robertson - CM/10-011106-09</td>
<td>-</td>
<td>43,623</td>
<td></td>
<td></td>
<td>43,623</td>
<td></td>
<td></td>
<td>(21,299)</td>
<td>22,324</td>
<td></td>
</tr>
<tr>
<td>Easement/Prop. Acquisition/10-011106-10</td>
<td>-</td>
<td>161,114</td>
<td></td>
<td></td>
<td>161,114</td>
<td></td>
<td></td>
<td>(24,954)</td>
<td>136,160</td>
<td></td>
</tr>
<tr>
<td>Stanley - Design/10-011106-11</td>
<td>-</td>
<td>120,746</td>
<td>99,331</td>
<td></td>
<td>99,331</td>
<td></td>
<td>(44,375)</td>
<td>54,956</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stanley - Construction/10-011106-12</td>
<td>1,617,809</td>
<td>1,881,771</td>
<td></td>
<td></td>
<td>1,881,771</td>
<td></td>
<td></td>
<td></td>
<td>1,881,771</td>
<td></td>
</tr>
<tr>
<td>Stanley - CM/10-011106-13</td>
<td>-</td>
<td>60,373</td>
<td></td>
<td></td>
<td>60,373</td>
<td></td>
<td></td>
<td></td>
<td>60,373</td>
<td></td>
</tr>
<tr>
<td>Angelina - Design/10-011106-14</td>
<td>-</td>
<td>168,096</td>
<td></td>
<td></td>
<td>168,096</td>
<td></td>
<td></td>
<td></td>
<td>168,096</td>
<td></td>
</tr>
<tr>
<td>Angelina - Construction/10-011106-15</td>
<td>1,999,281</td>
<td>1,983,535</td>
<td></td>
<td></td>
<td>1,983,535</td>
<td></td>
<td></td>
<td></td>
<td>1,983,535</td>
<td></td>
</tr>
<tr>
<td>Angelina - CM/10-011106-16</td>
<td>-</td>
<td>84,048</td>
<td></td>
<td></td>
<td>84,048</td>
<td></td>
<td></td>
<td></td>
<td>84,048</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>20,893,790</td>
<td>19,490,442</td>
<td>1,196,031</td>
<td>268,653</td>
<td>3,297,129</td>
<td></td>
<td>221,343</td>
<td>296,863</td>
<td>14,470,079</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- Highlighted items are estimates only and are subject to change.
- The items that are not highlighted have agreements in place.
- Easement/Property Acquisition: Alex P, Carmichael Presbyterian Church, Sac County
- KJ Change Orders for Board Approval 7/20/20
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CARMICHAEL WATER DISTRICT

RESOLUTION 02162021-1

A RESOLUTION ADOPTING AN ANNUAL STATEMENT OF
INVESTMENT POLICY FOR CARMICHAEL WATER DISTRICT

WHEREAS, the Board of Directors has heretofore established a general fund from which moneys may be expended for general operating purposes; and

WHEREAS, Carmichael Water District has on hand in the general fund from time to time moneys which are surplus to Carmichael Water District’s immediate operating needs; and

WHEREAS, it has been determined to be in the public interest to invest such surplus and inactive moneys in a manner which insures a maximum return consistent with safety on such investments while maintaining the integrity of such surplus and inactive funds; and

WHEREAS, the Treasurer has rendered an annual statement of investment policy to the Board pursuant to the Government Code;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Carmichael Water District as follows:

The Treasurer’s Annual Statement of Investment Policy dated February 16, 2021, attached hereto, is hereby approved for use until the next annual review.

PASSED AND ADOPTED by the Board of Directors on this 16th day of February 2021, by the following vote:

<table>
<thead>
<tr>
<th></th>
<th>Aye</th>
<th>Nay</th>
<th>Absent</th>
<th>Abstain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Emmerson</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ron Greenwood</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeff Nelson</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paul Selsky</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacancy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Board Totals:</strong></td>
<td>Ayes:</td>
<td>Nays:</td>
<td>Absent:</td>
<td>Abstain:</td>
</tr>
</tbody>
</table>

Passed Unanimously:
Motion Carried:
Motion Not Carried:

ATTEST:  
Mark Emmerson, Board President  
Cathy Lee, Secretary
POLICY TITLE: Investment of District Funds

POLICY NUMBER: 9600

9600.10 The cash management system of the Carmichael Water District (District) is designed to monitor and forecast expenditures and revenues, keeping funds invested to the fullest extent.

9600.20 Investment of District Monies
Investment of District monies, not required for immediate expenditure, will be made as provided by law for the investment of public funds. Investments are made under the terms and conditions of Section 53600-53684 and Sections 16429.1 to 16429.3 of the Government Code of the State of California. The criteria for selecting investments and the order of priority are: safety, liquidity, and return on investment.

9600.21 Safety of Principal: Safety of principal is the foremost objective of the District. Each investment transaction shall seek to ensure that capital losses are avoided, whether from institution default or erosion of market value of securities.

9600.22 The District shall seek to preserve principal by mitigating the two types of risk:
   a. Credit Risk: Credit risk, defined as the risk of loss due to failure of any issuer of a security, shall be mitigated by investing in only financially sound institutions and diversifying the District’s funds via investment in LAIF.
   b. Market Risk: The risk of market value fluctuations due to overall changes in the general level of market interest rates shall be mitigated by investing in LAIF. It is explicitly recognized herein that occasional losses in a diversified portfolio are inevitable, and must be considered within the context of the overall investment returns.

9600.23 Liquidity: Liquidity is the second most important objective of the District’s investment policy. It is important that an investment contain the feature of being easily sold or withdrawn at any time with a minimal risk of loss of some portion of principal or interest.

9600.24 Return on Investment: The District shall seek to attain a market-average rate of return throughout economic cycles. The market-average rate of return is defined as the average return on two year U.S. Treasury Bonds.

9600.30 Types of Investments
In accordance with Government Code Section 53601, the District may invest in investments hereinafter outlined.
9600.31 Types of investments:
   a. Bonds issued by the State of California and/or any local agency within the State of California
   b. Securities of the U.S. Government, or its agencies
   c. Certificates of Deposit (or Time Deposit) placed with commercial banks and/or savings and loan companies
   d. Bankers Acceptances
   e. Commercial Acceptances
   f. Local Agency Investment Fund (State Pool) Demand Deposits or similar pooled deposit or investment vehicles
   g. Repurchase Agreements (Repos)
   h. Passbook Savings Account Demand Deposit
   i. Reverse Repurchase Agreements
   j. Medium Term Corporate Notes
   k. Mutual Funds holding the above allowable investments

9600.40 All money shall be deposited for safekeeping in state or national banks, state or federal savings and loan associations, or the State of California Local Agency Investment Fund (LAIF).

9600.50 Investments shall be as liquid as required. Term investments shall be selected to anticipate cash needs to avoid forced liquidation and loss of interest or payment of penalties.

9600.60 Investment of Funds

9600.61 Investment of funds under the above provisions shall be limited as follows:
   a. Cash will be invested in only non-transferable Certificates of Deposit that are insured by the FDIC, or in short term U.S. Treasury Certificates.
   b. Funds invested in the LAIF or other pooled deposits and investments will be limited to an amount authorized by the Board of Directors (Board). The limit is $4,000,000, in each account, of which staff is directed to maintain an average annual balance not to exceed $3,500,000.
   c. LAIF funds may exceed $4,000,000 up to three months. The Treasurer will present the Board with a revised investment policy if funds will exceed the stated limits.

9600.70 The Treasurer will prepare a monthly transactions report for the Board in accordance with Section 53607 of the Government Code.

9600.80 Within 30 days after the end of each quarter, the Treasurer will provide the Board a report which will include the investment type, issuer, maturity dates, and dollar value.

9600.90 The District investment policy shall be adopted by resolution of the Board on an annual basis each January and will be distributed upon approval after the January Board meeting if the investment policy is modified. This investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, and return on investment, and its relevance to current law and financial and economic trends. Any amendments to this policy shall be forwarded to the Board for approval.
POLICY TITLE: Investment of District Funds

POLICY NUMBER: 9600

9600.10 The cash management system of the Carmichael Water District (District) is designed to monitor and forecast expenditures and revenues, keeping funds invested to the fullest extent.

9600.20 Investment of District Monies
Investment of District monies, not required for immediate expenditure, will be made as provided by law for the investment of public funds. Investments are made under the terms and conditions of Section 53600-53684 and Sections 16429.1 to 16429.3 of the Government Code of the State of California. The criteria for selecting investments and the order of priority are: safety, liquidity, and return on investment.

9600.21 Safety of Principal: Safety of principal is the foremost objective of the District. Each investment transaction shall seek to ensure that capital losses are avoided, whether from institution default or erosion of market value of securities.

9600.22 The District shall seek to preserve principal by mitigating the two types of risk:
   a. Credit Risk: Credit risk, defined as the risk of loss due to failure of any issuer of a security, shall be mitigated by investing in only financially sound institutions and diversifying the District’s funds via investment in LAIF.

   b. Market Risk: The risk of market value fluctuations due to overall changes in the general level of market interest rates shall be mitigated by investing in LAIF. It is explicitly recognized herein that occasional losses in a diversified portfolio are inevitable, and must be considered within the context of the overall investment returns.

9600.23 Liquidity: Liquidity is the second most important objective of the District’s investment policy. It is important that an investment contain the feature of being easily sold or withdrawn at any time with a minimal risk of loss of some portion of principal or interest.

9600.24 Return on Investment: The District shall seek to attain a market-average rate of return throughout economic cycles. The market-average rate of return is defined as the average return on two year U.S. Treasury Bonds.

9600.30 Types of Investments
In accordance with Government Code Section 53601, the District may invest in investments hereinafter outlined.
9600.31  Types of investments:
  a. Bonds issued by the State of California and/or any local agency within the State of California
  b. Securities of the U.S. Government, or its agencies
  c. Certificates of Deposit (or Time Deposit) placed with commercial banks and/or savings and loan companies
  d. Bankers Acceptances
  e. Commercial Acceptances
  f. Local Agency Investment Fund (State Pool) Demand Deposits or similar pooled deposit or investment vehicles
  g. Repurchase Agreements (Repos)
  h. Passbook Savings Account Demand Deposit
  i. Reverse Repurchase Agreements
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WHEREAS, no person filed to run for the Division 1 seat on the Carmichael Water District Board of Directors at the November 3, 2020 District election;

WHEREAS, the Division 1 seat has been vacant since December 4, 2020;

WHEREAS, Gregory Zlotnick submitted a statement of interest to fill the Division 1 vacancy on the Carmichael Water District Board of Directors;

WHEREAS, Elections Code section 10515(b) provides that, if no person has filed to run for a seat on the District Board of Directors, the Sacramento County Board of Supervisors shall appoint a qualified person to the office, and that the person appointed shall qualify and take office and serve exactly as if elected in the District election for that office;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmichael Water District as follows:

1. The Board finds that Gregory Zlotnick is qualified to serve on the District Board of Directors and on that basis recommends to the Sacramento County Board of Supervisors that it appoint Mr. Zlotnick to fill the Division 1 vacancy on the District’s Board of Directors for which no person has filed a declaration of candidacy.

2. The Board directs the District Secretary to file this resolution with the Sacramento County Board of Supervisors for consideration in making the appointment provided for under Elections Code section 10515(b).

PASSED AND ADOPTED by the Board of Directors of the Carmichael Water District on February 16, 2021, by the following vote:

Mark Emmerson  Aye  Nay  Absent  Abstain
Ron Greenwood  Aye  Nay  Absent  Abstain
Jeff Nelson  Aye  Nay  Absent  Abstain
Paul Selsky  Aye  Nay  Absent  Abstain
Vacancy  Aye  Nay  Absent  Abstain

Board Totals:  Ayes:  Nays:  Absent:  Abstain:

Passed Unanimously:  

ATTEST: ________________________________
Mark Emmerson, President  Cathy Lee, Secretary
Board of Directors
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TO:        Board of Directors
FROM:      Cathy Lee, General Manager
DATE:      February 12, 2021
RE:        Board of Directors 2021 Conferences and Meetings Schedule

Per District Policy 9060.311 “Director Conference attendance must be approved annually at the January Board meeting. Resolution No. 3573-2 limits attendance at all conventions, meetings, seminars, symposia or other water agency related business, outside a radius of fifty (50) miles from Sacramento to three (3) District representatives approved by the Board. The Board will annually review all such functions and decide on District participation. Exceptions to the above require special Board consideration and approval.”
## Carmichael Water District
### 2021 Board Conferences/Meetings Schedule

<table>
<thead>
<tr>
<th>Membership Association - Conference/Event</th>
<th>Location</th>
<th>From</th>
<th>To</th>
<th>Reg. Fee</th>
<th>Vacancy</th>
<th>M. Emerson</th>
<th>J. Nelson</th>
<th>R. Greenwood</th>
<th>P. Selsky</th>
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<tbody>
<tr>
<td>ACWA Legislative Symposium</td>
<td>Virtual</td>
<td>Mar-11</td>
<td>Mar-11</td>
<td>$290*</td>
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<tr>
<td>ACWA Spring Conference &amp; Expo</td>
<td>Monterey</td>
<td>May-11</td>
<td>May-14</td>
<td>$765*</td>
<td>✓</td>
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<td>AWWA CA/NV Annual Fall Conference</td>
<td>Reno, NV</td>
<td>Oct-18</td>
<td>Oct-21</td>
<td>$599*</td>
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<tr>
<td>ACWA Fall Conference &amp; Expo</td>
<td>Pasadena</td>
<td>Nov-30</td>
<td>Dec-3</td>
<td>$765*</td>
<td>✓</td>
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<tr>
<td>GRA Future of Water Conference</td>
<td>Virtual</td>
<td>Feb-23</td>
<td>Feb-24</td>
<td>$390</td>
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<td><strong>Organization - Training/Brief</strong></td>
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<tr>
<td>WEF Water 101 Workshop (Tentative)</td>
<td>Virtual</td>
<td>Apr-8</td>
<td>Apr-9</td>
<td>$249*</td>
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<tr>
<td>WEF Annual Water Summit</td>
<td>Sacramento</td>
<td>TBD</td>
<td>TBD</td>
<td>$265*</td>
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</tbody>
</table>

✓ = Tentative  ✓ = Registered
TO: Board of Directors
FROM: Cathy Lee, General Manager
DATE: February 12, 2021
RE: Board of Directors 2021 Committee Assignments

Per District Policy 9050.30 “Representative Committee Assignments: Meetings of the approved list of membership associations on which the District is officially represented attended by the representative or alternate of the Board who has been appointed to represent the District. Board Representatives and Alternates will be approved annually at the January Board meeting.”
CARMICHAEL WATER DISTRICT

STANDING COMMITTEES:
Compensation Committee
Paul Selsky (Term 2020-2022);
* Mark Emmerson (Term 2018-2020)
Finance Committee
* Roy Leidy (Term 2020-2022);
* Mark Emmerson (Term 2018-2020)
Water Reliability Committee
Ron Greenwood (Term 2020-2022);
* Roy Leidy (Term 2020-2023)
Water Sales Committee
Jeff Nelson (Term 2020-2022);
Ron Greenwood (Term 2018-2021)

ASSOCIATION CALIFORNIA WATER AGENCIES (meetings/year)
Joint Powers Insurance Authority (2)
Mark Emmerson (Representative)
Region 4 Chair (18)
Mark Emmerson (Representative, Term 2020-2021)
Region 4 Energy Committee (4)
Ron Greenwood (Representative, Term 2020-2021)

OTHER MEMBERSHIP COMMITTEES (meetings/year)
CALIFORNIA-OREGON TRANSMISSION PROJECT (4)
Jeff Nelson (Representative)

GROUNDWATER RESOURCES ASSOCIATION
* Roy Leidy (Representative); Cathy Lee (Alternate)

REGIONAL WATER AUTHORITY:
Board of Directors (12)
Ron Greenwood (Representative); Cathy Lee (Representative); Paul Selsky (Alternate)
Executive Committee (12)
* Ron Greenwood (Representative, Term 2020)

SACRAMENTO GROUNDWATER AUTHORITY (6)
* Roy Leidy (Representative, Term 2018-2022); Mark Emmerson (Alternate)

WATER FORUMS SUCCESSOR EFFORT (4)
* Roy Leidy (Representative); Cathy Lee (Representative); Ron Greenwood (Alternate)

* = Expired Term or Replacement Required
February 2021

The Special Districts Provide Essential Services Act (H.R. 535 and S. 91) has been reintroduced to provide access for special districts to federal COVID-19 relief funds. CSDA is also sponsoring Brown Act legislation to ensure public agencies are able to meet the essential needs of their communities during declared emergencies. AB 361 provides public access to remote meetings so that special districts and other local agencies can continue to perform the work of the people in good times and bad. Visit CSDA’s Take Action page at csda.net/take-action to register your district's support on these two important issues.

February marks the beginning of CSDA’s Take Action Month, where we encourage districts to engage with their legislators and the community they serve. Each week, CSDA’s eNews will include a new theme and tools will be provided to promote effective communication, including requesting meetings with elected officials and taking a position on legislation.

As part of Take Action Month, CSDA is proud to unveil a new technology that will make it that much easier to respond to our Calls-to-Action. With CSDA’s new Automated Form Letters on state legislative Calls-to-Action, your district can register a position with just a few clicks of a button. Ryan McNeil, District Manager of Fresno Mosquito and Vector Control District said this about the new tool:

“The new auto-letter feature is fantastic, I used it earlier today for the Brown Act remote legislation and it was seamless. Great tool, it should lead to more member participation if more people knew about it.”

Your district can take advantage of this new tool today and use it to register your support for remote meeting flexibility during declared emergencies at csda.net/take-action/brown-act.

Inside this edition of the Take Action Brief:

Register Support for Reintroduced Special District COVID-19 Funding Relief Legislation.........................2

Governor Signs New COVID-19 Tenant Relief Act, Includes Funding from the Emergency Rental Assistance (ERA) Program.......................................................................................................................2

CSDA and Partners Advocate to Protect Essential Services from Harmful Delays to Critical Property Tax Revenue........................................................................................................................................4

Bill Amends Brown Act to Allow Remote Meetings During Declared Emergencies.................................5

Implementing Cal/OSHA COVID-19 Emergency Standards..........................................................................6

Contact a local CSDA representative near you!

Chris Norden Northern Network chrisn@csda.net
Dane Wadle Sierra Network danew@csda.net
Colleen Haley Bay Area Network colleenh@csda.net
Cole Karr Central Network cole@csda.net
Charlotte Holifield Coastal Network charlotteh@csda.net
Chris Palmer Southern Network chrisp@csda.net

Get additional resources at the TAKE ACTION Center online at www.csda.net/advocate/take-action
COVID-19 RELIEF FUNDING

CSDA’s advocacy action priority is to work with the Administration, various state agencies, and the federal government to ensure special districts receive equitable access to COVID-19 relief funding should it become available.

Register Support for Reintroduced Special District COVID-19 Funding Relief Legislation

U.S. Representative John Garamendi, D-Calif., and U.S. Senator Kyrsten Sinema, D-Ariz., re-introduced landmark special districts legislation (H.R. 535 and S. 91), the Special Districts Provide Essential Services Act, on January 28 to provide special districts with direct access to future local government pandemic relief.

Take Action

Visit csda.net/take-action/covid to add your district to the growing coalition in support of this important federal legislation. You can also download a sample letter to send to your local Representatives in Congress.

CSDA, in partnership with National Special Districts Coalition, is leading a growing coalition of more than 100 stakeholder organizations and special districts from across the country to support the Special Districts Provide Essential Services Act. Read the letter on CSDA’s COVID-19 Take Action webpage. All special districts and partner organizations are encouraged to join the effort.

In addition to Representative Garamendi, Senator Diane Feinstein and 14 members of the California Congressional Delegation signed on to the legislation as original cosponsors. Special districts should encourage their local Representatives in Congress to join as cosponsors.

The Special Districts Provide Essential Services Act would establish a federal definition for “special district.” It would require states to direct at least five percent of future Coronavirus Relief Fund (CRF) allocations to their special districts. States would have the discretion to establish their own programs to disburse the funds to special districts demonstrating pandemic-related need for relief. States would have flexibility to use excess funds, should the U.S. Treasury permit, after 60 days should special districts’ declared needs be met. The bills would also codify districts’ access to the Federal Reserve’s Municipal Liquidity Facility.

Both U.S. House and Senate bills are the same as the 116th Congress’ S. 4308, which was bipartisan introduced by Senator Sinema in coordination with Senator John Cornyn, R-Texas. Altogether, legislative efforts last year garnered 43 House cosponsors and five Senate cosponsors.

CSDA will update members with more as this effort develops. Contact Cole Karr, CSDA Federal Advocacy Coordinator, with questions at colek@csda.net.

Governor Signs New COVID-19 Tenant Relief Act, Includes Funding from the Emergency Rental Assistance (ERA) Program

Friday, January 29, 2021 Governor Gavin Newsom signed the COVID-19 Tenant Relief Act (Act) extending eviction protections and providing rental and utility assistance to landlords and tenants throughout the state. This program is funded by the state’s share of the federal Emergency Rental Assistance (ERA) funds, to be distributed through the newly created Rental Assistance Program.
Background
The State of California received $2.6 billion in ERA program funds, of which the State of California has $1.44 billion to use for its this program. California cities and counties with populations greater than 200,000 received a total estimated $1.16 billion directly from the U.S. Department of Treasury.

Per federal guidelines, this program is available for tenants at or below 80 percent of area median income (AMI), with a priority emphasis on helping tenants at or below 50 percent of AMI. Through the state’s program, landlords can choose to accept 80 percent for any rent owed from April 1, 2020, through March 31, 2021. If a landlord accepts this funding, the landlord must forgive the remaining 20 percent. If a landlord chooses not to participate, the tenant can still apply for relief valued at 25 percent of whatever back-rent they owe for the covered time-period. While the cost of housing, utility, and home energy services are specifically defined as allowable uses for funding received by grantees per the ERA FAQ guidance released by the U.S. Department of Treasury on January 19, 2021, it is unclear how much special district utility providers will be able to benefit from this program. Allowable utility services include water, sewer/wastewater, trash removal, and electricity and gas.

During a California State Assembly Budget Committee hearing on Wednesday, January 27, the California Department of Finance emphasized the bill is intended to stabilize renters and landlords and prioritizes rental payments, and it would be up to the landlords to provide payment to utilities.

The funding will flow through cities and counties and does not explicitly account for special districts, though nothing in the bill prevents a landlord from using the program funds to pay a special district utility bill on behalf of tenants. Utility-providing districts will need to encourage customers who are renting, or their landlords, to apply for assistance through their local city or county. Doing so will aid in offsetting utility arrears. Cities and counties are not required to pay arrears in-full.

**Tenants and landlords may access relief for a 12-month period. Outstanding utility bills are eligible retroactively to March 13, 2020. The program will be ready to begin accepting applications no later than March 15, 2021.**

CSDA Advocacy
CSDA sent a letter on Wednesday, January 20, 2021 to Governor Newsom supporting special district utility providers’ access to housing utility and energy cost funding through this new program, urging the State to ensure eligible special districts are included in its guidelines, the letter underscored the mounting needs special districts face and the inequity in COVID-19 relief investments in smaller, rural communities.

Additionally, on Tuesday, January 26, 2021, CSDA submitted joint comments, in coordination with the Association of California Water Agencies (ACWA) and the California Municipal Utilities Association (CMUA), on the agreement represented in the new COVID-19 Tenant Relief Act. The letter notes the significant impacts to districts from utility non-payment and stated our interest in working together toward a more comprehensive solution. CSDA will be working toward advancing those discussions in partnership with ACWA and CMUA as the year unfolds.

Take Action
Special districts providing water, wastewater, or electricity services are encouraged to communicate directly with counties and cities within their district boundaries to coordinate implementation of their relief programs, a sample letter is available at https://www.csda.net/advocate/take-action

Get additional resources at the TAKE ACTION Center online at www.csda.net/advocate/take-action
REVENUE, FINANCES, AND TAXATION

CSDA’s long range policy priority on revenue, finances, and taxation is to ensure adequate funding for special districts’ safe and reliable core local service delivery. Protect special districts’ resources from the shift or diversion of revenues without the consent of the affected districts. Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies.

CSDA and Partners Advocate to Protect Essential Services from Harmful Delays to Critical Property Tax Revenue

Neil McCormick, CEO of CSDA, signed a joint letter with city and county counterparts, dated January 22, 2021, informing Governor Gavin Newsom and the leaders and members of the State Legislature of the consequences to essential local services if the impending April 10 deadline for local property tax payments were to be delayed by executive or legislative action. This joint letter was in response to efforts by business advocates to, among other things, temporarily delay the payment of property taxes via executive order.

Millions of families and businesses depend on essential services provided by special districts that rely on property tax revenue. A delay in receipt of these critical resources could jeopardize the reliable delivery of services, not to mention ongoing debt obligations that support the critical infrastructure that sustains our economy.

The joint statement by representatives of every type of local government urged the Governor to maintain local flexibility, whereby under current executive orders, county officials are able to consider waiving penalties on a case-by-case basis for specific hardships. Local government associations representing cities, counties, schools, tax collectors, and special districts were signatories of the letter, which can be viewed on the Take Action Page.

In May of 2020, Governor Newsom issued Executive Order N-61-20 related to delinquent property tax payment penalties and interest. This order followed up earlier statements by the Governor and counties regarding property tax relief. While they had earlier agreed to allow local jurisdictions to deal with genuine hardships on a case-by-case basis, there was not consensus on the flexibility of local tax collectors under existing statute. The May 2020 order addressed some of those issues.

The order waived certain statutes through May 6, 2021 that "... to the extent that it requires a tax collector to impose penalties, costs, or interest for the failure to pay taxes on property on the secured or unsecured roll, or to pay a supplemental bill, before the date and time such taxes became delinquent, and a tax collector shall cancel such penalties, costs, and interest provided all of the following conditions are satisfied:"

1. The property for which taxes in question is either a residential real property occupied by the taxpayer, or real property owned and operated by a taxpayer that qualifies as a small business;
2. The taxes owed on the property in question were not delinquent prior to March 4, 2020;
3. The taxpayer timely files a claim for relief in a form and manner prescribed by the tax collector; and
4. The taxpayer demonstrates to the satisfaction of the tax collector that the taxpayer has suffered economic hardship, due to the COVID-19 pandemic, or government response to COVID-19.

This existing agreement affords the ability to address hardships without devastating local services and infrastructure through a broad statewide deferral.
GOVERNANCE AND ACCOUNTABILITY

CSDA’s long range policy priority on governance and accountability is to enhance special districts’ ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant, or one-size-fits-all approaches. Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preference of each community.

Bill Amends Brown Act to Allow Remote Meetings During Declared Emergencies

CSDA is sponsoring legislation, Assembly Bill 361 (Rivas), to allow local agencies to continue providing critical public services to their communities during declared emergencies.

On March 19, 2020 California Governor Gavin Newsom issued a stay-at-home order to protect the health and well-being of all Californians and to establish consistency across the state in order to slow the spread of COVID-19. In light of the stay-at-home order and the need to keep individuals physically distanced from one another, Governor Newsom issued a number of subsequent executive orders (N-25-20, N-29-20, N-35-20) modifying the requirements of the Brown Act so that local agencies may meet remotely without requiring that the public have physical access to the remote meeting locations.

If enacted, AB 361 would codify the following:

- While maintaining transparency and public access, local agencies would be able to meet remotely during a declared state of emergency or a declared local emergency.
- While agencies would still be required to post agendas and meeting information, agencies would not be required to post meeting notices and/or agendas in physical locations when remotely meeting during an emergency.
- While the public must continue to have access to the remote meeting and provided the ability to make public comment, agencies would not be required to make all remote meeting sites accessible to the public, nor include the remote location details in the meeting notice or agenda during a declared state of emergency or a declared local emergency.
- Additionally, agency board members would not be required to be at remote sites within the territorial bounds of the agency during a declared state of emergency or a declared local emergency.

Take Action

Register your district’s support for AB 361 by downloading a sample letter or completing CSDA’s new Automated Form Letter at csda.net/take-action/brown-act

CSDA is requesting that its members send in letters of support for this measure. Visit CSDA’s Take Action page to obtain a fact sheet with more background on the bill and to download a sample letter of support your agency can use as a template. You can also take advantage of our new Automated Form Letter tool, which seeks to streamline the letter submission process for your agency.

If you or your agency has any questions, please feel free to contact the CSDA staffer leading this effort, Legislative Analyst Marcus Detwiler, at marcusd@csda.net.
HUMAN RESOURCES AND PERSONNEL

CSDA’s long range policy priority on human resources and personnel is to promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees, both represented and non-represented.

Implementing Cal/OSHA COVID-19 Emergency Standards

The California Occupational Safety and Health Standards Board (Cal/OSHA) passed emergency temporary standards on COVID-19 prevention in the workplace that took effect immediately on November 30, 2020. The new emergency standards, which are binding and enforceable against nearly all California employers, require that employers must prepare, implement, and maintain a written COVID-19 Prevention Program (CPP). In an effort to simplify the program requirements, the standards state that the CPP may be integrated as part of an employer's Injury and Illness Prevention Plan (IIPP) or maintained in a separate, standalone document.

Resources on the new Cal/OSHA COVID-19 Emergency Standards can be found at csda.net, including a template, webinars, and a detailed article written by Darrell Uran, Director of Marketing at Atkinson, Andelson, Loya, Ruud & Romo.

Take Action

CSDA needs to hear from you about any challenges your district has been facing in implementing the new Cal/OSHA requirements. CSDA will continue working to provide feedback to the Standards Board to be considered in future updates and amendments to the standards.

Please email feedback regarding the new Cal/OSHA COVID-19 Emergency Standards and any challenges your district has experienced to CSDA Senior Legislative Representative Dillon Gibbons at dillong@csda.net.

CSDA will keep your name and the name of your district’s name confidential, absent your consent, when sharing responses with the Standards Board.
➢ OTHER WAYS TO **TAKE ACTION**

**Learn More**

**Register now for our 2021 SDRMA Virtual Spring Education Day!**  
*Wednesday and Thursday, March 3 and 4, 2021 (Free to SDRMA Members and CSDA Members)*

The Virtual SDRMA Spring Education Day is being offered to provide free risk management training and important coverage information. In addition, the SDRMA Board of Directors will conduct their Annual Membership Meeting that will include current insurance market updates and upcoming renewal information. SDRMA members who attend the Virtual Spring Education Day are eligible to earn Credit Incentive Points (CIPs) to reduce their annual contribution for both the Property/Liability and Workers’ Compensation Programs.

Register here:  [https://members.csda.net/imis1/EventDetail?EventKey=21SDRMA](https://members.csda.net/imis1/EventDetail?EventKey=21SDRMA)

**Board Member Handbook**

The Special District Board Member Handbook is perfect for introducing newly elected officials to the world of special districts or for keeping seasoned board members current on their roles and responsibilities. The Handbook includes topics such as accountability roles of Board Members, ethics laws, Brown Act, and more. Visit the link below to download a copy from CSDA’s Publications and Reference Materials section of the CSDA [Knowledge Base](http://csda.net) at csda.net.

**Not a CSDA Member?**

CSDA will soon be offering our Trial Membership program again. Non-member districts can experience CSDA membership and new member benefits free for the months of April - June. For program details, contact Eric Spencer, Member Services Specialist, at erics@csda.net.

**Join Today**

Join an Expert Feedback Team to provide CSDA staff with invaluable insights on policy issues. Email romanw@csda.net to inquire about joining one of the following teams:

- Budget, Finance and Taxation
- Environment
- Formation and Reorganization
- Human Resources and Personnel
- Governance
- Public Works and Contracting

**Stay Informed**

In addition to the many ways you can **TAKE ACTION** with CSDA’s advocacy efforts, CSDA offers a variety of tools to keep you up-to-date and assist you in your district’s legislative and public outreach. Make sure you’re reading these resources:

- CSDA’s weekly e-Newsletter
- Districts in the News
- CSDA’s CA Special District Magazine

Email updates@csda.net for help accessing these additional member resources.
RE: Support H.R. 535 and S. 91, the Special Districts Provide Essential Services Act

Dear [Senator Feinstein, Senator Padilla, and Representative X]

The [Your District Name] respectfully requests your support of H.R. 535 and S. 91, the Special Districts Provide Essential Services Act, and its inclusion in any potential pandemic relief package. These bills would ensure that your constituents receiving essential services, like fire protection, water, wastewater, childcare, healthcare, resource and agricultural conservation, and more from a special district, rather than a city or county, are not excluded from future COVID-19 relief approved for state and local governments.

As a provider of [your district services (water, fire protection, parks, etc)] to [approximate population number served] of your constituents in the [name of community/communities/region you serve], access to federal relief resources would help our district confront COVID-19 and overcome the pandemic’s fiscal impacts. [Has your district had to cut/decrease/furlough staff? Decrease/cut services? Defer maintenance? Will you have to delay capital improvement projects? Concerned about unpaid utility bills? Please share here. If possible, estimate or give the total expenditures and revenue losses your district has incurred. Then, very briefly share if your district has adapted to meet the needs of your community and / or go outside your scope of work, and how] Our employees are on the front-lines, yet our local government agency has yet to receive the direct access to funding that other government agencies, as well as businesses and non-profits, have received.

Our district is just one of 2,000 across the state that, altogether, anticipate a $1.26 billion impact due to COVID-19 through the end of Fiscal Year 2021. Furthermore, 46 percent are unlikely to maintain current staffing of essential workers or are uncertain that they can, and 54 percent are unlikely to maintain or are uncertain about the level of essential services they can provide through this fiscal year.

These bills are identical to the bipartisan S. 4308 from the 116th Congress. H.R. 535 and S. 91 would allow the vital services that communities rely upon to continue unhindered, while also providing greater certainty for these governments to retain their essential workers. Specifically, the legislation would establish a federal definition of “special district”, allow special districts’ access to future Coronavirus Relief Fund allocations, and designate special districts as “eligible issuers” of the Federal Reserve Board’s Municipal Liquidity Facility.

Without ready access to pandemic relief available to other units of local government, the risk of special districts’ inability to continue providing uninterrupted, vital services to their communities will continue to grow. We look forward to working with you to ensure all essential workers and the vulnerable communities they serve receive equitable access to these important relief funds.

Thank you for your consideration of our request.

Sincerely,

[Signature block]

[NAME]
[POSITION]
[ORGANIZATION]

cc: Governor Gavin Newsom (contact)
Cole Karr, Federal Advocacy Coordinator, California Special Districts Association (advocacy@csda.net)