

AGENDA
EL DORADO HILLS COUNTY WATER DISTRICT
(FIRE DEPARTMENT)
BOARD OF DIRECTORS
EIGHT HUNDRED FIRST MEETING
Thursday, May 16, 2019
5:30 p.m. (Note Special Start Time)
(1050 Wilson Blvd., El Dorado Hills, CA)

- I. Call to Order, Pledge of Allegiance

Adjourn to Closed Session

- II. Closed Session Items

- A. Closed Session pursuant to Government Code Section 54956.9(D)(1):
Conference with legal counsel regarding existing litigation: LisaMarie Mason v. El Dorado Hills County Water District, et. al.; United States District Court Case No. 2:18-cv-00223-MCE-AC
- B. Closed Session pursuant to Government Code Section 54956.9(D)(1):
Conference with legal counsel regarding existing litigation: Thomas and Helen Austin v. The County of El Dorado, et. al.; El Dorado County Superior Court Case No. 21050633
- C. Closed Session pursuant to Government Code Section 54957.6, conference with labor negotiators; items under negotiation: Memorandum of Understanding with the El Dorado Hills Professional Firefighters pertaining to wages and benefits; District negotiator is Chief Johnson

6:00 p.m. Reconvene to Open Session and Closed Session Reports

- III. Consent Calendar (All matters on the Consent Calendar are to be approved by one motion unless a Board member requests separate action on a specific item.)
- A. Approve Minutes of the 799th Board meeting held April 18, 2019
- B. Approve Minutes of the 800th Special Board meeting held May 7, 2019
- C. Approve Financial Statements for April 2019

End Consent Calendar

- IV. Oral Communications

- A. EDH Professional Firefighters
- B. EDH Firefighters Association
- C. Any person wishing to address the Board on any item that is not on the Agenda may do so at this time. No action may be taken on off-agenda items unless authorized by law. Comments shall be limited to three minutes per person and twenty minutes for all comments unless otherwise authorized by the Board.

- V. Correspondence

- VI. Attorney Items

- VII. Committee Reports
 - A. Administrative Committee (Directors Bennett and Durante)
 - B. Finance Committee (Directors Giraudo and White)
 - 1. Review and approve amendment to the Board Bylaws section 5.4 regarding check signing authority
- VIII. Fire Chief's Report
- IX. Operations Report
 - A. Operations Report (Receive and file)
 - B. Review and update regarding Joint Powers Authority
- X. Fiscal Items
 - A. Review revenue and expense forecast for fiscal year 2018/19
- XI. New Business
 - A. Review and approve Resolution 2019-02 in Appreciation of Captain/Paramedic Jon Zellhoefer
 - B. Review and approve Resolution 2019-03 to approve an amendment to the contract between the Board of Administration California Public Employees' Retirement System and the Board of Directors El Dorado Hills County Water District
 - C. Award contract for the Training Center Construction and Project Manager
 - D. Review and approve purchase of the Wildland Fire Simulation Table
- XII. Old Business
- XIII. Oral Communications
 - A. Directors
 - B. Staff
 - C. Schedule upcoming committee meetings
- XIV. Adjournment

*Director Tim White will be attending via teleconference from:
Cabin C 401 on the Princess Star
Skagway, Alaska*

Note: Action may be taken on any item posted on this agenda.

This Board meeting is normally recorded.

EL DORADO HILLS COUNTY WATER DISTRICT

SEVEN HUNDRED NINETY NINETH MEETING OF THE BOARD OF DIRECTORS

Thursday, April 18, 2019

5:30 p.m.

District Office, 1050 Wilson Boulevard, El Dorado Hills, CA 95762

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND RECESS TO CLOSED SESSION

President Giraud called the meeting to order at 5:30 p.m. and Director Giraud led the Pledge of Allegiance. Directors in attendance: Bennett, Durante, Giraud, Hartley, and White. Staff in attendance: Chief Johnson and Director of Finance Braddock. Counsel Cook was also in attendance.

Meeting adjourned to closed session at 5:30 p.m.

The meeting reconvened at 6:06 p.m. The Board took no action during closed session.

II. CLOSED SESSION ITEMS

- A. **Closed Session pursuant to Government Code Section 54956.9(D)(1): Conference with legal counsel regarding existing litigation: LisaMarie Mason v. El Dorado Hills County Water District, et. al.; United States District Court Case No. 2:18-cv-00223-MCE-AC**
- B. **Closed Session pursuant to Government Code Section 54956.9(D)(1): Conference with legal counsel regarding existing litigation: Thomas and Helen Austin v. The County of El Dorado, et. al.; El Dorado County Superior Court Case No. 21050633**
- C. **Closed Session pursuant to Government Code Section 54957.6, conference with labor negotiators; items under negotiation: Memorandum of Understanding with the El Dorado Hills Professional Firefighters pertaining to wages and benefits; District negotiator is Chief Johnson**
- D. **Closed Session: pursuant to Government Code Section 54957(b)(1); Public Employee Performance Evaluation; Title: Fire Chief Maurice Johnson**

III. CONSENT CALENDAR

- A. **Approve Minutes of the 798th Board meeting held March 21, 2019**
- B. **Approve Financial Statements for March 2019**

Director Durante made a motion to approve the consent calendar, seconded by Director White and unanimously carried.

IV. ORAL COMMUNICATIONS

- A. **EDH Professional Firefighters** – Matt Belleci, representative, reported that the Fire Chief transition has gone very well. He also recognized four upcoming promotions, highlighted EDHPPF's involvement in raising money for Big

Brothers, Big Sisters and the upcoming “Walk in Her Shoes” event, forwarded President Ali’s appreciation for his involvement in the HR hiring process, and stated that they are continuing to meet with Chief Johnson to work on MOU negotiations.

- B. EDH Firefighters Association – None**
- C. Public Comment – None**

V. CORRESPONDENCE – None

VI. ATTORNEY ITEMS – None

VII. COMMITTEE REPORTS

- A. Administrative Committee (Directors Bennett and Durante) – Director Durante** reported that the Administrative Committee met to evaluate Chief Johnson’s performance and plans to formalize a plan at the May Special Board Meeting.
- B. Finance Committee (Directors Giraudo and White) – Director of Finance Braddock** reported that the Finance Committee met and discussed the status of the Rescue Feasibility Study, the 2019-20 budget, the District’s check signing procedures, and MOU negotiations.

VIII. FIRE CHIEF’S REPORT – Chief Johnson updated the Board on recent events including Chief Keating’s retirement ceremony, Rescue employee Isaac English’s promotion, Tim Kerwood’s appointment to the vacant Firefighter position at Rescue, upcoming meetings with potential project managers for the Training Center, the retirement of Captain Zellhoefer, and promotions of Captains Baldwin and Belleci and Engineers Tiffany and Leduc. He also acknowledged Firefighter Lovinger for 20 years of service and the following personnel getting off of probation: Engineer Lorence and Firefighters Vogan, Ramsey, Huerta, Hartman, Netherton, Jower, and Willock. Chief Johnson went on to thank Captain Wilkey and Engineer Cummins for painting the Station 91 Mural and Captain Anselmo for painting Station 92. He added that an HR Director and Lateral Inspector I were selected for hire, the Deputy Chief of Operations recruitment will be posted tomorrow, June 25 was selected as a tentative date for the annual Board workshop, and the JPA discussed their voting structure, financial issues and out of County Interfacility transfers.

Director White asked Chief Johnson to talk about residential sprinkler inspections. Chief Johnson stated that El Dorado County has been doing the inspections, but the jurisdiction of the falls under the Fire Department and he plans to meet with the County to transition those inspections back to the prevention team. Richard Ross, citizen, raised his concern about the fees potentially increasing and Chief Johnson reported that the fees have not

been determined and a community risk reduction study will help to determine the fee structure.

IX. OPERATIONS REPORT

- A. Operations Report (Receive and file)**
- B. Review and update regarding Joint Powers Authority – None**

X. FISCAL ITEMS – None

XI. NEW BUSINESS – None

XII. OLD BUSINESS – None

XIII. ORAL COMMUNICATIONS

- A. Directors** – Director Hartley stated that he was very impressed with the mural at Station 91.
- B. Staff** – Chief Johnson thanked Staff for all the hard work they do every day.
- C. Schedule upcoming committee meetings** – A Finance committee meeting was set for May 7 at 11:00 a.m.

XIV. ADJOURNMENT

Director Hartley made a motion to adjourn the meeting, seconded by Director Durante, and unanimously carried.

The meeting adjourned at 6:42 p.m.

Approved:

John Girauda, President

Jessica Braddock, Board Secretary

EL DORADO HILLS COUNTY WATER DISTRICT
EIGHT HUNDREDTH MEETING OF THE BOARD OF DIRECTORS

Tuesday, May 7, 2019

9:00 a.m.

District Office, 1050 Wilson Boulevard, El Dorado Hills, CA 95762

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Giraud called the meeting to order at 9:03 a.m. and led the Pledge of Allegiance. Directors in attendance: Bennett, Durante, Giraud, Hartley, and White. Staff in attendance: Chief Johnson and Director of Finance Braddock. Counsel Cook was also in attendance.

II. Presentation

A. New Hire Badge Pinning- Chiefs Johnson and Brady welcomed Firefighters Nielsen, Edelman, and Forehand, and Fire Inspector De Witt to the El Dorado Hills Fire family and presented them with their badges.

Meeting adjourned to closed session at 9:07 a.m.

The meeting reconvened at 9:46 a.m. The Board took no action during closed session.

III. Closed Session Items

A. Closed Session pursuant to Government Code Section 54957.6, conference with labor negotiators; items under negotiation: Memorandum of Understanding with the El Dorado Hills Professional Firefighters pertaining to wages and benefits; District negotiator is Chief Johnson

B. Closed Session: pursuant to Government Code Section 54957(b)(1); Public Employee Performance Evaluation; Title: Fire Chief Maurice Johnson- President Giraud reported that the Board approved Chief Johnson's 100-day review and they are very happy with his performance.

IV. Oral Communications- Mark Ali, Union President, welcomed the new hires and reported that EDHPPF participated in the Walk in her Shoes event and raised \$500 for the cause.

V. New Business

A. Review and approve the addition of the Director of Human Resources to the Public Salary Schedule- Chief Johnson reported that Staff sent an offer letter for the Director of Human Resources position to Cora Hall and is presenting the salary schedule to the Board to establish the position and salary. Director Bennett asked Chief to explain the management incentive. Chief Johnson explained that the management incentive is given to those who manage employees and may potentially work outside of normal business hours and he intends to change this incentive through the negotiations process, but for now would like to add it to the Director of HR and Director of Finance positions.

Director Durante made a motion to approve the addition of the Director of Human Resources to the Public Salary Schedule, seconded by Director White and unanimously carried.

Director Bennett requested that all salary schedules and adjustments be approved by the Board prior to the recruitment process.

VI. Presentation

- A. Rescue feasibility study-** Chief Johnson presented the Rescue Annexation Feasibility Study, discussing the long-term plan to address deployment challenges, the opportunities and threats, the long-term plan to address financial stability, and a regional approach to providing fire and life safety. He explained that the next step is to meet with County Supervisors to see what they are willing to do to help cover the financial deficit if the annexation occurred.

After discussion, the Board directed Chief Johnson to move forward with the presentation to the Rescue Board of Directors.

VII. ADJOURNMENT

Director Durante made a motion for adjournment, seconded by Director White and unanimously carried.

The meeting adjourned at 11:30 a.m.

Approved:

John Girauda, President

Jessica Braddock, Board Secretary

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending April 30, 2019



	FINAL Full Year Budget FY18/19	Actual April 2019	Actual YTD April 30, 2019	Variance YTD Actual to Full Year Budget	(Target 83%) YTD Actual % of Full Year Budget	Notes/Comments
Revenue						
3240 · Tax Revenue						
3260 · Secured Tax Revenue	17,490,369	6,634,158	16,824,059	(666,310)		} Property Tax Revenue on target for fiscal year
3270 · Unsecured Tax Revenue	299,895	(2,023)	289,252	(10,643)		
3280 · Homeowners Tax Revenue	163,982		78,938	(85,044)		
3320 · Supplemental Tax Revenue	312,000	247	78,624	(233,376)		
3330 · Sacramento County Revenue	17,930		9,613	(8,317)		
3335 · Latrobe Revenue				-		
3335.2 · Latrobe Special Tax	36,840	11,085	33,807	(3,033)		
3335.3 · Latrobe Base Transfer	256,000		-	(256,000)		
3340 · Property Tax Administration Fee	(353,953)		(346,739)	7,214		
Total 3240 · Tax Revenue	18,223,063	6,643,466	16,967,554	(1,255,509)	93%	
3505 · Misc. Revenue, Vacant Lot	-	8,160	(1,862)	(1,862)	-100%	Timing of collection
3506 · Misc. Revenue, Fire Prev. Fees	75,000	14,877	66,691	(8,309)	89%	
3510 · Misc. Operating Revenue						
3512 · JPA Revenue	1,150,000	-	958,333	(191,667)	83%	
3513 · Rental Income (Cell site)	25,200	2,415	21,325	(3,875)	85%	
3515 · OES/Mutual Aid Reimbursement	560,000	-	695,793	135,793	124%	Timing/Severity of OES billing/Strike Team Season
3520 · Interest Earned	225,000	85,286	266,570	41,570	118%	Higher interest rate than budgeted
3510 · Misc. Operating Revenue - Other	20,000	1,080	16,701	(3,299)	84%	
Total 3510 · Misc. Operating Revenue	1,980,200	88,781	1,958,723	(21,477)	99%	
Total Operating Revenue	\$ 20,278,263	\$ 6,755,284	\$ 18,991,106	\$ (1,287,157)	94%	
3550 · Development Fee						
3560 · Development Fee Revenue	2,000,000	73,800	897,000	(1,103,000)	45%	Monthly development fee revenue collected trending down
3561 · Development Fee Interest	-	18,214	127,197	127,197	100%	
Total 3550 · Development Fee	2,000,000	92,014	1,024,197	(975,803)	51%	
3568 · Proceeds from Insurance	-	-	4,095	4,095	100%	Vehicle body work insurance recovery
3570 · Proceeds from Sale of Assets	-	-	1,649	1,649	100%	Sale of surplus vehicle to Mosquito FPD/Auction of Dept Surplus Assets
Total Revenue	\$ 22,278,263	\$ 6,847,299	\$ 20,021,047	\$ (2,257,216)	90%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending April 30, 2019



	FINAL Full Year Budget FY18/19	Actual April 2019	Actual YTD April 30, 2019	Variance YTD Actual to Full Year Budget	(Target 83%) YTD Actual % of Full Year Budget	Notes/Comments
Expenditures						
6000 · Salaries & Wages						
6001 · Salaries & Wages, Fire	6,171,004	502,460	5,062,409	1,108,595	82%	
6011 · Education/Longevity Pay	453,872	35,711	361,575	92,297	80%	
6016 · Salaries & Wages, Admin/Prev	697,794	44,207	512,491	185,302	73%	
6017 · Volunteer Pay	25,000	390	3,380	21,620	14%	No CVIS payments made to date
6018 · Director Pay	17,850	800	9,700	8,150	54%	
6019 · Overtime						
6019.1 · Overtime, Operational	1,592,205	125,053	1,154,512	437,693	73%	
6019.2 · Overtime, Outside Aid	480,000	-	536,831	(56,831)	112%	Timing/Severity of Fire Season
6019.3 · Overtime, JPA	115,832	5,638	175,998	(60,166)	152%	
Total 6019 · Overtime	2,188,037	130,691	1,867,341	320,696	85%	
6020 · P.E.R.S. Retirement	2,479,525	129,153	2,245,737	233,788	91%	Annual required lump sum payments made in July (\$845k)
6030 · Workers Compensation	659,027	43,011	462,560	196,467	70%	Workers' Compensation 2019 renewal rate came in favorable to budget
6031 · Life Insurance	6,512	517	5,031	1,481	77%	
6032 · P.E.R.S. Health Benefits	1,449,396	134,972	1,426,139	23,257	98%	May invoice paid in Apr. Employee count up from budget
6033 · Disability Insurance	17,052	1,495	14,519	2,533	85%	
6034 · Health Cost of Retirees	916,254	52,604	863,951	52,303	94%	Annual required lump sum payment made in July (\$300k); May invoice paid in Apr
6040 · Dental/Vision Expense	188,760	14,355	119,339	69,421	63%	
6050 · Unemployment Insurance	14,490	42	11,560	2,930	80%	
6070 · Medicare	138,549	10,520	111,310	27,239	80%	
Total 6000 · Salaries & Wages	15,423,122	1,100,927	13,077,042	2,346,080	85%	
6100 · Clothing & Personal Supplies						
6101 · Uniform Allowance	54,400	-	51,849	2,551	95%	Uniform allowance paid in Jul & Jan
6102 · Other Clothing & Personal Supplies	67,276	1,253	34,975	32,301	52%	Timing of purchases
Total 6100 · Clothing & Personal Supplies	121,676	1,253	86,824	34,852	71%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending April 30, 2019



	FINAL Full Year Budget FY18/19	Actual April 2019	Actual YTD April 30, 2019	Variance YTD Actual to Full Year Budget	(Target 83%) YTD Actual % of Full Year Budget	Notes/Comments
6110 · Network/Communications						
6111 · Telecommunications	49,699	3,427	34,032	15,667	68%	
6112 · Dispatch Services	60,000	-	27,849	32,151	46%	Dispatch services billed quarterly. Q1-Q2 invoices paid in Feb-19
6113 · Network/Connectivity	50,012	3,375	33,450	16,561	67%	
Total 6110 · Communications	159,711	6,803	95,331	64,379	60%	
6120 · Housekeeping	37,960	1,663	29,407	8,553	77%	
6130 · Insurance						
6131 · General Insurance	55,000	-	57,191	(2,191)	104%	Annual insurance premium paid in October. Several endorsements added.
Total 6130 · Insurance	55,000	-	57,191	(2,191)	104%	
6140 · Maintenance of Equipment						
6141 · Tires	35,000	1,037	12,379	22,621	35%	
6142 · Parts & Supplies	20,000	37	25,942	(5,942)	130%	
6143 · Outside Work	130,000	3,423	75,421	54,579	58%	
6144 · Equipment Maintenance	41,753	2,414	22,299	19,454	53%	
6145 · Radio Maintenance	43,696	194	14,910	28,786	34%	
Total 6140 · Maintenance of Equipment	270,449	7,105	150,951	119,498	56%	
6150 · Maintenance, Structures & Ground	103,859	7,892	64,300	39,559	62%	
6160 · Medical Supplies						
6161 · Medical Supplies	5,000	-	5,057	(57)	101%	
Total 6160 · Medical Supplies	5,000	-	5,057	(57)	101%	
6170 · Dues and Subscriptions	12,610	462	12,712	(101)	101%	Increase in Business Park Homeowner Fees over budgeted amount
6180 · Miscellaneous						
6181 · Miscellaneous	3,500	68	12,091	(8,591)	345%	Reclassification of Feb Dinner from Prevention
6182 · Honor Guard	5,000	-	-	5,000	0%	
6183 · Explorer Program	2,000	146	290	1,710	14%	
6184 · Pipes and Drums	-	-	-	-	0%	
Total 6180 · Miscellaneous	10,500	214	12,381	(1,881)	118%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending April 30, 2019



	FINAL Full Year Budget FY18/19	Actual April 2019	Actual YTD April 30, 2019	Variance YTD Actual to Full Year Budget	(Target 83%) YTD Actual % of Full Year Budget	Notes/Comments
6190 · Office Supplies	20,109	1,508	18,868	1,241	94%	
6200 · Professional Services						
6201 · Audit	13,500	-	12,975	525	96%	Annual audit fees paid in Nov-18-Jan-19
6202 · Legal/Human Resources	193,250	12,875	183,714	9,536	95%	Chief recruiting costs paid in Feb.
6203 · Notices	2,500	-	629	1,871	25%	
6204 · Other Professional Services	94,653	2,017	84,730	9,923	90%	Captain Promotional Testing Services; Rescue Shared Services Agmt paid Aug-18; Annual LAFCO Fees
6205 · Elections/Tax Administration	-	-	45	(45)	100%	
6206 · Public Relations	6,566	-	200	6,366	3%	
Total 6200 · Professional Services	310,469	14,891	282,292	28,177	91%	
6210 · Information Technology						
6211 · Software Licenses/Subscriptions	63,850	3,117	53,782	10,068	84%	
6212 · IT Support/Implementation	118,000	417	61,567	56,433	52%	
6213 · IT Equipment	36,978	10,123	36,874	104	100%	
Total 6210 · Information Technology	218,828	13,657	152,223	66,605	70%	
6220 · Rents and Leases						
6221 · Facilities/Equipment Lease	-	-	-	-	0%	
6222 · Solar Lease	67,224	5,602	55,830	11,394	83%	
Total 6220 · Rents and Leases	67,224	5,602	55,830	11,394	83%	
6230 · Small Tools and Supplies	77,625	6,331	45,157	32,468	58%	
6240 · Special Expenses						
6241 · Training	155,107	8,186	109,717	45,390	71%	
6242 · Fire Prevention	49,582	1,997	34,986	14,596	71%	
6243 · Licenses	-	-	84	(84)	100%	
Total 6240 · Special Expenses	204,689	10,183	144,787	59,902	71%	

El Dorado Hills Fire Department
Revenue and Expense Summary - ALL FUNDS
For the Period Ending April 30, 2019



	FINAL Full Year Budget FY18/19	Actual April 2019	Actual YTD April 30, 2019	Variance YTD Actual to Full Year Budget	(Target 83%) YTD Actual % of Full Year Budget	Notes/Comments
6250 · Transportation and Travel						
6251 · Fuel and Oil	62,000	5,087	53,866	8,134	87%	
6252 · Travel	25,000	1,287	6,341	18,659	25%	
6253 · Meals & Refreshments	23,000	770	15,170	7,830	66%	
Total 6250 · Transportation and Travel	110,000	7,144	75,377	34,623	69%	
6260 · Utilities						
6261 · Electricity	10,600	1,028	6,281	4,319	59%	
6262 · Natural Gas/Propane	20,000	3,295	20,822	(822)	104%	
6263 · Water/Sewer	20,000	1,917	13,155	6,845	66%	
Total 6260 · Utilities	50,600	6,239	40,258	10,342	80%	
Total Operating Expenditures	\$ 17,259,430	\$ 1,191,874	\$ 14,405,987	\$ 2,853,443	83%	Total Operating Expenditures on Target
Operating Revenue - Operating Expenditures	\$ 3,018,833	\$ 5,563,410	\$ 4,585,119	\$ (1,566,286)		
6560 · Pension UAL Lump Sum Payment	1,600,000	-	1,500,000	100,000	94%	\$1M transferred to PARS from 2017/18 excess; \$500k transfer based on board approved plan for 2018/19 excess \$600k transfer based on board approved plan for 2018/19 excess Timing of purchase of flashover simulator \$120k); CAD to CAD Integration (\$125k); Mobile Data Computers & Mapping (\$513k); Sta 91 WT structure (\$70k)
6570 · OPEB UAL Lump Sum Payment	500,000	-	600,000	(100,000)	120%	
6720 · Fixed Assets	1,981,460	-	999,480	981,980	50%	
Total Expenditures	\$ 21,340,890	\$ 1,191,874	\$ 17,505,467	\$ 3,835,423	82%	
Total Revenue - Total Expense	\$ 937,373	\$ 5,655,425	\$ 2,515,580	\$ 1,578,207		
Less: Development Fee Revenue	(2,000,000)		(1,024,197)			
Add: Development Fee Qualified Expenditures	1,200,425		241,987			
Total Revenue - Total Expense Net of Dev Fees	\$ 137,798		\$ 1,733,370			

El Dorado Hills Fire Department

5/13/2019 1:31 PM

Register: 1000 · Bank of America
 From 04/01/2019 through 04/30/2019
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/01/2019	EFT	El Dorado Disposal S...	-split-	3/1/19 - 3/31/19	876.53	X		207,313.69
04/01/2019	EFT	De Lage Landen Fin...	6190 · Office Supplies	Account # 988...	230.59	X		207,083.10
04/01/2019	EFT	P. G. & E.	-split-	Mar-19	567.09	X		206,516.01
04/01/2019	EFT	Technology Credit C...	-split-	Apr-19	5,602.00	X		200,914.01
04/01/2019	EFT	WageWorks	6204 · Other Professio...		166.70	X		200,747.31
04/01/2019	22153	David Merino	1110 · Accounts Recei...	April-19	2,548.00	X		198,199.31
04/03/2019		Transfer from Paypal	1010 · Paypal	Deposit		X	11,403.20	209,602.51
04/04/2019	EFT	U.S. Bank Telepay	2010 · Accounts Payable	Ref # 1204040...	24,460.97	X		185,141.54
04/04/2019	22156	7th Dimension, LLC	6213 · IT Equipment	Inv # 181474	8,848.79	X		176,292.75
04/04/2019	22157	A-CHECK	6202 · Legal/Human R...	Inv # 59-05797...	10.00	X		176,282.75
04/04/2019	22158	Acme Saw & Industr...	-split-		614.88	X		175,667.87
04/04/2019	22159	Advanced IPM	-split-		240.00	X		175,427.87
04/04/2019	22160	Advantage Gear, Inc.	-split-		391.15	X		175,036.72
04/04/2019	22161	Aflac	2029 · Other Payable	Inv # 944143	748.95	X		174,287.77
04/04/2019	22162	Aramark	6120 · Housekeeping	Acct. # 792270...	40.40	X		174,247.37
04/04/2019	22163	Arnolds for Awards	6102 · Other Clothing ...		34.32	X		174,213.05
04/04/2019	22164	AT&T	-split-	Mar-19	279.74	X		173,933.31
04/04/2019	22165	CA Assoc. of Profess...	6033 · Disability Insur...	APRIL 2019	1,494.50	X		172,438.81
04/04/2019	22166	California Family Fit...	6204 · Other Professio...	Inv # 2042019	174.98	X		172,263.83
04/04/2019	22167	Capital Building Mai...	6120 · Housekeeping	Invoice # 10934	114.49	X		172,149.34
04/04/2019	22168	Divide Seamless Rai...	6150 · Maintenance,Str...	Invoice # 3927	2,262.00	X		169,887.34
04/04/2019	22169	Doug Veerkamp	-split-	Invoice # 326966	1,376.38	X		168,510.96
04/04/2019	22170	Draeger Safety, Inc.	6144 · Equipment Mai...	Invoice # 5950...	549.60	X		167,961.36
04/04/2019	22171	Ferrell Gas	6262 · Natural Gas/Pro...	Account # 886...	1,757.16	X		166,204.20
04/04/2019	22172	Hunter Gold	-split-		195.00			166,009.20
04/04/2019	22173	InterState Oil Compa...	-split-		1,125.63	X		164,883.57
04/04/2019	22174	Interwest Consulting ...	6242 · Fire Prevention		273.75	X		164,609.82
04/04/2019	22175	Jacob Winkler	-split-	Intern Stipend ...	195.00	X		164,414.82
04/04/2019	22176	L.N. Curtis & Sons	-split-		502.94	X		163,911.88
04/04/2019	22177	Managed Health Net...	6204 · Other Professio...	Invoice # PRM...	651.24	X		163,260.64
04/04/2019	22178	Robyn MacKenzie	6040 · Dental/Vision R...		336.00	X		162,924.64
04/04/2019	22179	Sandra Sanders	6040 · Dental/Vision R...		84.00	X		162,840.64
04/04/2019	22180	Standard Insurance Co.	6031 · Life Insurance	Policy # 00 359...	516.80	X		162,323.84
04/04/2019	22181	Steve Maranville	6040 · Dental/Vision R...		136.00	X		162,187.84
04/04/2019	22182	Bobbi Bennett	6018 · Director Pay	Mar-19	100.00	X		162,087.84
04/04/2019	22183	Greg F. Durante (Di...	6018 · Director Pay	Mar-19	100.00			161,987.84
04/04/2019	22184	Charles J. Hartley	-split-	Mar-19	200.00	X		161,787.84
04/04/2019	22185	John Giraudo	-split-	Mar-19	200.00	X		161,587.84
04/04/2019	22186	Timothy J. White	-split-	Mar-19	200.00			161,387.84
04/04/2019	22187	Connie Bair	-split-		150.00	X		161,237.84

El Dorado Hills Fire Department

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Register: 1000 · Bank of America
 From 04/01/2019 through 04/30/2019
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/04/2019	22188	Brian Bresnahan	-split-		150.00	X		161,087.84
04/04/2019	22189	David Kennedy	-split-		100.00			160,987.84
04/04/2019	22190	John Niehues	-split-		150.00	X		160,837.84
04/04/2019	22191	Dwight Piper	-split-		150.00	X		160,687.84
04/04/2019	22192	Frederick Russell	-split-		150.00	X		160,537.84
04/04/2019	22193	Sean Ward	-split-		150.00	X		160,387.84
04/04/2019	22194	Chase Bank	2029 · Other Payable	Mar 14, 28	450.00	X		159,937.84
04/04/2019	22195	Wells Fargo Bank	2026 · EDH Associate...	Deposit to Acct...	5,168.80	X		154,769.04
04/05/2019	EFT	ADP	6204 · Other Professio...	PR19-3-2	318.37	X		154,450.67
04/05/2019	EFT	ADP (FSA)	-split-		100.00	X		154,350.67
04/08/2019	EFT	P. G. & E.	-split-	Mar-19	9.53	X		154,341.14
04/08/2019	EFT	P. G. & E.	-split-	Mar-19	34.85	X		154,306.29
04/08/2019	EFT	ADP (FSA)	-split-		43.07	X		154,263.22
04/10/2019		Transfer from LAIF	1074 · Local Agency I...	Confirm #1563...		X	500,000.00	654,263.22
04/11/2019	EFT	P.E.R.S. Retirement	-split-	PR19-4-1	90,591.13	X		563,672.09
04/11/2019	EFT	P.E.R.S. Retirement	-split-	PR19-3-2 Adju...	73.88	X		563,598.21
04/11/2019	EFT	P.E.R.S. ING	-split-	PR19-4-1	3,378.52	X		560,219.69
04/11/2019	EFT	ADP (FSA)	-split-		366.21	X		559,853.48
04/11/2019	EFT	State Board of Equali...	-split-	Q1 2019	975.24	X		558,878.24
04/11/2019	PR19-4-1		-split-	Total Payroll T...	72,699.17	X		486,179.07
04/11/2019	PR19-4-1		1000 · Bank of Americ...	Direct Deposit	267,809.02	X		218,370.05
04/11/2019	PR19-4-1		1000 · Bank of Americ...	Payroll Checks...		X		218,370.05
04/12/2019	EFT	Verizon Wireless	-split-	Mar-19	70.20	X		218,299.85
04/12/2019	EFT	Verizon Wireless	-split-	Mar-19	499.13	X		217,800.72
04/12/2019	EFT	Verizon Wireless	-split-	Mar-19	39.39	X		217,761.33
04/12/2019	EFT	Nationwide Retireme...	-split-	PR19-4-1	20,539.03	X		197,222.30
04/12/2019	EFT	P. G. & E.	-split-	Mar-19	1,009.75	X		196,212.55
04/12/2019	EFT	ADP (FSA)	-split-		12.56	X		196,199.99
04/15/2019		Deposit	1114 · Due from other ...	Deposit		X	41,661.87	237,861.86
04/15/2019			6204 · Other Professio...	Service Charge	257.25	X		237,604.61
04/15/2019	EFT	P. G. & E.	-split-	Mar-19	584.51	X		237,020.10
04/15/2019	EFT	Verizon Wireless	-split-	Mar-19	1,815.46	X		235,204.64
04/16/2019		Deposit	-split-	Deposit		X	6,968.27	242,172.91
04/16/2019	EFT	P.E.R.S. Retirement (...)	6020 · PERS Retireme...	2019 Replacem...	2,194.56	X		239,978.35
04/18/2019	22196	Barbara Winn	1000 · Bank of America	Re-Issue Check...		X	200.00	240,178.35
04/18/2019	22196	Barbara Winn	1000 · Bank of America	Re-Issue	200.00	X		239,978.35
04/18/2019	22197	Brian Bresnahan	-split-		150.00	X		239,828.35
04/18/2019	22198	Sean Ward	-split-		150.00	X		239,678.35
04/18/2019	22199	Aramark	-split-	Acct. # 792270...	102.80	X		239,575.55
04/18/2019	22200	Arnolds for Awards	6242 · Fire Prevention		42.90	X		239,532.65

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/18/2019	22201	Ashby Communicati...	6212 · IT Support/Impl...	Invoice # 14632	347.48	X		239,185.17
04/18/2019	22202	Best Best & Krieger	6202 · Legal/Human R...	Inv # 846510	773.76	X		238,411.41
04/18/2019	22203	Big O Tires	6141 · Tires		1,036.91	X		237,374.50
04/18/2019	22204	Burkett's	6190 · Office Supplies	Inv # 1394770-0	189.77	X		237,184.73
04/18/2019	22205	CA Fire & Rescue Tr...	6241 · Training	Invoice # INV0...	5,445.00			231,739.73
04/18/2019	22206	Caltronics Business ...	6190 · Office Supplies		495.44	X		231,244.29
04/18/2019	22207	Core Logic	6170 · Dues and Subsc...	Inv # 81953499	137.50	X		231,106.79
04/18/2019	22208	Daniel Skubal	6040 · Dental/Vision R...	Dental HRA R...	2,916.42	X		228,190.37
04/18/2019	22209	Deal Heating & Air, ...	-split-		2,059.60			226,130.77
04/18/2019	22210	DNL Electric, Inc.	6150 · Maintenance,Str...	Invoice # 2313	2,150.00	X		223,980.77
04/18/2019	22211	Doug Veerkamp	6143 · Outside Work	Invoice # 326986	1,487.14	X		222,493.63
04/18/2019	22212	Fit Guard	-split-		559.40	X		221,934.23
04/18/2019	22213	Hefner, Stark & Mar...	-split-	Statement # 37...	8,610.00	X		213,324.23
04/18/2019	22214	InterState Oil Compa...	-split-		2,986.10	X		210,338.13
04/18/2019	22215	Interwest Consulting ...	-split-		1,680.47	X		208,657.66
04/18/2019	22216	Kaiser Foundation H...	-split-	Account # 320...	497.00	X		208,160.66
04/18/2019	22217	L.N. Curtis & Sons	-split-		4,619.27	X		203,541.39
04/18/2019	22218	Longyear, O'Dea & ...	6202 · Legal/Human R...	Invoice # 19094	2,640.00	X		200,901.39
04/18/2019	22219	OHD, LLLP	6144 · Equipment Mai...	Invoice # 62603	690.00	X		200,211.39
04/18/2019	22220	Rotary	-split-	Apr 2019 Dues	150.00			200,061.39
04/18/2019	22221	Sandra Sanders	6040 · Dental/Vision R...		68.00	X		199,993.39
04/18/2019	22222	SignChef Inc.	-split-	Invoice # 2625...	282.33	X		199,711.06
04/18/2019	22223	Kronos	6212 · IT Support/Impl...	Invoice # 1142...	49.40	X		199,661.66
04/19/2019	EFT	ADP (FSA)	-split-		66.75	X		199,594.91
04/19/2019	EFT	ADP	6204 · Other Professio...	PR19-4-1	321.30	X		199,273.61
04/20/2019	EFT	Verizon Wireless	-split-	Mar-19	608.87	X		198,664.74
04/22/2019		Transfer from LAIF	1074 · Local Agency I...	Confirm #1566...		X	650,000.00	848,664.74
04/22/2019	EFT	P. G. & E.	-split-	Mar-19	359.22	X		848,305.52
04/23/2019	EFT	Verizon Wireless	-split-	Mar-19	40.01	X		848,265.51
04/24/2019	EFT	P.E.R.S. Retirement	-split-	PR19-4-2	87,909.17	X		760,356.34
04/24/2019	EFT	P.E.R.S. Health	-split-	May 2019	187,576.55	X		572,779.79
04/24/2019	EFT	P.E.R.S. ING	-split-	PR19-4-2	3,378.52	X		569,401.27
04/24/2019	EFT	WageWorks	6204 · Other Professio...		103.80	X		569,297.47
04/25/2019	PR19-4-2		-split-	Total Payroll T...	63,587.65	X		505,709.82
04/25/2019	PR19-4-2		1000 · Bank of Americ...	Direct Deposit	244,015.02	X		261,694.80
04/25/2019	PR19-4-2		1000 · Bank of Americ...	Payroll Checks...		X		261,694.80
04/26/2019	EFT	Nationwide Retireme...	-split-	PR19-4-2	20,539.03	X		241,155.77
04/26/2019	EFT	ADP HCM	6204 · Other Professio...	Workforce No...	248.40	X		240,907.37
04/30/2019	EFT	Employment Develo...	2029 · Other Payable	Account ID# 7...	2,141.74			238,765.63
04/30/2019	EFT	ADP (FSA)	-split-		180.00			238,585.63

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/30/2019	EFT	State Compensation ...	6030 · Workers Compe...	Policy # 11048...	43,010.58	X		195,575.05



El Dorado Hills Fire Department

Finance Committee Staff Report

Agenda Item VII-B.1

May 16, 2019

To: Finance Committee

From: Jessica Braddock, Director of Finance

Check Signing Process/Authority

Background

Article 5 of the District's Bylaws for the Regulation of the El Dorado Hills County Water District (section 5.4) requires all physical checks to be signed or endorsed by two (2) members of the Board. This requirement was initially put into place when the District did not have sufficient staffing or internal controls to perform this function in-house. In addition, the District's transaction volume was low enough that this requirement did not disrupt the flow of business.

The size of the District's administrative staff has since grown significantly, and it has also implemented robust internal controls surrounding its accounting processes. Specifically, the following internal controls are currently in place relevant to the Cash Disbursements process:

Internal Controls: Cash Disbursements Process

Control Category	Control Description
Segregation of Duties	Invoices are approved by program manager and entered into check batch log by Accounting Specialist
	Director of Finance enters checks into QuickBooks and verifies match to check batch log
	Those authorized to sign checks (currently Board members) do not have access to print checks
	Monthly Bank Reconciliations are reviewed by the Fire Chief and Finance Committee
	Check Register is reviewed by the Board on a monthly basis
Authorization and Processing	Budget is approved by the Board of Directors
	Any deviations from the approved budget under \$25,000 must be approved by the Fire Chief

	Any deviations from the approved budget \$25,000 or greater must be approved by the Board of Directors
	All cash disbursements must be supported by adequate documentation (i.e. receipt or invoice)
	All invoices and credit card transactions must be approved by authorized program manager, purchaser, or Chief
Check Signing	Two (2) signatures are required on all physical checks
	Individuals authorized to sign checks are documented on a signature card and changes are authorized by the Board of Directors
Check Stock	Checks are pre-numbered and the check numbers are monitored on the check batch log to ensure they are all accounted for
	Voided checks are tracked and filed
	Blank check stock is kept in a locked cabinet and access is restricted to the Director of Finance and Accounting Specialist

The transaction volume of the District has increased to a level where the requirement for two (2) board members to physically sign all checks has the potential to disrupt the flow of business and limit the efficiency of the cash disbursements process. Therefore, an evaluation of this requirement is warranted.

Recommendation

Staff recommends adding the Fire Chief and Deputy Chief(s) as authorized check signers. The requirement for two (2) signatures would remain in place. This would allow for more flexibility and efficiency in the Cash Disbursements process, while still maintaining the integrity of its internal controls.

Effective immediately, Staff recommends amending the District’s Bylaws for the Regulation of the El Dorado Hills County Water District by deleting the existing section 5.4 and replacing it with the following:

5.4 Checks, Drafts, Etc. All checks, drafts and other orders for payment of money, notes, or other evidences of indebtedness, issued in the name of the District shall be signed or endorsed by two (2) individuals, which can include any combination of the Fire Chief, Deputy Chief(s) and members of the Board. Electronic Fund payments to vendors listed in the Electronic Funds Payment Policy may be made by the Director of Finance, with a reconciliation report provided monthly to both the Fire Chief and the Finance Committee. Checks received by the District shall be endorsed with the District’s endorsement stamp and deposited in District accounts.

Budget Impact

There is no budget impact triggered by this change in process.

**AMENDED AND UPDATED
BYLAWS FOR THE REGULATION, EXCEPT AS
OTHERWISE PROVIDED BY STATUTE, OF
EL DORADO HILLS COUNTY WATER DISTRICT**

**ARTICLE 1
OFFICES**

1.1 Principal Office. The principal office for the transaction of business of the EL DORADO HILLS COUNTY WATER DISTRICT (the "District") is hereby fixed and located at 1050 Wilson Boulevard, El Dorado Hills, California 95762. The Board of Directors ("the Board") is hereby granted full power and authority to change said principal office from one location to another in said District. Any such change shall be noted in the Bylaws by the Secretary, opposite this section, or this section may be amended to state the new location.

**ARTICLE 2
MEETINGS**

2.1 Place and Time of Meetings. Regular monthly meetings of the Board shall be held in the Board Room of Station 85 at 1050 Wilson Boulevard, El Dorado Hills, California 95762, on the third Thursday of each and every calendar month, at the hour of 6:00 p.m. (unless an earlier or later hour is set by the Board in case of necessity). In the event that the regular scheduled monthly meeting should fall on a legal holiday, the regular monthly meeting of the Board shall be held on the next succeeding Thursday. The date, time and place of regular meetings may be reconsidered and the regular meeting date established annually at the annual organizational meeting of the Board.

2.2 Special Meetings. Special meetings of the Board, for any purpose or purposes whatsoever, may be called at any time by the President, or by the Vice President, or by any three members of the Board. Notice of the special meeting shall be given to each Board member and officer at least seventy-two (72) hours in advance of the scheduled special meeting, and in addition, the notice shall be posted at the principal office and in at least three (3) conspicuous places within the District, at least seventy-two (72) hours in advance of the scheduled special meeting. Notices of any special meeting shall specify, in addition to the place, date and hour of such meeting, the general nature of the business to be transacted.

2.3 Public Notification. All meetings, whether regular, special or emergency, shall be open and public, and notice thereof shall be given to the public in accordance with the provisions of the Ralph M. Brown Act Sections 54950-54962, as amended, of the Government Code

2.4 Form of Action. The Board shall act only by ordinance, resolution, or motion.

2.5 Quorum. A majority of the authorized number of Directors shall be necessary to constitute a quorum for the transaction of business. No ordinance, resolution or motion shall be passed or become effective without the affirmative vote of at least a majority of the members of the Board.

2.6 Proceedings. The Board shall establish rules for its proceedings.

ARTICLE 3
DIRECTORS

3.1 Powers. Subject to the limitations of laws governing County Water Districts, all District powers shall be exercised by or under the authority of, and the business and affairs of the District shall be controlled by, the Board. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers, to wit:

(a) Select and remove all other officers, agents and employees of the District, prescribe such powers and duties for them as may not be inconsistent with law, or these Bylaws, fix their compensation and require from them security for faithful services, as the Board may deem necessary;

(b) Change the monthly meeting place and the principal office for the transaction of business of the District from one location to another within the same District, as provided in Section 1.1 hereof, or change the name of the District by resolution;

(c) Enter into contracts for any and all purposes necessary and convenient for the full exercise of its powers;

(d) Provide for the supply of water for domestic use, irrigation, sanitation, industrial use, fire protection, and recreation to inhabitants of the District;

(e) Take or acquire real or personal property of every kind, within or without the District, necessary to carry out the business of the District by grant, purchase, gift, devise, lease, with or without privilege of purchase or condemnation; and hold, use, enjoy, lease or dispose of property within or without the District necessary to the full exercise of its powers;

(f) Sue and be sued in all actions and proceedings in all courts and tribunals of competent jurisdiction and commence, maintain, intervene in, compromise, and assume the costs of any action or proceeding involving or affecting the ownership or use of waters or water rights within the District used or useful for any purpose of the District or a benefit to any land; to prevent interference with or diminution of the natural flow of any stream or natural subterranean supply of waters which may: (i) be used or be useful for any purpose of the District; (ii) be of a common benefit to the land or its inhabitants; or (iii) endanger the inhabitants or land;

(g) Conduct, manage and control the affairs and business of the District and adopt regulations binding upon all persons to govern the use of its facilities and property, including regulations imposing reasonable charges for the use thereof;

(h) Borrow money, incur or assume indebtedness and issue bonds or other evidences of such indebtedness, and refund or retire any indebtedness or liens against the District or its property;

(i) Issue and sell revenue bonds pursuant to the provisions of Section 31030 of the Water Code and of Chapter 2, Part 6 (commencing with Section 31370) of Division 12, of the Water Code;

(j) Levy and cause to be collected, taxes for the purpose of carrying on the operations and paying the obligations of the District pursuant to Part 7 (commencing with Section 31650) of Division 12 of the Water Code;

(k) Provide for the pension of officers or employees and the creation of a special fund for the purpose of paying such pension and the accumulation of contributions to said fund from the revenues of the District, the wages of officers or employees, voluntary contributions, gifts, donations, or any source of revenue, not inconsistent with the general powers of the Board, and contract with any insurance corporation or any other insurance carrier for the establishment and maintenance of group insurance, a system of group annuities, and a pension service for such officers and employees, and provide for the terms and conditions under which such pensions, group insurance, or group annuities shall be allowed, and for the time and extent of service of officers or employees before such pensions, group insurance, or group annuities shall be available to them;

(l) Disseminate information to the public concerning the rights, properties and activities of the District;

(m) Perform any act necessary to furnish sufficient water in the District for any present or future beneficial use; store water for the benefit of the District, conserve water for future use, and appropriate, acquire and conserve water and water rights for any useful purpose; operate water rights, works, property rights, and privileges useful or necessary to convey, supply, store, or make use of water for any purpose authorized by Division 12 of the Water Code, and sell water or the use thereof for any useful purpose and, whenever there is a surplus, dispose of the surplus to municipalities, public agencies, or consumers located without the District;

(n) Fix and collect water rates;

(o) Establish rules and regulations for the sale, distribution and use of water and therein provide that water shall not be furnished to persons against whom there are delinquent water rates;

(p) Restrict the use of District water during any emergency caused by drought, or other threatened or existing water shortage, and to prohibit the wastage of District water or the use of District water during such periods, for any purpose other than household uses or such other restricted uses as may be determined to be necessary by the District, and prohibit use of such water during such periods for specific uses which the District may from time to time find to be non-essential; make findings upon each and all of the matters herein described pursuant to Section 31028 of the Water Code; and prescribe and define by ordinance the restrictions, prohibitions, and exclusions herein pursuant to Section 31027 of the Water Code;

(q) Fix, on or before the first day of July in each calendar year, a water standby or availability charge of not to exceed Ten Dollars (\$10.00) per acre, per year, for each acre of land, or Ten Dollars (\$10.00) per year for each parcel of land less than one (1) acre within the District to which water is made available for any purpose by the District, whether the water is actually used or not, pursuant to Section 31031 of the Water Code or, alternatively, fix a water standby or availability assessment of not to exceed Thirty Dollars (\$30.00) per acre, or per parcel less than one (1) acre, per year. The District may provide for a basic penalty for non-payment of the assessment pursuant to Section 31032.8 of the Water Code;

(r) Drain and reclaim lands within the District either by service or underground works, or both; and acquire, by appropriation or other lawful means, and divert, store, conserve, transport or dispose of water resulting from such operation; and acquire, by appropriation or other lawful means, and divert, store, conserve, transport or dispose of flood and storm water within the District, and flood and storm waters or streams or water courses outside of the District which flow into the District, for any beneficial purpose or use;

(s) Undertake a water conservation program to reduce water use and require as a condition of new service that reasonable water saving devices and water reclamation devices be installed to reduce water use;

(t) Construct, purchase, lease or otherwise acquire works, water rights, land, rights and privileges useful or necessary to convey, supply, store, or otherwise make use of water for any purposes authorized by Division 12 of the Water Code; and construct any works along, under or across any street, water course railway or conduit in a manner that will afford security for life and property; provided, however, the District shall restore the property crossed as near as may be to its former state or so as not to have impaired unnecessarily its usefulness;

(u) Transfer, sell, lease, or convey to a Municipal Water District formed, pursuant to the Municipal Water District Act of 1911, Water Code Sections 7100 et seq., any works, land, or structures within any improvement district formed pursuant to any of the provisions of Division 12 of the Water Code, or transfer to the Municipal Water District the proceeds of any bonds authorized by or for the improvement district;

(v) Sell or lease the mineral or hydrocarbon rights in any land belonging to it when deemed by the Board for the best interest of the District;

(w) Control, distribute, store, spread, sink, treat, purify, recapture and salvage any water, including sewage and store waters for the beneficial use or uses of the District or its inhabitants or the owners of the water rights; and cooperate, act in conjunction and contract with the State of California or any agency thereof, municipalities, private and public corporations of any kind, and persons with respect to the salvage control, storage, spreading, distribution, treatment, purification, and recapture of any waters, including sewage and storm waters, and the construction of any works, the acquisition of any property, or the doing of any act with respect thereto, or for the protection of property, water sheds, water courses, and underground water supplies, and for the use, operation, management or control of any public works property;

(x) Make and perform any agreement with the State of California or any agency thereof, any public or private corporation of any kind, and any person, or any of them for the joint construction, acquisition, disposition or operation of any property or works of a kind which might be constructed, acquired, disposed or operated by the District;

(y) Acquire by any means stock of any mutual water company or corporation for the purpose of furnishing a supply of water for public, common, municipal or governmental purposes;

(z) Exercise any of the powers, functions and duties which are vested in, or imposed upon, fire districts pursuant to the Fire Protection District Law of 1987, Part 3 (commencing with Section 13800) of Division 12 of the Health and Safety Code and provide fire protection services by enforcing the provisions of Sections 4290-4297, inclusive, of the Public Resource Code; and acquire, construct and operate facilities for providing fire protection to the

District and its inhabitants, including buildings, engines, hoses, hose carts or carriages, and other appliances and supplies for the full equipment of a fire company or department;

(aa) Employ counsel to defend any action or proceeding brought against it on account of any injury, taking, damage, or destruction, or to defend as provided in Part 7 (commencing with Section 995) of Division 3.6 of Title 1 of the Government Code any action or proceeding brought against any of its officers, employees or servants; the fees and expenses involved therein are a lawful charge against the District;

(bb) Acquire, construct and operate facilities for the collection, treatment and disposal of sewage, waste and storm water of the District and its inhabitants and may contract with any public agency, including, but not limited to, sanitation districts for sewage outfall facilities;

(cc) Prescribe, revise and collect rates and other charges for the sewage services and facilities furnished pursuant to Division 12 of the Water Code and these bylaws;

(dd) Supply sewage and waste services to property not subject to District taxes at special rates, terms and conditions as are determined by the Board of the services and provide that such rates or other charges be collected with the water rates of the District and adopt ordinances relating to the provision of sewage services and facilities and the regulation of same;

(ee) Use any water or land under its control for recreational purposes and in connection thereof, construct, maintain, and operate any works or facilities appropriate or ancillary to such recreational use subject to the approval of the public health authority having jurisdiction;

(ff) Prescribe reasonable rules and regulations to govern the use of such recreational facilities, including regulations imposing reasonable charges for the use thereof; and exercise the power of eminent domain to acquire any land or interest therein for recreational purposes limited to the land within the District or land contiguous to the District; and

(gg) Perform any and all acts necessary to carry out fully the provisions of the powers hereinabove set forth, and those set forth in the Water Code.

3.2 Number of Directors. The authorized number of Directors of the District shall be five (5). The Directors shall be elected at large.

3.3 Election. Directors shall be elected on the first Tuesday after the first Monday in November in even-numbered years, in accordance with Section 23506 of the Elections Code and Part 4 (commencing with Section 30700) of Division 12 of the Water Code. The Board shall divide its members into two (2) groups; two (2) members in the first group and three (3) in the second group. One (1) group shall hold office following the next annual meeting and the second group until the fourth following annual meeting. The Directors in each group shall hold office until such annual meeting and until their respective successors are elected and qualified. All elected Directors shall take office at noon on the First Friday in December following election.

3.4 Terms of Succeeding Directors. The term of office of each Director other than Directors first elected shall be four (4) years.

3.5 Vacancies. All vacancies on the Board will be filled by appointment by the remaining Directors in accordance with Section 1780 of the Government Code, which appointment shall be for the unexpired term of the vacant office.

3.6 Compensation of Directors. Directors may be compensated in an amount not to exceed One Hundred Dollars (\$100.00) per day for each day's attendance at meetings of the Board or for each day's service rendered as a director by request of the Board, not to exceed six (6) days in any calendar month, together with any expenses incurred in the performance of the director's duties required or authorized by the Board. The daily compensation rate may be adjusted from time to time by Ordinance duly adopted by the Board, in accordance with Water Code Sections 30507 and 20200, et seq.

ARTICLE 4 OFFICERS

4.1 Officers. The Officers of the District shall be a President and Vice President, and shall be elected by the Board from its members by open nominations and voting at its December meeting. The District shall also have a Fire Chief, Director of Finance/Treasurer and Secretary. The Chief and the Secretary shall be appointed by the Board. A single person may simultaneously hold the position of Director of Finance/Treasurer and Secretary. A Director shall not serve in any of these capacities. The Board may, at any time, appoint or employ and prescribe the authorities and duties of other officers, employees, attorneys, engineers and other consultants necessary or convenient for the business of the District, each of whom shall serve at the pleasure of the Board.

4.2 Compensation. The officers shall each receive the compensation as determined by the Board from time to time and shall serve at its pleasure.

4.3 Performance Bond. The Fire Chief, Director of Finance/Treasurer and Secretary, and any other employees or assistants of the District, if required to do so by the Board, shall each give a bond to the District conditioned for the faithful performance of his or her duties as the Board may require.

4.4 President. The President shall sign all contracts on behalf of the District unless otherwise authorized by the Board. The President shall, if present, preside at all meetings of the Board of Directors, and exercise and perform such other powers and duties as may be from time to time assigned to him or her by the Board of Directors or prescribed by the Bylaws and the statutes governing County Water Districts within the State of California. The President shall appoint members of the Finance, Administration, and Joint Powers Authority committees, and such other committees as from time to time may be formed by the Board. The President shall be an ex-officio member of all standing committees.

4.5 Vice President. In the absence of or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of and be subject to all of the restrictions upon the President. The Vice President shall have such powers and perform such other duties as from time to time may be prescribed for him or her by the Board, and the Bylaws and the statutes governing County Water Districts within the State of California.

4.6 Fire Chief. The Fire Chief shall (i) have full charge and control of the day-to-day operations of the District; (ii) have full power and authority to fill all positions authorized by the Board and to discharge from such positions any employee and/or assistant; (iii) prescribe the duties of employees and assistants; (iv) perform other duties imposed by the Board; (v) report to the Board in accordance with the rules and regulations that it adopts; and (vi) perform such other duties as are outlined in the Fire Chief's contract.

4.7 Secretary. The Secretary shall countersign all contracts on behalf of the District unless otherwise authorized by the Board. The Secretary shall keep or cause to be kept at the principal office, or such other place as the Board of Directors may order, a book of minutes of all meetings of Directors with the time and place of holding, whether regular or special and, if special, how authorized, the notice thereof given and the names of those present at meetings. The Secretary shall keep, or cause to be kept, at the principal office any register showing the names and addresses of the Directors of the District. The Secretary shall give, or cause to be given, notice of all the meetings of the Board required by the Bylaws or the laws of the State of California, and shall keep the seal of the District in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the Board or the Bylaws.

4.8 Director of Finance/Treasurer. The Director of Finance also serves as the Treasurer of the District. The Director of Finance/Treasurer shall install and maintain a system of auditing and accounting that shall completely and at all times show the financial condition of the District. The Director of Finance/Treasurer shall deposit all monies in such depositories as may be designated by the Board. The Director of Finance/Treasurer shall disburse funds of the District as may be ordered by the Board and shall render to the President and Directors, on a monthly basis, an account of all of the transactions of the Director of Finance/Treasurer and of the financial condition of the District, and shall have such other powers and perform such other duties as may be prescribed by the Board or the Bylaws.

4.9 Annual Audit. The Director of Finance/Treasurer shall have a recognized auditing firm audit the District's books annually at the end of each fiscal year.

ARTICLE 5 MISCELLANEOUS

5.1 Depository of District Money. The Board shall designate a bank or other suitable depository for the deposit of the District's money.

5.2 Inspection of District Records. The books of accounts and minutes of proceedings of the Board, and of the committees of the Board, shall be open to inspection upon the written demand of any person residing within the District.

5.3 Record Retention Requirement. All District records shall be retained, in original or duplicate form, at the principal office in accordance with District policy adopted from time to time.

5.4 Checks, Drafts, Etc. All checks, drafts and other orders for payment of money, notes, or other evidences of indebtedness, issued in the name of the District shall be signed or endorsed by two (2) individuals, which can include any combination of the Fire Chief, Deputy Chief(s) and members of the Board. Electronic Fund payments to vendors listed in the Electronic Funds Payment Policy may be made by the Director of Finance, with a reconciliation report provided monthly to both the Fire Chief and the Finance Committee. Checks received by the District shall be endorsed with the District's endorsement stamp and deposited in District accounts.

5.5 Contracts, Etc., How Executed. The Board of Directors, except as otherwise provided in the Bylaws, may authorize any officer or officers, or agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the District, and such authority may be general or confined to specific instances; and, unless so authorized by the Board, no officer, agent, or employee shall have any power or authority to bind the District by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

5.6 Inspection of Bylaws. The District shall keep in its principal office, the original or a copy of the Bylaws as amended or otherwise altered to date, certified by the Secretary, which shall be open to inspection by the residents of the District at all reasonable times.

5.7 Recall of Directors/Removal of Directors. Every incumbent in the office of Director, whether elected by popular vote for a full term or appointed, may be recalled by the voters in accordance with the recall provisions of the Election Code of the State of California. Every incumbent in the office of Director, whether elected by popular vote for a full term or appointed, may be removed from office, or be deemed to have abandoned his/her office, in accordance with the terms and provisions set forth in the Constitution and the Government and Elections Code of the State of California. (See California Constitution, Article II, Government Code Sections 1770 et seq., and 3000 et seq., and Elections Code Section 11000, et seq.)

5.8 Seal. The District may adopt a seal and alter it at pleasure.

5.9 Contract Bids. All contracts for the construction of any unit of work, except as otherwise provided, estimated to cost in excess of Twenty-Five Thousand Dollars (\$25,000.00) shall be let to the lowest qualified bidder after competitive bidding, in accordance with the District's Procurement Policy, which may be amended from time to time.

5.10 Budget Session. The regular meeting scheduled for June is hereby designed to be the budget session of the District. At said meeting, the Board of Directors shall determine what the preliminary budget shall be for the next ensuing taxable year. Prior to October 1, the Board shall adapt the final budget for the next ensuing fiscal year.

ARTICLE 6 **AMENDMENTS**

6.1 Amendments. These Bylaws may be altered, amended, repealed, in whole or part, and new rules and regulations may be adopted by the Board from time to time as said Board shall deem necessary. Any changes must be proposed in writing at least one regular meeting before adoption may be completed. Changes must be approved by at least a majority vote.

ARTICLE 7 **ELECTIONS**

7.1 Election Code Provisions Applicable. The provisions of the Uniform District Election Law of the Election Code, Sections 23500 et seq., relating to the qualification of electors, the manner of voting, the duty election officers, the canvassing of returns, and all other particulars in respect to the management of general elections so far as they may be applicable shall govern all District elections.

The undersigned hereby acknowledges and represents that the foregoing constitutes the Amended and Updated Bylaws of the District as duly adopted by the Board of Directors at its meeting duly held on May 16, 2019.

Executed this 16th day of May 2019.

Board President

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

That I am the duly elected and acting Secretary of the EL DORADO COUNTY HILLS WATER DISTRICT, a local public entity located within the County of El Dorado, State of California; and

That the foregoing Amended and Updated Bylaws, comprising _____ (__) pages, constitute the Bylaws of said District as duly adopted at the meeting of the Board of Directors thereof duly held on May 16, 2019.

IN WITNESS WHEREOF, I have hereunto subscribed my name this ____ day of _____, 2019.

Secretary

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EL DORADO HILLS FIRE DEPARTMENT

“YOUR SAFETY ... OUR COMMITMENT”



MONTHLY OPERATIONS REPORT

APRIL 2019

*All times are collected using a combination of Active 911 and Crystal Reports. The times are provided with the best accuracy possible given the limitations of technology in our system. The current system does not allow for accurate data collection.

Significant Incidents/Trainings/Events – April 2019

Annual High-Angle Rope Rescue Training, Station 84 – April 2019



Joint Rescue Boat Operations Training with Folsom Fire Dept. – April 2019



Isaac English Promotion to Engineer, Station 83 – April 10, 2019



Chief Keating Retirement Ceremony at Station 83 – April 10, 2019



“Pie in the Eye” Charity Basketball Game w/ El Dorado County F.D. – April 14, 2019



El Dorado Hills Fire are this year’s Champions! - 2019



2019 vs. 2018 Statistics

Response District	Total Number of Responses APRIL 2019	Total Number of Responses YTD 2019	Total Number of Responses APRIL 2018	Total Number of Responses YTD 2018
84	52	251	59	226
85	83	274	59	240
86	44	147	42	182
87	82	315	85	314
91	5	27	4	11
92	1	6	4	6
Mutual Aid	46	240	61	272
Transfer	21	85	20	89
TOTALS	334	1,345	334	1,340

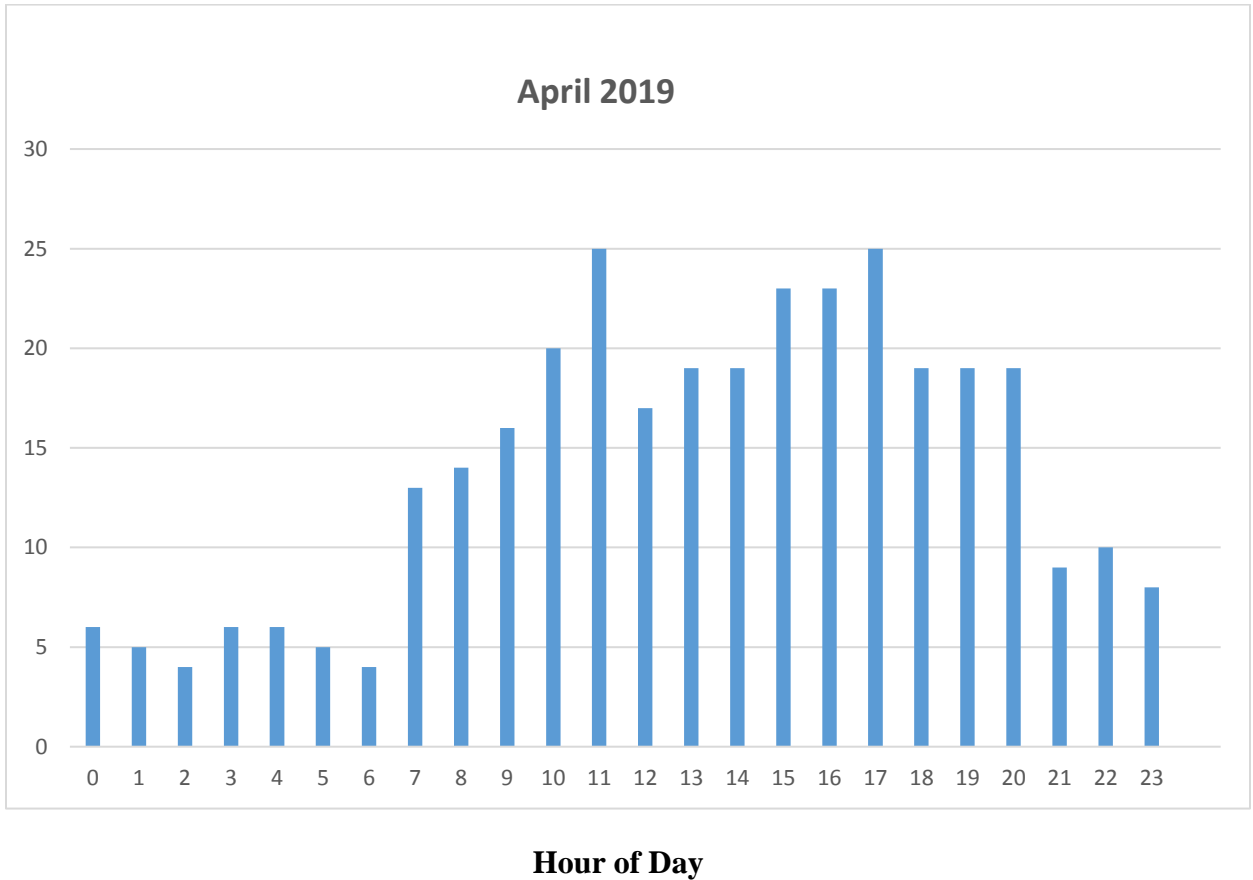
89.34% Medic Unit Response, < 10 Minutes (before exception reports)

92.62% Medic Unit Response, < 11 Minutes (before exception reports)

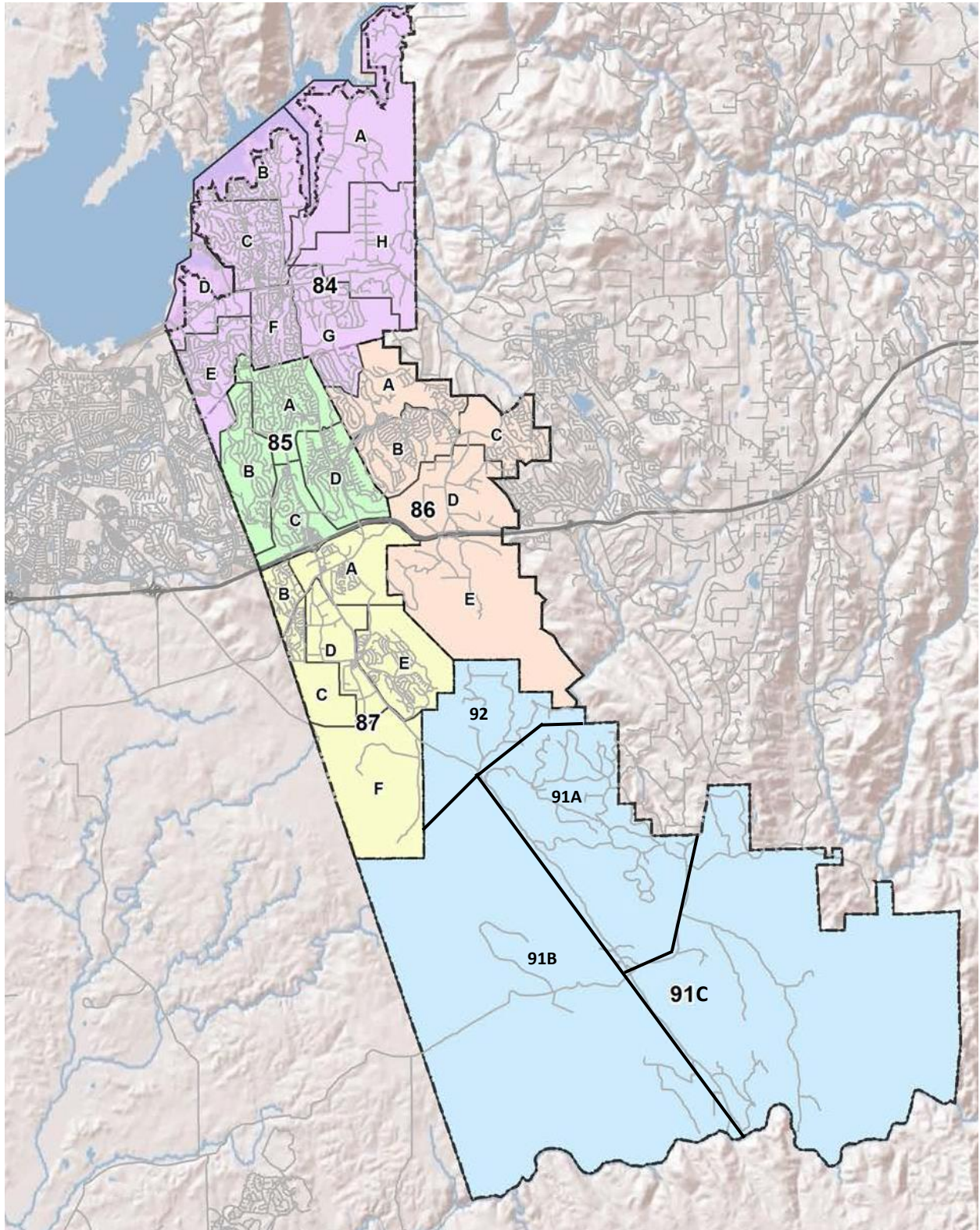
Report: Queries – Incident – NFIRS Incident – Incident By District (Summary) Note: Run all Districts on 1 page (manually add subdistricts)

Crystal: Emergency Response Summary-Medic Unit Response Time-El Dorado

Incidents by Hour of the Day



Tools – Queries – Incident Report – NFIRS – Count of Incidents by Alarm Hour



El Dorado Hills Fire Department
Revenue and Expense Forecast - ALL FUNDS
 For the Fiscal Year Ending June 30, 2019



	FINAL Full Year Budget FY18/19	Actual YTD March 31, 2019	Full Year Forecast FY18/19	Variance FY Forecast to FY Budget	YTD Actual % of Full Year Budget	Notes/Comments
Revenue						
3240 · Tax Revenue						
3260 · Secured Tax Revenue	17,490,369	16,824,059	17,490,369	-		} Property Tax Revenue on target for fiscal year
3270 · Unsecured Tax Revenue	299,895	289,252	299,895	-		
3280 · Homeowners Tax Revenue	163,982	78,938	163,982	-		
3320 · Supplemental Tax Revenue	312,000	78,624	138,624	(173,376)		Supplemental Tax Revenue trending under budget
3330 · Sacramento County Revenue	17,930	9,613	17,930	-		
3335 · Latrobe Revenue						
3335.2 · Latrobe Special Tax	36,840	33,807	36,840	-		Assumes collection of Latrobe base transfer
3335.3 · Latrobe Base Transfer	256,000	-	256,000	-		
3340 · Property Tax Administration Fee	(353,953)	(346,739)	(346,739)	7,214		
Total 3240 · Tax Revenue	18,223,063	16,967,554	18,056,901	(166,163)	99%	
3505 · Misc. Revenue, Vacant Lot	-	(1,862)	8,160	8,160	100%	
3506 · Misc. Revenue, Fire Prev. Fees	75,000	66,691	84,691	9,691	113%	
3510 · Misc. Operating Revenue						
3512 · JPA Revenue	1,150,000	958,333	1,150,000	-	100%	
3513 · Rental Income (Cell site)	25,200	21,325	26,125	925	104%	
3515 · OES/Mutual Aid Reimbursement	560,000	695,793	695,793	135,793	124%	Actual to date
3520 · Interest Earned	225,000	266,570	336,570	111,570	150%	Higher interest rates than budgeted
3510 · Misc. Operating Revenue - Other	20,000	16,701	19,701	(299)	99%	
Total 3510 · Misc. Operating Revenue	1,980,200	1,958,723	2,228,190	247,990	113%	
Total Operating Revenue	\$ 20,278,263	\$ 18,991,106	\$ 20,377,941	\$ 99,678	100%	
3550 · Development Fee						
3560 · Development Fee Revenue	2,000,000	897,000	1,017,000	(983,000)	51%	Development fee revenue collections trending lower than budget
3561 · Development Fee Interest	-	127,197	157,197	157,197	100%	
Total 3550 · Development Fee	2,000,000	1,024,197	1,174,197	(825,803)	59%	
3568 · Proceeds from Insurance	-	4,095	4,095	4,095	100%	
3570 · Proceeds from Sale of Assets	-	1,649	1,649	1,649	100%	
Total Revenue	\$ 22,278,263	\$ 20,021,047	\$ 21,557,882	\$ (720,381)	97%	

El Dorado Hills Fire Department
Revenue and Expense Forecast - ALL FUNDS
 For the Fiscal Year Ending June 30, 2019



	FINAL Full Year Budget FY18/19	Actual YTD March 31, 2019	Full Year Forecast FY18/19	Variance FY Forecast to FY Budget	YTD Actual % of Full Year Budget	Notes/Comments
Expenditures						
6000 · Salaries & Wages						
6001 · Salaries & Wages, Fire	6,171,004	5,062,409	6,074,891	96,113	98%	
6011 · Education/Longevity Pay	453,872	361,575	433,889	19,983	96%	
6016 · Salaries & Wages, Admin/Prev	697,794	512,491	614,990	82,804	88%	Vacancy in Fire Prevention
6017 · Volunteer Pay	25,000	3,380	4,056	20,944	16%	No payment to EDH Firefighters' Association
6018 · Director Pay	17,850	9,700	11,640	6,210	65%	Fewer committee meetings than budgeted
6019 · Overtime						
6019.1 · Overtime, Operational	1,592,205	1,154,512	1,365,414	226,791	86%	
6019.2 · Overtime, Outside Aid	480,000	536,831	536,831	(56,831)	112%	
6019.3 · Overtime, JPA	115,832	175,998	181,197	(65,365)	156%	
Total 6019 · Overtime	2,188,037	1,867,341	2,083,443	104,594	95%	Overall Savings in OT due to additional floaters
6020 · P.E.R.S. Retirement	2,479,525	2,245,737	2,505,737	(26,212)	101%	
6030 · Workers Compensation	659,027	462,560	548,581	110,445	83%	Favorable renewal rate for 2019 vs. budget
6031 · Life Insurance	6,512	5,031	6,111	401	94%	
6032 · P.E.R.S. Health Benefits	1,449,396	1,426,139	1,563,318	(113,922)	108%	Additional floater positions
6033 · Disability Insurance	17,052	14,519	17,508	(456)	103%	
6034 · Health Cost of Retirees	916,254	863,951	916,951	(697)	100%	
6040 · Dental/Vision Expense	188,760	119,339	143,207	45,553	76%	
6050 · Unemployment Insurance	14,490	11,560	11,742	2,748	81%	
6070 · Medicare	138,549	111,310	133,572	4,977	96%	
Total 6000 · Salaries & Wages	15,423,122	13,077,042	15,069,636	353,486	98%	
6100 · Clothing & Personal Supplies						
6101 · Uniform Allowance	54,400	51,849	52,249	2,151	96%	
6102 · Other Clothing & Personal Supplies	67,276	34,975	67,276	-	100%	
Total 6100 · Clothing & Personal Supplies	121,676	86,824	119,525	2,151	98%	

El Dorado Hills Fire Department
Revenue and Expense Forecast - ALL FUNDS
For the Fiscal Year Ending June 30, 2019



	FINAL Full Year Budget FY18/19	Actual YTD March 31, 2019	Full Year Forecast FY18/19	Variance FY Forecast to FY Budget	YTD Actual % of Full Year Budget	Notes/Comments
6110 · Network/Communications						
6111 · Telecommunications	49,699	34,032	45,376	4,323	91%	
6112 · Dispatch Services	60,000	27,849	57,849	2,151	96%	
6113 · Network/Connectivity	50,012	33,450	45,600	4,411	91%	
Total 6110 · Communications	159,711	95,331	148,826	10,885	93%	
6120 · Housekeeping	37,960	29,407	35,288	2,672	93%	
6130 · Insurance						
6131 · General Insurance	55,000	57,191	57,191	(2,191)	104%	
Total 6130 · Insurance	55,000	57,191	57,191	(2,191)	104%	
6140 · Maintenance of Equipment						
6141 · Tires	35,000	12,379	22,379	12,621	64%	
6142 · Parts & Supplies	20,000	25,942	31,131	(11,131)	156%	
6143 · Outside Work	130,000	75,421	90,505	39,495	70%	
6144 · Equipment Maintenance	41,753	22,299	41,753	-	100%	
6145 · Radio Maintenance	43,696	14,910	43,696	-	100%	
Total 6140 · Maintenance of Equipment	270,449	150,951	229,463	40,986	85%	Overall maintenance trending favorable to budget
6150 · Maintenance, Structures & Ground	103,859	64,300	87,160	16,699	84%	
6160 · Medical Supplies						
6161 · Medical Supplies	5,000	5,057	6,057	(1,057)	121%	
Total 6160 · Medical Supplies	5,000	5,057	6,057	(1,057)	121%	
6170 · Dues and Subscriptions	12,610	12,712	13,212	(601)	105%	
6180 · Miscellaneous						
6181 · Miscellaneous	3,500	12,091	12,691	(9,191)	363%	Feb dinner reclassification from Prevention
6182 · Honor Guard	5,000	-	5,000	-	100%	
6183 · Explorer Program	2,000	290	2,000	-	100%	
6184 · Pipes and Drums	-	-	-	-	0%	
Total 6180 · Miscellaneous	10,500	12,381	19,691	(9,191)	188%	

El Dorado Hills Fire Department
Revenue and Expense Forecast - ALL FUNDS
For the Fiscal Year Ending June 30, 2019



	FINAL Full Year Budget FY18/19	Actual YTD March 31, 2019	Full Year Forecast FY18/19	Variance FY Forecast to FY Budget	YTD Actual % of Full Year Budget	Notes/Comments
6190 · Office Supplies	20,109	18,868	22,642	(2,533)	113%	
6200 · Professional Services						
6201 · Audit	13,500	12,975	17,975	(4,475)	133%	Audit hours overage
6202 · Legal/Human Resources	193,250	183,714	220,456	(27,206)	114%	Fire Chief recruitment costs
6203 · Notices	2,500	629	749	1,751	30%	
6204 · Other Professional Services	94,653	84,730	94,653	-	100%	
6205 · Elections/Tax Administration	-	45	45	(45)	100%	
6206 · Public Relations	6,566	200	400	6,166	6%	
Total 6200 · Professional Services	310,469	282,292	334,278	(23,809)	108%	
6210 · Information Technology						
6211 · Software Licenses/Subscriptions	63,850	53,782	71,709	(7,859)	112%	Added subscriptions to Basecamp, ERSI, Satellite Phone
6212 · IT Support/Implementation	118,000	79,294	105,840	12,160	90%	
6213 · IT Equipment	36,978	19,147	28,720	8,258	78%	
Total 6210 · Information Technology	218,828	152,223	206,270	12,558	94%	
6220 · Rents and Leases						
6221 · Facilities/Equipment Lease	-	-	-	-	0%	
6222 · Solar Lease	67,224	55,830	67,034	190	100%	
Total 6220 · Rents and Leases	67,224	55,830	67,034	190	100%	
6230 · Small Tools and Supplies	77,625	45,157	70,157	7,468	90%	
6240 · Special Expenses						
6241 · Training	155,107	109,717	155,107	-	100%	
6242 · Fire Prevention	49,582	34,986	38,582	11,000	78%	Reclassification of Feb dinner to Misc.
6243 · Licenses	-	84	84	(84)	100%	
Total 6240 · Special Expenses	204,689	144,787	193,773	10,916	95%	

El Dorado Hills Fire Department
Revenue and Expense Forecast - ALL FUNDS
 For the Fiscal Year Ending June 30, 2019



	FINAL Full Year Budget FY18/19	Actual YTD March 31, 2019	Full Year Forecast FY18/19	Variance FY Forecast to FY Budget	YTD Actual % of Full Year Budget	Notes/Comments
6250 · Transportation and Travel						
6251 · Fuel and Oil	62,000	53,866	71,821	(9,821)	116%	Rise in cost of fuel throughout fiscal year
6252 · Travel	25,000	6,341	8,455	16,545	34%	Limited travel required for training this fiscal year
6253 · Meals & Refreshments	23,000	15,170	20,227	2,773	88%	
Total 6250 · Transportation and Travel	110,000	75,377	100,503	9,497	91%	
6260 · Utilities						
6261 · Electricity	10,600	6,281	13,374	(2,774)	126%	
6262 · Natural Gas/Propane	20,000	20,822	27,763	(7,763)	139%	
6263 · Water/Sewer	20,000	13,155	19,155	845	96%	
Total 6260 · Utilities	50,600	40,258	60,292	(9,692)	119%	
Total Operating Expenditures	\$ 17,259,430	\$ 14,405,987	\$ 16,840,996	\$ 418,434	98%	
Operating Revenue - Operating Expenditures	\$ 3,018,833	\$ 4,585,119	\$ 3,536,945	\$ 518,111		
6560 · Pension UAL Lump Sum Payment	1,600,000	1,500,000	1,500,000	100,000	94%	
6570 · OPEB UAL Lump Sum Payment	500,000	600,000	600,000	(100,000)	120%	
6720 · Fixed Assets	1,981,460	999,480	1,079,480	901,980	54%	
Total Expenditures	\$ 21,340,890	\$ 17,505,467	\$ 20,020,477	\$ 1,320,413	94%	
Total Revenue - Total Expense	\$ 937,373	\$ 2,515,580	\$ 1,537,406	\$ 600,032		
Less: Development Fee Revenue	(2,000,000)	(1,024,197)	(1,174,197)			
Add: Development Fee Qualified Expenditures	1,200,425	241,987	321,987			
Total Revenue - Total Expense Net of Dev Fees	\$ 137,798	\$ 1,733,370	\$ 685,195			

Resolution No. 2019-02
El Dorado Hills County Water District

Resolution of Appreciation
To
Captain/Paramedic Jon Zellhoefer

WHEREAS, **CAPTAIN/PARAMEDIC JON ZELLHOEFER** has provided loyal, dedicated, and outstanding service to the community of El Dorado Hills and the El Dorado Hills Fire Department during his eighteen years of service from January 8, 2001 through May 10, 2019; and

WHEREAS, Captain/Paramedic Zellhoefer brought his vast knowledge and experience in both Firefighting and Emergency Medical Service Operations; became known for his strong work ethic and integrity; demonstrated the admirable characteristic of being able to approach challenging situations with a positive attitude; focused on building positive relationships and partnerships within the Department and Community; and

WHEREAS, Captain/Paramedic Zellhoefer has given unselfishly of his time and interest during the years that he served the District, particularly with regard to providing excellence in all areas of responsibility such as managing Telestaff, protecting the El Dorado Hills Business Park, and offering his knowledge and experience to help educate others; and

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE EL DORADO HILLS COUNTY WATER DISTRICT, that this Board does, on behalf of the District and all its inhabitants, express warm thanks and gratitude to **CAPTAIN/PARAMEDIC JON ZELLHOEFER** for his dedication and commitment as a Captain/Paramedic and does further extend to him best wishes in his retirement from the El Dorado Hills Fire Department and for continued success in all future endeavors.

PASSED AND ADOPTED THIS 16th DAY OF MAY 2019.

John Giraud, President

ATTEST:

Jessica Braddock, Board Secretary

**RESOLUTION OF INTENTION
TO APPROVE AN AMENDMENT TO CONTRACT
BETWEEN THE
BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
AND THE
BOARD OF DIRECTORS
EL DORADO HILLS COUNTY WATER DISTRICT**

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

To provide Section 20516 (Employees Sharing Additional Cost) of an additional .5% for classic local miscellaneous members and an additional 1.5% for classic local safety members.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit" and by this reference made a part hereof.

By: _____
Presiding Officer

Title

Date adopted and approved

RFP Award- Construction and Project Manager

Summary:

A Request for Proposals for Construction and Project Management Services was posted on Wednesday, December 26, 2018. Seven proposals were received, six of which were considered compliant to the requirements listed in the RFP. Three of the seven respondents were invited to participate in an in-person interview. Staff considered all information received during these interview sessions and have selected the Roebbelen Construction Management Services, Inc. Roebbelen is based in El Dorado Hills approximately ¼ mile from the training site and has been in business for over 59 years. Roebbelen specializes in public works projects and have managed over \$1.8 Billion in construction for local governments in the last seven years. Roebbelen demonstrated the qualifications, experience, and value that the District is seeking.

Fiscal Impact:

Position	Hourly Billable Rate
Project/Construction Manager	\$155
Project Engineer	\$110
Constructability Review	\$145
Estimating	\$145
Scheduling	\$145
Administrative Services	\$65

Recommendation:

Staff recommends the award for Construction and Project Management Services to Roebbelen Construction Management Inc.

Wildland Fire Simulation Table

Summary:

With the increase in wildland fire threat on communities, the Department needs to better develop staff in the area of wildland fire tactics and strategies. All-Hazard Simulation tables can provide a multitude of realistic scenarios for staff development and community outreach.

Simtable LLC uses interactive agent-based fire modeling, bringing sand table exercises to life. Customized models of the areas in which we serve provide a truly interactive experience for our firefighters in all-hazards simulations. Different platforms will challenge our officers in a training environment to enhance their decision-making skills during large emergency simulations. Simtable may also be utilized by our Community Risk Reduction Team in our own high-risk areas allowing mitigation and fuels planning throughout our district.

The Simtable will be an important asset to our Employee Development Center for the training of our fire personnel as well as the ability to reach out to our community as we educate them on emergency preparedness.

Fiscal Impact:

Estimated cost: \$80,000

Staff has identified funding in the current budget that will be utilized to complete the purchase.

Recommendation:

Staff recommends the purchase of the "Simtable" model wildland fire simulation table.



COSUMNES FIRE DEPARTMENT

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April 29, 2019

Chief Lillienthal
El Dorado Hills Fire Department
1050 Wilson Blvd
El Dorado Hills, CA 95762

Re: Letter of Thanks and Appreciation – Firefighter Al Meraz

Chief Lillienthal:

On behalf of the Cosumnes Fire Department I would like to thank the El Dorado Hills Fire Department and your personnel for assisting us in a time of need. The sudden and tragic loss of Firefighter Albaro "Al" Meraz had a significant impact on our organization and our community. Personnel from the El Dorado Hills Fire Department went above and beyond to assist us from moments after the accident through the conclusion of the memorial services. Among the many supporting efforts, your personnel were leading members of the Fire Service Honor Guard at the memorial. During such a difficult time we were comforted by the support we received from the El Dorado Hills Fire Department. Please accept our gratitude!

Sincerely,

Troy A. Bair
Deputy Fire Chief of Operations
Cosumnes Fire Department