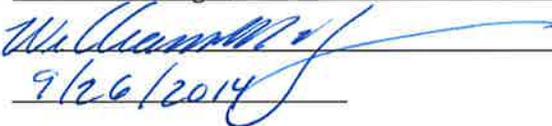


Request for Information**Section A - Assignment/Certification**Agency Name: Burney Water DistrictPhysical Address: 20222 Hudson StreetMailing Address: 20222 Hudson Street, Burney, CA 96013Telephone No. (530) 335-3582 Fax No. (530) 335-2189 E-mail: wrodriguez@burneywater.orgWebsite: burneywater.org

The undersigned **DOES HEREBY CERTIFY** that the information provided hereunder and in the attachments is, to the fullest extent possible, complete and accurate and submitted in compliance with GCS 56386:

RFI Completed By: (Print Name) William M. Rodriguez(Title) District Manager(Signature) Date: 9/26/2014**Section B - Agency Profile and Narrative**

1. Year Agency Established/Incorporated/Formed: November 1944
2. Acreage/Square Miles Within Agency: 2,420 acres / 3.8 sq. miles
3. Total Population Within Agency: 3,154 Population Date/Source: 2010 / City-Data.com
4. Please write and attach a narrative history of the agency, including any knowledge of formation, historic decisions and major changes or reorganizations to the agency.

Section C - Reports, Plans, Maps, Etc.

Indicate which of the following documents is relevant to your agency, and attach a copy or indicate if it can be found on the agency's website:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Mission Statement | <input checked="" type="checkbox"/> Master Plan |
| <input type="checkbox"/> Current Budget, as well as two preceding years | <input type="checkbox"/> Public Facilities Plan |
| <input checked="" type="checkbox"/> Agendas for the preceding two years | <input type="checkbox"/> Watershed Management Plan |
| <input checked="" type="checkbox"/> Minutes for the preceding two years | <input type="checkbox"/> Groundwater Management Plan |
| <input checked="" type="checkbox"/> Adopted Policies and Procedures | <input type="checkbox"/> Sewer System Management Plan |
| <input type="checkbox"/> Recent Newsletters, Bulletins, etc. | <input type="checkbox"/> NPDES Permit/Waste Discharge Requirements |
| <input checked="" type="checkbox"/> Agency Organizational Chart | <input type="checkbox"/> Department of Health Services Water System Annual Report (most recent) |
| <input checked="" type="checkbox"/> Rates or fee schedule | <input type="checkbox"/> Photos of District facilities |
| <input checked="" type="checkbox"/> Rate Study | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Capital Improvement Plan | |
| <input type="checkbox"/> Development Impact Fee Nexus Study | |

Section D - Infrastructure, Facilities, Services

1. How are infrastructure needs determined? Provide copies of capital improvement/master plans that address infrastructure.
The infrastructure needs are determined by the District Manager and from the Water and Sewer Master Plans created by PACE Civil Engineering.
2. Provide schedules for infrastructure replacements and upgrades; explain how schedules are being met and how will the new or upgraded infrastructure be financed?
Schedules for infrastructure replacements and upgrades for water are located in the Water Master Plan in Table 14, and for sewer are located in the Sewer Master Plan in Table 7. Progress against the Master Plan schedules will be reviewed annually and new or upgraded infrastructure will be financed through a combination of retained earnings, reserves, grants, loans and/or bonds if necessary.
3. List and discuss infrastructure deficiencies; indicate if deficiencies have resulted in permit or other regulatory violations; explain how deficiencies will be addressed.
The Water and Sewer Master Plans created by PACE Civil Engineering contain a section titled Analysis and Recommended Improvements which discusses current infrastructure deficiencies based on current and future capacity demands and infrastructure conditions and integrity. Deficiencies have not yet resulted in permit or other regulatory violations. The Master Plans identifies and prioritizes projects to address the identified deficiencies.
4. Describe capital facilities that are underutilized; explain how underutilized facilities could be shared with other agencies.
Burney Water District has no underutilized facilities that could be shared with other agencies.
5. How are service needs forecast?
Service needs are forecast through Water and Sewer Master plans created by PACE Civil Engineering.
6. How are growth/population projections integrated with plans for future services?
Growth/population projections are located in Table 6 in the Water Master Plan and Table 5 in the Sewer Master Plan.
7. Provide maps of service areas/zones for services that are provided less than agency wide.
Maps of service areas/zones for services that are provided less than agency wide are located in Figure 1 in the Water Master Plan and Figure 1 in the Sewer Master Plan.
8. Describe any variance or inequity in levels of services provided to customers. Explain why unequal services levels are present.
Not Applicable.
9. Identify areas within agency boundary that could be more efficiently served by another agency.
Not Applicable.
10. Identify areas outside agency boundary that could be efficiently served by your agency.
The District has the ability to serve all areas surrounding the existing District Boundary.

11. Describe proposed or pending development that would require agency services; include a list of anticipated jurisdictional boundary changes (i.e., annexations) necessary to extend services to proposed or pending development; provide maps showing location of development.
Table 5 and Plate 1 in the Sewer Master Plan, and Table 6 and Plate 2 in the Water Master Plan detail the anticipated development that would require agency services.
12. Describe and attach joint powers agreements or other arrangements for sharing facilities, infrastructure, or services with other agencies.
Not Applicable.
13. Provide the parcel numbers of properties receiving agency services *which are outside the agency jurisdictional boundary*; provide a map showing parcel-to-agency boundary relationship; list type of service provided, date commenced, and when annexation is expected.
APN # 028-410-012, water and sewer service for The Pit River Casino and RV park. As these are tribal lands, I do not expect to annex this parcel into the district.
14. Explain agency policies and procedures that establish priorities for directing services to infill areas.
Not Applicable.
15. Describe provisions for providing services in emergency situations (i.e., storage capacity, number of days that services can be provided, etc.)
The District currently has a storage capacity of 6.26 million gallons in three water reservoirs, which is almost twice our calculated maximum day demand. The District has a natural gas engine well pump, a Booster Station that utilizes a diesel engine pump, a diesel engine generator at the main sewage lift station, and manual transfer switches installed at the electric well pumps that can be connected to trailer-mounted generators in the event of an emergency that affects PG&E's power supply to our facilities.

Section E – Administration, Management, Operations

1. List number of employees of agency and/or department providing each infrastructure service by category (i.e., executive, management, professional, operational, etc.).
Burney Water District employees seven full-time employees: one District Manager, one Field Superintendent, two Utility Workers, one Office Clerk I, one Office Clerk II, one Administrative Assistant / Pool Manager. Burney Water District employees ten to fifteen part-time employees who work as lifeguards during the summer months.
2. Describe internal staff and/or operational reorganizations within the past three years; list job titles or positions which have been eliminated or created.
Over the past three years, the Office Manager/Board Secretary-Treasurer and Wastewater Treatment Plant Operator positions were eliminated, and the Office Clerk I and II positions, Pool Manager/Customer Service Clerk position and Utility Worker positions were created.
3. List number of annual terminations, resignations, and retirements that have occurred in the preceding three years.
There has been one termination and one resignation in the preceding three years.
4. Describe positions that have remained vacant during the past three years.
The Office Manager/Board Secretary-Treasurer position remained vacant for one year before it was eliminated.

5. Describe agency policies, rules, and procedures that regulate communications between elected officials and employees.
Burney Water District Board Policy, Section 4010 – Code of Ethics.
6. Describe administrative/management/operational functions that are provided to the agency by private organizations or other public agencies; explain management efficiencies and/or cost avoidance opportunities gained by these arrangements.
Burney Water District currently uses the services of an independent third-party financial auditor, a local CPA for bookkeeping duties, a local licensed electrician for electrical repairs and maintenance, a local computer technician for our IT needs, and an ELAP certified testing laboratory for regulatory compliance for our water and sewer enterprises.
7. Describe cooperative arrangements with other agencies that produce administrative, management, and/or operational efficiencies.
Not Applicable.
8. Describe policies for employee and contractor performance incentives.
Not Applicable.
9. Explain policies and procedures for competitive bidding and sole source procurement. Describe sole-source services provided during the past three years.
Burney Water District was formed as a County Water District in November 1944. County Water Districts are not subject to the competitive bidding requirements of Public Contract Code.
10. What awards or recognitions has the agency or service-providing department received in the past three years? Explain why awarded.
Burney Water District has received an SDRMA President's Special Acknowledgement Award – Property / Liability Program. This award acknowledged that we had no paid claims within the past 5 years in either the Property / Liability or Worker's Compensation Programs.

Section F - Fiscal

Respond to the following in the context of the services listed under Section C.

1. Describe all revenue sources (i.e., property taxes, special taxes, service charges, fees, assessments, grants, etc.) to provide and finance infrastructure services.
Burney Water District bills its customers directly for water and sewer service and does not receive any revenue from the property tax roll. Residential water service charges have a base rate component that is based on meter size, and a commodity component based on actual volume of water used. Sewer service charges are based on a customers average winter water usage. District customers have also voted to assess themselves \$5.00 a month to fund our community pool maintenance, which is also included on their monthly bill.
2. Explain agency constraints to generate revenues to finance infrastructure services.
Burney Water District is subject to the requirements of Proposition 218 for any increases to water or sewer rates. The Board of Directors must ultimately make the decision on what rates are politically appropriate to charge the community, and the community has the right to protest the rate increases through the Proposition 218 process.
3. Describe policies and procedures for limiting expenditures; note which policies and procedures require board/council approval before implementation.
The annual Budget is used as the current tool for limiting expenditures. Any expenditures in excess of the budgeted amounts need to be brought before the board for approval.

4. Explain the agency's bond rating; discuss basis for rating.
Burney Water District recently paid off the forty-year construction bond for construction of the Wastewater Treatment Plant and Collections Systems built in 1974.
5. Describe policies and procedures for investment practices.
Burney Water District has not formally adopted policies and procedures for investment practices. The District currently has funds on deposit at the Shasta County Treasury and at Tri Counties Bank in Burney.
6. Describe policies and procedures for establishing and maintaining reserves/retained earnings. What is the dollar limit of reserves/retained earnings? What is the ratio of undesignated contingency and emergency reserves to annual gross revenue?
Burney Water District has not formally adopted policies and procedures for establishing and maintaining reserves/retained earnings. The District has not yet formally determined a ratio of undesignated contingency and emergency reserves to annual gross revenue.
7. Explain any variances in rates, fees, taxes, etc. which are charged to agency customers.
Residential water base rates vary by size of the customer's meter. Commercial, Industrial and Institutional water base rates are determined individually based on the water use characteristics of each business.
8. Explain policies and procedures for fee rebates, tax credits, or other relief given to agency customers. Provide details of any rebates, etc. issued during the past three years.
Not Applicable.
9. Discuss increases or decreases in rates, fees, taxes, or other charges that have been implemented during the past three years.
The pool maintenance fee was increased by \$1.00 in 2011. The sewer base rate was increased by \$5.00 in 2013. The water base rates were increased by \$1.25 across the board, and the water consumption rate was increased by \$0.05 per 100 cubic foot of water usage in 2013.
10. Discuss opportunities for rate restructuring.
There are currently no plans to restructure the water or sewer rates, however, it is possible that conservation based rate structures will be mandated by the state in the near future given ongoing drought conditions.
11. Describe other policies and practices for depreciations and replacement of infrastructure.
Burney Water District began including Depreciation expense into the annual budget for all enterprises, and anticipates increasing rates to fund this expense per the recommendations of our recent rate study by PACE Engineering. Replacement of infrastructure is mapped out in the Water and Sewer Master Plans created by PACE Engineering.

Section G - Governance

1. Explain the composition of agency's governing body; if a district, indicate if elections or appointments are at-large or by defined sector of the district.
The Burney Water District has a five member Board of Directors elected at large.
2. Provide an *eight-year* history of agency election and appointment results. Has the agency had difficulty in establishing a slate of candidates for election?
2005-2007 Board: Sherry Quinlan, Cindy Dodds, Andrew Urlie, Jackie Young, John Meeker.
2008-2010 Board: Sherri Quinlan, Cindy Dodds, Valerie Dickinson, Jill Barnett, Fred Ryness.
2011-2013 Board: Cindy Dodds, Valerie Dickinson, Fred Ryness, Roger Borkey, Tim McCammon.

2014 Board: Cindy Dodds, Fred Ryness, Roger Borkey, Tim McCammon, John Calzia(resigned), Jim Hamlin. The District has not had a slate of candidates for board elections that met or exceeded the number of seats up for election. All seats have been appointed-in-lieu of elections by the Board of Supervisors since 2009 or earlier.

3. Explain compensation and benefits provided to the governing body (Board).
The governing board does not receive compensation nor benefits for their service to the District. They may be reimbursed for expenses related to acting in an official capacity at conferences or trainings, subject to the approval of the full board.
4. How frequently does the governing body meet? How many agency meetings have been cancelled in the last three years?
The Burney Water District Board of Directors meets monthly, every third Thursday of the month. Eight meetings have been rescheduled in the past 3 years.
5. Describe rules, procedures, and programs for public notification of agency operations, meetings, programs, etc. How is public participation encouraged? Are meetings accessible to the public, i.e. evening meetings, adequate meeting space, etc.?
The meeting notice and agenda are posted on the front door of the District Office at least 72 hours in advance of the regular monthly meeting. Meetings are accessible to the public, and the meeting locations have adequate space for public participation.
6. Have there been violations or investigations within the past three years relative to the Ralph M. Brown Act and/or the Political Reform Act? Describe any grand jury or law enforcement investigations and the outcome.
There have been no violations or investigations within the past three years relative to the Ralph M. Brown Act and of the Political Reform Act. The most recent Grand Jury Investigation was in 2010-2011, regarding the financial solvency of our community swimming pool enterprise. The District was named along with all other special districts in Shasta County in the 2009-2010 Grand Jury Report regarding the need to adopt ongoing training programs for special district board members to reduce issues and errors made by previous boards in the County. The District was previously investigated by the 1994-1995 Grand Jury in regards to expense authorization.

Section H - Sphere of Influence Review

1. *Provide a narrative description of anticipated alterations in the district's current sphere of influence that should be considered in this review. This should include any potential development that would require a sphere of influence amendment for implementation, etc.*
Anticipated commercial and residential developments are discussed in the Water and Sewer Master Plan documents. Recent inquiries have been made regarding commercial development on APN nos. 028-370-024 and 028-370-024. Requests for agricultural irrigation water have been made for APN nos. 028-010-001 and adjacent parcels to the north that rely on surface water rights for irrigation water. Residential and commercial development is also under consideration for the Pit River Tribal property, APN 028-410-020.
2. *Provide a response to the four factors outlined in Government Code Section 56425 required for a sphere of influence review outlined as follows:*
 - a) *The present and planned land uses in the area, including agricultural and open-space lands.*
Commercial property development along the Highway 299 corridor to the east of the Burney Water District boundary has been the main driver for this review.

b) The present and probable need for public facilities and services in the area.

New commercial property development along the Highway 299 corridor was anticipated and water storage facilities were expanded for this potential future growth in 2001. However, sewer infrastructure was not improved, and collection system improvements to serve these developments will likely present challenges to this development. Agricultural use due to drought-diminished surface waters was not anticipated, and may be able to be met by reuse of reclaimed wastewater instead of potable water. The District currently does not have the facilities to create reclaimed wastewater that meets regulatory requirements for agricultural reuse. Please also refer to Water and Sewer Master Plans regarding anticipated future needs.

c) The present capacity of public facilities and adequacy of public services that the district provides or is authorized to provide.

Please refer to Water and Sewer Master Plans regarding the present capacity of public facilities and the adequacy of public services that the district provides.

d) The existence of any social or economic communities of interest in the area.

There are many social or economic communities of interest in the Burney Water District. Economic communities of interest include the timber industry, renewable energy industry, hospitality industry and commercial agriculture. The Pit River Tribe represents a social and economic community of interest in our area.