

**MINUTES OF THE  
SEPTEMBER 17, 2018  
BOARD OF DIRECTORS REGULAR MEETING  
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

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

The September 17, 2018 meeting of the Board of Directors of the Rio Linda/Elverta Community Water District called to order at 6:30 p.m. at the Depot/Visitor Center located at 6730 Front Street, Rio Linda, CA. General Manager Tim Shaw took roll call of the Board of Directors. Director Dills, Director Harris, Director Henrici, Director Ridilla, Director Green and General Manager Tim Shaw were present. Director Ridilla led the pledge of allegiance.

**2. PUBLIC COMMENT**

Public member

**3. CONSENT CALENDAR**

**3.1 Minutes**

August 20, 2018

**3.2 Expenditures**

**3.3 Financial Reports**

No public comment on this item.

*It was moved by Director Henrici and seconded by Director Ridilla to approve the Consent Calendar. Directors Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.*

**4. REGULAR CALENDAR**

**ITEMS FOR DISCUSSION AND ACTION**

**4.1 General Manager's Report**

General Manager Tim Shaw provided the Board a written report of special events and meetings attended since the last Board meeting.

Director's Harris and Dills requested to setup a day to tour the hexavalent chromium treatment facilities in Antelope and Dixon.

*The Board made no action on this item*

**4.2 District Engineer's Report**

Simon Gray with Cole Engineering presented the Board with a written report of projects in the works since the last meeting of the Board. The report included General Items, Well 10 Hexavalent Chromium Treatment Project, and Well 17 Monitoring Wells Abandonment and Destruction.

*The Board made no action on this item*

**4.3. Consider approving the Property Donation Agreement with Elverta Associates LLC for the Well #16 parcel.**

The District and the developer have been engaged in dialog to complete this agreement for some time. The delays in executing the agreement have been substantial impediments for addressing critical operational needs of the District. The agreement is also prerequisite for execution of an irrevocable offer of dedication for the Well #16 parcel (Exhibit A in the agreement). Elverta Associates LLC has already signed the agreement.

No public comment on this item.

*It was moved by Director Henrici and seconded by Director Green the Property Donation Agreement with Elverta Associates LLC and further authorize the General Manager to execute the agreement and all appurtenant documents thereto . Directors Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous roll call vote of 5-0-0.*

**4.4 Consider approval of Resolution No. 2018-08 to adopt the recently updated American River Basin Integrated Regional Water Management Plan (IRWMP).**

As detailed in the August 27th email from the Regional Water Authority (RWA). The IRWMP has been updated. Furthermore, adoption of the updated IRWMP by the District does not make the District responsible for IRWMP implementation. Adoption conveys the District supports the IRWMP vision and objectives.

Adoption of the IRWMP by approving Resolution 2018-08 is necessary to maintain the District's eligibility for Proposition 1 grant funding.

*It was moved by Director Green and seconded by Director Henrici to approve Resolution No. 2018-08 to adopt the updated American River Basin Integrated Regional Water Management Plan (IRWMP). Directors Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.*

**4.5 Consider approving the Administrative Leave Policy; New Policy in Personnel Handbook.**

The proposed new policy is only applicable to FLSA-Exempt employees (managers). Admin Leave for managers is a very common policy for public agencies. The proposed new policy would provide 48-hours of Admin Leave per year for FLSA-Exempt employees who regularly attend board/committee meetings after hours and would provide 32-hours per year for FLSA-Exempt employees who do not regularly attend after-hours board/committee meetings.

GM Shaw indicated the policy was presented to the Finance and Administrative Committee, Legal Counsel and Teamsters 150 with no comments back.

No public comment on this item

*It was moved by Director Henrici and seconded by Director Ridilla to approve the New Administrative Leave Policy. Henrici, Dills, Harris, Green and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.*

#### **4.6 Sick Leave: Revised Policy in Personnel Handbook**

Sick Leave

Purpose

Sick leave is granted to provide financial security to employees by providing for salary continuation when the employee is unable to work. Administration of sick leave is subject to the applicable provisions of the California Labor Code, Division 2.

Accrual

Regular full-time employees shall accrue sick leave at a rate of six (6) days per pay year. New employees shall also be credited with 8-hours of sick leave on their first day of employment, or otherwise be credited with sick leave for compliance with California Labor Code, Section 246. No employee may accrue sick leave during such time as the employee is not receiving wages from the District. Sick leave begins to accrue on the first day of employment.

Use

The applicable definitions and requirements for sick leave shall be those provided in California Labor Code, Division 2:

It shall be the responsibility of each employee absent from work to notify his or her immediate supervisor as soon as possible on the first day of absence due to use of paid sick leave.

A written statement from a properly licensed medical professional authorizing the employee's return to work and listing any work restrictions may be required for sick leave absences of 3 or more days. If the medical clearance is required, the General Manager shall notify the employee of his or her requirement to bring a medical clearance to perform normal work duties from a properly licensed medical professional prior to returning to work. The medical clearance shall not provide any description of the medical condition(s) at issue. The medical clearance shall only focus on the employee's ability to perform routine work duties, with or without restrictions.

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

Upon retirement or termination from the District, all unused sick leave shall be forfeited, and employee will not be paid for any unused sick leave under any circumstances. If an employee is rehired by the District within 12 months, he or she may reclaim what had been accrued in paid sick leave prior to leaving employment with the District.

No public comment on this item.

*It was moved by Director Henrici and seconded by Director Dills to approve the revised Sick Leave Policy. Henrici, Dills, Harris, Green and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.*

**4.7 Consider directing staff to implement consistent developer deposit requirements to address development costs.**

There is current inconsistency for developer deposits among the different development groups we interact. The District is engaged with consultants (attorneys, engineers) who perform work for the benefit of the developers. Those services must be paid by the developers and not by our existing ratepayers.

An illustration of the inconsistency, the District does not have an agreement with ESPOG in substantially the same format and terms as the current funding agreement with Northborough developers.

No public comment on this item.

*It was moved by Director Ridilla and seconded by Director Henrici direct staff to initiate the Developer Deposit Agreement with ESPOG substantially the same format and terms as the current funding agreement with Northborough developers subject to legal counsel review . Henrici, Dills, Harris, Green and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.*

#### **4.8 Consider authorizing Board Member attendance for ACWA fall conference in San Diego.**

The ACWA fall conference is in San Diego this coming November. President Harris stated Brent Dills is the alternate for ACWA but does not want to attend and she would willing to volunteer if the Board agrees. Director Henrici stated she is willing to volunteer to attend as well. GM Shaw clarified that Brent Dills was the alternate, prior to the Board adoption of the revised policy 2.01.065. Director Henrici asked if the GM could outline the important informational programs for the two attending directors to bring back from the conference.

GM Shaw also pointed out that the Board may consider an alternate for the MOU negotiations committee, since the ACWA conference falls during the time of the MOU negotiations. President Harris stated Director Dills and herself had discussed they would be meeting November 16<sup>th</sup> to discuss negotiations.

Director Green asked if his LAFCo commissioner status has to be approved. GM Shaw stated that is wouldn't hurt.

No public comment on this item.

*It was moved by Director Dills and seconded by Director Ridilla to authorize sending Director Harris along with Director Green to the ACWA fall conference and make director Ridilla the alternate on the MOU negotiations committee if needed. Henrici, Dills, Harris, Green and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.*

#### **4.9 Consider confirming any new Board Member assignments (committees and other) announced by the Chair pursuant to District Policy 2.01.065.**

No public comment on this item.

*It was moved by Director Henrici and seconded by Director Ridilla to appoint Director Green as the LAFCo Commissioner and appoint Director Harris as the ACWA alternate . Dills, Harris and Ridilla voted yes. Henrici and Green abstained. The motion carried with a vote of 3-0-2.*

## **5. INFORMATION ITEMS**

### **5.1. DISTRICT ACTIVITY REPORT**

#### **a. Water Operations Report**

**b. Conservation Report**

**5.2. BOARD REPORTS**

- a. Regional Water Authority – Agenda and Executive Summary provided
- b. Sacramento Groundwater Authority – No Meeting.
- c. LAFCO – Green – Postponed.
- d. Planning Committee – Dills, Harris – Minutes provided.
- e. Finance / Administrative Committee – Minutes provided.
- f. AD Hoc Committees –
  - 1. MOU Negotiations – Dills, Harris –
  - 2. GM Contract Revision – Henrici, Ridilla
- g. Other Reports

**6. PUBLIC COMMENT FOR CLOSED SESSION**

No public comment.

**7. CLOSED SESSION** - The Board of Directors will convene to Closed Session to discuss the following item:

**A. CONFERENCE WITH LABOR NEGOTIATORS** - (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6) District Negotiators: Mary Henrici/John Ridilla General Manager Employment Agreement revisions.

**8. RECONVENE OPEN SESSION**

President Harris reconvened to open session at 7:27 p.m.

**8.1 REPORT OF ACTIONS TAKEN IN CLOSED SESSION.**

The Board will disclose any reportable actions taken and/or directed in closed session.

No reportable action was taken.

**9. DIRECTORS' AND GENERAL MANAGER COMMENTS**

Director Dills thanked GM Shaw for his hard work. Director Green stated he stopped by the District office during a Monday staff meeting and welcomed the new employee with donuts and chocolates for the bookkeeper. Mr. Green continued with handing out a Certificate of Appreciation for a job well done to two members of the field staff crew Frank Chacon and Chris Bell.

Director Henrici stated she would be attending SAWWA on Thursday and will be attending the ACWA Conference in San Diego with a friend.

Director Harris stated she received a letter from CSDRMA and read the letter to the Board. The basic content of the letter stated that since the District had no claims it would receive a lower premium.

**10. ADJOURNMENT**

President Harris adjourned the meeting at 7:35 p.m.

Respectfully submitted,

Signature on File  
Timothy R. Shaw, Secretary

Signature on File  
Mary Harris, President of the Board