

Rio Linda/Elverta Community Water District
Finance and Administrative Committee Meeting Minutes
May 14 2018

Attendees: Director Mary Henrici, Director John Ridilla and General Manager Tim Shaw were present.

Meeting was called to order by Director Henrici at 6:35 PM.

Public Comment. There was none.

Agenda Items

1. Review and discuss expenditures of the District for the month of April 2018.

There were no comments on the expenditures. All items were in order.

The committee recommends approval to the full Board of Directors.

2. Review and discuss Financial Reports of the District for the month of April 2018.

Director Ridilla asked about large meter replacements being performed this year. GM Shaw noted that none are being replaced this year. It was noted that the chromium 6 loan proceeds used to date are now shown on the capital projects report.

The committee recommends approval of the financial reports to the full Board of Directors.

3. Review and Discuss the proposed FY 2018-19 Operating and Capital improvement Budgets.

General Manager Shaw provided the committee with the budgets. Several items were discussed including wages, meter replacement and capital projects. The committee asked that a word document accompany the budget to explain items that have significant changes from the prior year values. The GM said he would provide such a document.

Director Henrici asked that the Capital Budget Surcharge 2 restoration plan be provided to the full Board for approval during the budget process.

The committee recommends the proposed budgets go forward to the full Board of Directors for approval.

4. Discuss filling of Conservation Coordinator/Customer Service Tech 1 position.

Director Ridilla brought up the idea of the Conservation Coordinator also serving as a grant writer. Director Henrici felt that hiring a professional consultant may be a better idea. GM Shaw noted that the job description would need to be changed again through the union meet and confer process if the Board wanted to add grant writing to the job description.

After discussion the committee recommends the Board approve filling the Conservation Coordinator/Customer Service Tech 1 with the current job description as soon as possible.

5. Status report on options for payment of the District's service charges.

GM Shaw noted that he is talking to CUSI, Blue Fin and other agencies to see what 3rd party vendor for credit card payments would work best for the District.

There is no committee recommendation for this item at this time.

6. Review and Discuss Resolution 2018-04 Exhibit 1 revision.

The Exhibit revision corrects the amount that the District pays for recording documents.

The committee recommends the Board approve the revised Resolution 2018-04 exhibit 1.

Directors' and General Manager comments not on the agenda.

The CPS total compensation report was briefly discussed. Due to the large amount of data included in the report, the committee asked that the General Manager provide an executive summary to the full Board as one was not provided by CPS. GM Shaw said he will provide an Executive Summary to the full Board.

Meeting adjourned at 7:45 p.m.