

**MINUTES OF THE
OCTOBER 21, 2019
BOARD OF DIRECTORS REGULAR MEETING
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

1. CALL TO ORDER, ROLL CALL

The October 21, 2019 meeting of the Board of Directors of the Rio Linda/Elverta Community Water District called to order at 6:30 p.m. at the Visitor's Depot Center located at 6730 Front Street, Rio Linda, CA 95673. General Manager Tim Shaw took roll call of the Board of Directors. Director Harris, Director Jason Green, President John Ridilla, Director Chris Gifford, Director Robert Reisig and General Manager Tim Shaw were present. Director Gifford led the pledge of allegiance.

President Ridilla asked for a moment of silence for a former Director who passed which served on the Board for about 12 years.

President Ridilla informed the public that a request had been made to move agenda 6 Closed Session to the beginning of the meeting.

2. PUBLIC COMMENT

Public member introduced himself as a long-time resident of the area who's in the water industry with a T2 D2 W2.

6. PUBLIC COMMENT PRIOR TO CLOSED SESSION

No public comment on this item.

The Board convened to closed session at 6:33 p.m.

7. CLOSED SESSION - The Board of Directors will meet in Closed Session to discuss the following item

- 7.1 CONFERENCE WITH LABOR NEGOTIATORS** - (Pursuant to Government Code Section 54957.6) District Negotiators, Shaw, and Vierra.
RLECWD Employee General Unit, Teamster Local 150: Item deferred in MOU Renewal.

8. RECONVENE IN OPEN SESSION

8.1 Announce any reportable actions authorized in Closed Session.

President Ridilla reported no action was taken.

3. CONSENT CALENDAR

3.1 Minutes

September 16, 2019

3.2 Expenditures

3.3 Financial Reports

No public comment.

It was moved by Director Harris and seconded by Director Ridilla to approve the consent calendar. Directors Green, Harris, Gifford and Reisig and Ridilla voted yes. The motion carried with unanimous vote of 5-0-0.

REGULAR CALENDAR

4. ITEMS FOR DISCUSSION AND ACTION

4.1. General Manager's Report

GM Shaw provided a written report.

No public comment.

The Board made no action on this item

4.2 District Engineer's Report – Mike Vasquez

District Engineer Mike Vasquez provided a written report to the Board of projects in the works since the last meeting of the Board. The report highlighted topics of General District Engineering, Well 16 Pumping Station Equipping and Site Design Project, Well 16 Proposition 84 RWA/DWR \$505 Grant Agreement.

No public comment on this item.

The Board made no action on this item

4.3 Consider authorizing the additional, alternate expression of salaried employees to include a biweekly salary (advantageous in accommodating 9/80s alternative work schedules).

The District and employees have been exploring alternative work schedules, e.g. 9-80s for over a year. The MOU renewal negotiation completed last May included an understanding that the District would support alternative schedules which meet the operational needs of the District. At the September 16th Board meeting, the Board provided direction and feedback in favor of the 9-80s option for alternative work schedules. The office hours will remain unchanged (open 5-days per week from 7:00 to 4:00).

The 9-80s work schedule is eight 9-hour workdays and one 8-hour workday in a two-week cycle. In every pay period, the employees work 80-hours, same total hours per pay period as a traditional five days per week 8-hours per day (work 80-hours every two weeks). However, the alternate 9-80s work schedule is incompatible with the current pay day pattern of semi-monthly paychecks. We currently pay on the 5th and 20th of every month, for a total of 24 pay checks each year. To accommodate 9-80s, the District will need to transition to biweekly pay checks, a paycheck every two weeks, for a total of 26 pay checks in a year. This biweekly pay period method is the method used by most government agencies. Biweekly pay periods entail the same annual total pay. The pay is simply paid out in a slightly different pattern (26 smaller checks instead of 24 checks in a year). Board action is NOT required to switch to biweekly pay periods.

The biweekly pay periods create a small anomaly every 11-years for salaried employees where the position description (or other expressions of pay) continues to list ONLY the annual salary. Every 11-years there is an extra paycheck in that year. The private sector employers typically ignore it and just pay salaried employees every two weeks. The cost of employment grievances and labor claims would far exceed the relatively small cost every 11-years. Most public agencies have addressed this via a minor change to the position descriptions (or other documents listing salaries) of salaried employees. For example, instead of only listing the salary as an annual amount, the employer list the salary as an annual

amount and as a biweekly amount. For example; change from only listing \$78,000 annually to “\$78,000 annually or \$3,000 biweekly”. At RLECWD this change is only applicable to the two salaried positions, GM and Operations Superintendent.

Because of the once every eleven (11) years calendar anomaly, the alternate expression of biweekly salary results in one extra paycheck once every 11-years, equivalent to a 3.8% pay increase for that year (equivalent to a 0.35% annual increase). If the recommended adjustment is not made, the salaried employees on a biweekly pay cycle skip a paycheck that the hourly rated employees don't skip. The salaried employees on the 11th year get a paycheck in mid-December and don't receive another paycheck until mid-January. CalPERS will not allow the District to have different pay cycles for different employees at the District, all on biweekly or all on semi-monthly.

It was moved by Director Gifford and seconded by Director Ridilla authorizing the additional, alternate expression of salaried employees to include a biweekly salary (advantageous in accommodating 9/80s alternative work schedules). Directors Green, Harris, Ridilla, Reisig and Gifford voted yes. The motion carried with unanimous vote of 5-0-0.

4.4 Consider adopting the RLECWD Strategic Plan

The District began the strategic planning process over a year ago. Before the District reached a final document stage, three of the five Board Members resigned for unrelated, non-controversial reasons. As the three new Board Members have now acclimated to their positions on the Board, the Board deemed it necessary and appropriate to seek input from the new Board Members prior to asking the Board to adopt a final plan document.

No public comment on this item.

It was moved by Director Harris and seconded by Director Reisig to adopt the RLECWD Strategic Plan. Directors Green, Harris, Ridilla, Reisig and Gifford voted yes. The motion carried with unanimous vote of 5-0-0.

4.5 Consider accepting the annual independent audit for fiscal year 2018/2019 from Fechter & Company.

Sound oversight of the financial matters for the District warrant regular auditing. Additionally, annual audits conducted by an independent, appropriately licensed auditor are required by law. The recent annual audit of the District's accounts has been completed by Fechter & Co. Certified Public Accountants.

No public comment on this item.

It was moved by Director Ridilla and seconded by Director Reisig to accept the audit for fiscal year 2018/2019 from Fechter & Co. Directors Green, Harris, Ridilla, Reisig and Gifford voted yes. The motion carried with unanimous vote of 5-0-0.

4.6 Consider approving an addendum to the Employment Agreement with General Manager, Tim Shaw.

The direction provided at the September 16th Board meeting, subsequent to the annual performance review of the General Manager, was to prepare an addendum to the GM Employment Agreement. The Board directed changes to be addressed in the addendum included:

1. \$1,500 per year increase in annual salary (equivalent to \$57.69 biweekly salary increase, approximately a 1.4% pay increase).
2. Increase in the number of hours of annual vacation leave from 96-hours to 120-hours, and increase the cap on accrual to be consistent with the Personnel Handbook policy.
3. Increase the hours of Admin Leave from 48-hours to 64-hours.

The addendum prepared for the Boards consideration addresses items 1 and 2. The Admin Leave element, Item 3, needs to be addressed through revising a Personnel Handbook Policy, which will need to be addressed separately. That item is not yet ready for Board consideration.

No public comment on this item.

It was moved by Director Harris and seconded by Director Ridilla to approve the addendum to the Employment Agreement with the General Manager. Directors Green, Harris, Ridilla, Reisig and Gifford voted yes. The motion carried with unanimous roll call vote of 5-0-0.

4.7 Board of Directors vote to fill vacancies on the Sacramento Local Agency Formation Commission (LAFCo).

The District received the ballot and candidates' profiles from Sacramento LAFCo, dated September 24, 2019. The ballot instructions provide that the RLECWD Board needs to vote at a properly noticed meeting prior to November 21st in order for the RLECWD votes to count.

Public member Brandon Rose, SMUD Board of Director, spoke to the Board by introducing himself and ask the Board to consider electing him for Commissioner and Director Green for the alternate.

It was moved by Board of Directors Green, Harris, Ridilla, Reisig and Gifford to nominate Jason Green for both Commissioner and Alternate on the LAFCo ballot. The motion carried with unanimous vote of 5-0-0.

4.8 Authorize 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.

President Ridilla did not make any changes.

5. INFORMATION ITEMS

5.1. DISTRICT ACTIVITY REPORT

1. Water Operations Report
2. Conservation Report

5.2. BOARD REPORTS

1. Report any ad hoc committees dissolved by requirements in Policy 2.01.065
2. Regional Water Authority –Gifford – No Meeting.
3. Sacramento Groundwater Authority – Harris, Reisig - Agenda Provided and verbal report.
4. LAFCO – Jason Green (Pending)
5. Executive Committee – Harris, Green - Minutes provided.
6. ACWA/JPIA – Ridilla - No Report

- 7. Ad Hoc Committee - None
- 8. Other Reports, e.g

9. DIRECTORS' AND GENERAL MANAGER COMMENTS – Director Harris thanked public member and Brandon Rose for attending the meeting.

10. ADJOURNMENT

Direct Ridilla adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Signature on File
Timothy R. Shaw, Secretary

Signature on File
John Ridilla, President of the Board