

**MINUTES OF THE DECEMBER 19, 2022
BOARD OF DIRECTORS REGULAR MEETING
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

1. CALL TO ORDER, ROLL CALL

The December 19, 2022 meeting of the Board of Directors of the Rio Linda/Elverta Community Water District called to order at 6:30 p.m. Visitor Depot Center 6730 Front St., Rio Linda, CA 95673. This meeting will be physically open to the public with some reasonable limitations pursuant to current state and county guidelines. All in-person attendees are required to wear masks pursuant to the Sacramento County public health order and the federal Americans with Disabilities Act. Director Gifford led the pledge of allegiance.

General Manager Tim Shaw took roll call of the Board of Directors. Director Jason Green, Director Vicky Young, Director Chris Gifford, Director Mary Harris, Director Anthony Cline and General Manager Tim Shaw, District Engineer Mike Vasquez, and Legal Counsel were present.

2. Election of Officers

2.1 The Board will elect officers, President and Vice President of the Board. Following the election of the new officers, the new President (if applicable) will assume the Chair responsibilities for the remainder of the agenda.

Director Cline nominated Director Mary Harris for President.

Director Chris Gifford nominated himself for President.

Directors Green, Gifford voted for Director Gifford as President. Directors Cline, Harris, and Young voted for Director Harris as President. The vote carried with a roll call vote of 3 for Harris and 2 for Gifford. Director Mary Harris is President.

President Harris nominated Director Young for Vice President and Director Cline seconded the nomination. Directors Harris, Cline, Young, Gifford, and Green voted yes. Motion carried with a vote of 5-0-0.

2.2 Confirmation of Committee Appointments and other Board Member Assignments

The Board will consider voting to confirm appointments and assignment and/or discuss alternative timing / accommodations for ratification of appointment & assignments.

President Harris expressed the desire to have not just an Executive Committee but to go back to a Planning and Finance Committee. The legal counsel advised that would need to be placed on a future Board meeting agenda, since it is not on this agenda.

President Harris requested to appoint Director Cline and Director Young to the Executive Committee meeting and then added to discuss at the next meeting having the Executive Committee separated into a Finance and Planning. Members of the Board suggested keeping one experienced Director from the current Executive Committee.

2.1.1 Executive Committee -

Motioned by President Harris to appoint Director Cline and Director Gifford to the committee.

Directors Green, Harris, Cline, Gifford and Young voted yes. The motion carried with a roll call vote of 5-0-0.

2.1.2 ACWA- Director Cline was nominated to the committees by President Harris.

2.1.3 ACWA JPIA- Director Cline was nominated to the committees by President Harris.

President Harris motioned to nominate Director Cline for ACWA & ACWA JPIA committees and seconded by Director Young. Directors Harris, Cline, Young, Gifford, and Green voted yes. Motion carried with a vote of 5-0-0.

3. PUBLIC COMMENT_– No Public comment.

4. CONSENT CALENDAR

4.1. Minutes November 21, 2022

4.2 October Expenditures

4.3 October Financials

Comments/Questions -

Public member commented on 2 line items pertaining to Quickbooks from the Expenditure Report questioning the dollar amount of \$18k. GM Shaw clarified that was not a service charge for Quickbooks but the District's bi-weekly payroll. Public member had further questions on the payment made to Johnson Construction Company. District Engineer, Mike clarified that expenses were for manhole covers. The public member requested to have more details on the Expenditure Report.

It was moved by Director Gifford and seconded by Director Green to approve the consent calendars. Directors Green, Harris, Gifford, Cline and Young voted yes. The motion carried with a roll call vote of 5-0-0.

5. REGULAR CALENDAR

ITEMS FOR DISCUSSION AND ACTION

5.1 GM Report.

The General Manager, Tim Shaw provided his monthly report to the Board of Directors.

Comments/Questions – President Harris asked about Item 6 on the GM report with regards to affordable housing. GM Shaw responded that the meeting was to discuss affordable housing availability in the Districts service area. She further questioned the documents requested by the Teamster Local 150. Copy of 218, Cost of Service analysis and documents to support the District's response was GM Shaw's reply.

Comments/Questions – No Comment.

The Board took no action on this item.

5.2 District Engineer's Report.

The Contract District Engineer report provided a General District Engineering, Active Development Reviews (only projects with updates from the last Board Meeting), CIP Dry Creek Road Pipe Replacement Project.

Comments/Questions – No Comment

The Board took no action on this item.

5.3 Consider Approving the Water Capacity Fee Annual Construction Cost Index Adjustment Pursuant to Ordinance 2016-01

Ordinance 2016-01 stipulates an annual adjustment for the RLECWD capacity fees be implemented on January 1st each year. Adjustment of capacity fees for inflation of construction costs is standard practice and delineated in the Ordinance. The Board needs to review the construction cost index report provided by the Contract District Engineer at the December Board meeting, then authorize the adjustment of capacity fees for inflation via adopting revision 3 to Exhibits in Resolution 2018-03.

Failure to adjust capacity fees is a lapse in the District's obligation to the existing customers, customers already having paid the capacity fees. Capacity fees directly correlate to the cost of current and future infrastructure. Lapses in the administration of the capacity fee program threaten the viability of the program.

Comments/Questions – No public comment.

It was moved by Director Gifford and seconded by Director Cline to approve the Water Capacity Fee Annual Construction Index Adjustment Pursuant to Ordinance 2016-01. Directors Green, Gifford, Harris, Cline and Young voted yes. The motion carried with a roll call vote of 5-0-0.

5.4 Consider Adopting Resolution 2022-09, Appreciation for John Ridilla's Community Service.

It is customary and appropriate for a governing body to acknowledge the community service of an outgoing Board Member. The typical form of acknowledgment is a Resolution.

Staff has drafted Resolution 2022-09 for consideration by the Board of Directors.

Comments/Questions – No public comment.

It was moved by Director Harris and seconded by Director Gifford to adopt Resolution No. 2022-09, Appreciation for John Ridilla's Community Service. Directors Green, Gifford, Harris, Cline and Young voted yes. The motion carried with a roll call vote of 5-0-0.

5.5 Consider Authorizing Minor Revision to the Employment Agreement with the General Manager

The Board of Directors completed the annual performance review of the General Manager and announced a finding of satisfactory performance at the November 21st Board meeting. At the same meeting, the GM explained having found an oversight in the Employment Agreement regarding the sick leave accrual rate.

The sick leave accrual rate should have been edited when the District transitioned from semi-monthly to biweekly pay periods a few years ago.

Even though the accrual rate was incorrect for biweekly pay periods, the actual accrual rate performed was correct, 12 sick days per year (96-hours per year) or 3.69 hours per pay period.

Comments/Questions – No public comment.

It was moved by Director Gifford and seconded by Director Cline to approve the minor revision to the Employment Agreement with the General Manager. Directors Green, Gifford, Harris, Cline and Young voted yes. The motion carried with a roll call vote of 5-0-0.

5.6 Consider Authorizing Alternative Regular Meeting Dates for Executive Committee and Board Meetings in January 2023 (holidays observed on both the 1st and 3rd Mondays)

The District's regular public meetings (Committee and Board) are typically held on the first and third Monday (respectively) of each month. However, in January the first and third Mondays tend to be observed holidays (New Year's Day and Martin Luther King Day). Accordingly, it is necessary to schedule alternative meeting dates, and if necessary, alternative meeting locations.

Staff has coordinated with the Rio Linda Elverta Recreation and Parks District to explore alternative dates in January for the use of the Visitors / Depot Center. The Parks District has January 3rd and January 17th as available dates for the Water District's public meetings.

The closest option to normal public meeting scheduling is to accept the Park District's offer of the alternative meeting dates in January, Tuesday the 3rd and Tuesday the 17th.

Comments/Questions – No public comment.

It was moved by Director Gifford and seconded by Director Cline to authorize the alternate meeting dates for January 3rd and 17th. Directors Green, Gifford, Harris, Cline and Young voted yes. The motion carried with a roll call vote of 5-0-0.

5.7 Authorize any New Board Member Assignments (committees and other) Proposed by the Chair Pursuant to District Policy 2.01.065.

Director Harris mentioned the need to nominate an alternate to the SGA committee. President Harris nominated Director Cline.

Comments/Questions – No public comment

Directors Green, Gifford, Harris, Cline and Young voted yes. The motion carried with a roll call vote of 5-0-0.

6. INFORMATION ITEMS

6.1 District Activities Reports

- 6.1.1 Water Operations Report – Written report provided
- 6.1.2 Completed and Pending Items Report – Written report provided.
- 6.1.3 Conservation Report – Written report provided.
- 6.1.4 Leak Repair Report – Report provided.
- 6.1.5 Water Loss Audit – Information provided.
- 6.1.6 Certificate of Excellence in Financial Reporting – Certificate included.

Comments/Questions – Public member commented that the District is losing \$12k annually based on the numbers of dollars collected in surcharges to the number of service connections provided by in the Operations Report.

6.2 Board Member Report

- 5.2.1 Report any ad hoc committees dissolved by requirements in Policy 2.01.065 – No action taken.
- 5.2.2 Sacramento Groundwater Authority – Harris (primary) – President Harris gave a verbal report.
- 5.2.3 Executive Committee – Gifford, Harris – Minutes provided.
- 5.2.4 ACWA/JPIA – Ridilla – None.
- 5.2.5. Ad Hoc – COLA Committee – Waiting on feedback from Teamster Local 150.

6. DIRECTORS' AND GENERAL MANAGER COMMENTS – President Harris stated that Director Young requested to have the Executive Committee put on the next month's agenda. Director Young expressed to add an item to the committee of including envelopes again with the water bills sent to customers.

7. ADJOURNMENT - The meeting was adjourned at 7:43pm.

Respectfully submitted,

Signature on File
Timothy R. Shaw, Secretary

Signature on File
Mary Harris, President of the Board