

**RIO LINDA / ELVERTA COMMUNITY WATER DISTRICT
REGULAR MEETING OF THE
BOARD OF DIRECTORS**

May 22, 2023 (6:30 p.m.)

Visitor's / Depot Center
6730 Front Street
Rio Linda, CA 95673
www.rlecwd.com

Our Mission is to provide a safe and reliable water supply in a cost-effective manner.

AGENDA

The Board may discuss and take action on any item listed on this agenda, including items listed as information items. The Board may also listen to the other items that do not appear on this agenda, but the Board will not discuss or take action on those items, except for items determined by the Board pursuant to state law to be of an emergency or urgent nature requiring immediate action. The Board may address any item(s) in any order as approved by the Board.

The public will be given the opportunity to directly address the Board on each listed item during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or any majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection at the District office at 730 L Street, Rio Linda, CA 95673. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the District office at (916) 991-1000. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

1. CALL TO ORDER, ROLL CALL, & PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENT

2.1. Members of the public are invited to speak to the Board regarding items within the subject matter jurisdiction of the District that are not on the agenda or items on the consent agenda. Each speaker may address the Board once under Public Comment for a limit of 2 minutes. (Policy Manual § 2.01.160).

3. CONSENT CALENDAR (Action items: Approve Consent Calendar Items)

3.1. Minutes

April 24, 2023

The Board is being asked to approve the Minutes from the April 24, 2023 Regular Board Meeting.

3.2. Expenditures

The Executive Committee recommends the Board approve the March 2023 Expenditures.

3.3. Financial Reports

The Executive Committee recommends the Board approve the March 2023 Financial Report.

4. REGULAR CALENDAR

ITEMS FOR DISCUSSION AND ACTION

4.1. GM Report.

4.1.1. The General Manager will provide his monthly report to the Board of Directors

4.2. District Engineer's Report.

4.2.1. The Contract District Engineer will provide his monthly report to the Board of Directors.

4.3. Consider Authorizing Small Scope Professional Services Agreement for Installation of Valve Vault on 30th Street.

4.3.1. Consider Approving Budget Revision to fiscal year 2022/2023 Capital Budget for funding the valve vault repair.

4.4. Consider Adopting a Policy on the Format of District Minutes.

4.4.1. Consider approving the minutes of the 3-27-2023 Board Meeting.

4.5. Consider Response to a Claim for Damages from a Property Owner.

4.6. Consider Approving the Annual List of Doubtful Recovery Debt.

4.7. Consider Authorizing Board Member Compensation for Late Submittals (more than 30-days after meeting date).

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

4.9. Consider Authorizing Expenditures for Legal Counsel to Meet with the Pressing Matters Advisory Ad Hoc Committee (Item requested by Director Harris)

5. INFORMATION ITEMS

5.1. District Activities Reports

5.1.1. Water Operations Report

5.1.2. Completed and Pending Items Report

5.1.3. Conservation Report

5.1.4. Leak Repair Report

5.1.5. Example RLECWD Zoom Meeting with Document in Screen Share

5.2. Board Member Reports

5.2.1. Report any ad hoc committees dissolved by requirements in Policy 2.01.065

5.2.2. Sacramento Groundwater Authority – Harris (primary)

5.2.3. Executive Committee – Gifford, Cline

5.2.4. ACWA/JPIA – Cline

5.2.5. Pressing Matters Advisory Ad Hoc- Harris, Young

6. Public Comment Prior to Closed Session

7. CLOSED SESSION - The Board of Directors will meet in closed session to discuss the following item:

7.1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – General Manager: The Board will conduct a performance evaluation of the General Manager pursuant to subdivision (b) of California Government Code Section 54957.

8. RECONVENE IN OPEN SESSION

8.1. Announce any reportable actions authorized in closed session.

9. DIRECTORS' AND GENERAL MANAGER COMMENTS

10. ADJOURNMENT –

Upcoming meetings:

Executive Committee

June 14, 2023, Wednesday, 6:00 pm. Visitors Depot 6730 Front St. Rio Linda, CA

Board Meeting

June 26, 2023, Monday, 6:30 pm. Visitors Depot 6730 Front St. Rio Linda, CA



**Consent Calendar
Agenda Item: 3.1**

Date: May 22, 2023

Subject: Minutes

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

N/A -Minutes of Board meetings are not reviewed by committees.

Current Background and Justification:

These minutes are to be reviewed and approved by the Board of Directors.

Conclusion:

I recommend the Board review and approve (as appropriate) the minutes of meetings provided with your Board packets.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

**MINUTES OF THE APRIL 24, 2023
BOARD OF DIRECTORS REGULAR MEETING
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

2

1. CALL TO ORDER, ROLL CALL

The April 24, 2023 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.

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

2. PUBLIC COMMENT – No public comment.

3. CONSENT CALENDAR

3.1. Minutes March 27, 2023

3.2 February Expenditures

3.3 February Financials

Comments/Questions – Director Harris asked to pull the March 27, 2023 minutes from the consent calendar. She verbally read a list of revisions to be made to the Directors comments on Agenda Item 4.4.

It was moved by Director Harris @ the time stamp of 10:55 on the meeting video to approve the consent calendar with the list of revisions verbally read to the Board regarding the March 21, 2023 minutes for Agenda Item 4.4. No second motion, so the motion failed.

A list of corrections was passed to GM Shaw for the March 27th Board Minutes to be revised.

It was moved by Director Harris @ time stamp 15:22 of the meeting video to table the approval of the March 27th Board Meeting minutes until the next Board Meeting.

It was moved by Director Gifford @ time stamp of 15:42 of the meeting video and seconded by Director Green to approve the Consent Calendar's Expenditures and Financial Statements. Directors Green, Harris, Gifford, Young and Cline voted yes. The motion carried with a roll call vote of 5-0-0.

**4. REGULAR CALENDAR
ITEMS FOR DISCUSSION AND ACTION**

4.1 GM Report.

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

Comments/Questions- The Board asked questions regarding number 1, 5, and 10 of the GM report. Public member had a question on the MCL from the GM report.

The Board took no action on this item.

4.2 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 – The Board discussed the information of the meeting with the professor of the University for senior students to perform free engineering work to the District as part of their graduating “Capstone” project requirement.

The Board took no action on this item.

4.3 Consider Rescinding Water Shortfall Contingency Stage Declaration

In October 2021, Governor Newsom issued a declaration of drought emergency. Among the mandates included was a requirement for local water agencies to implement their respective water shortfall contingency plans for a 20% targeted water conservation. Shortly thereafter, the RLECWD Board took the action mandated by the Governor.

On March 24, 2023, the Governor declared specific elements of the emergency drought declaration be removed to ease the drought emergency. One such element was rescinding the mandate for water shortfall contingency plans at 20% conservation. The Governor's mandate was the sole basis for the water shortfall declaration, i.e., there is no actual water shortfall.

Comments/Questions –

It was moved by Director Cline @ 33.10 time stamp on the video and seconded by Director Gifford to rescind the previously declared water shortfall contingency and thereby reinstate the "Non-Drought" stage of the Board adopted Water Shortfall Contingency Plan. Directors Green, Gifford, Cline, Young, and Harris voted yes. The motion carried with a roll call vote of 5-0-0.

4.4 Consider Authorizing a Response to the Water Forum's Allocation for Funding from Rio Linda Elverta Community Water District

Over the past several meetings of the Water Forum, Water Caucus, discussions have focused on the projected funding gap for the Water Forum successor agreement.

The essential value of a Water Forum successor agreement is to avoid costly and time-consuming litigation amongst a diverse group of stakeholders. As an example, the environmental caucus would prefer less water being taken from reservoirs, while the water caucus and business caucus disagree. Finding common ground through a formal agreement is what the Water Forum is all about.

Unfortunately, all the funding for the Water Forum's costs comes from the water agencies, with voluntary contributions coming from water related entities, e.g. SMUD, SAFCA etc. Funding for the RLECWD participation has been from Zone 13 tax (a per parcel tax on all property owners in the RLECWD service area. The Water Caucus believes RLECWD needs to contribute an additional \$4,500 to \$6,000 per year as a fair share. A spreadsheet associated with this item summarizes the allocation of costs amongst all the funding entities.

As discussed at the April 12th Executive Committee, the benefits to all water agencies are NOT uniform. Water Agencies, who are seeking changes to reservoir operations and water rights therein, have an obvious, direct benefit in getting environmental groups' agreement. Conversely, an all-groundwater agency like RLECWD has less direct benefit from a renewal of the Water Forum Agreement. Accordingly, the Executive Committee recommends the Board vote to decline the request from Water Forum for additional funding. The result of such action by the RLECWD Board will be that the other water agencies will need to make up for the lack of additional funding from RLECWD.

It was moved by Director Gifford @ 36.44 time stamp on the video and seconded by Director Cline to decline the request from Water Forum, Water Caucus for additional funding from RLECWD. Directors Green, Gifford, Cline, Young, and Harris voted yes. The motion carried with a roll call vote of 5-0-0.

Comments/Questions – No comment.

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

The Board took no action on this item.

5. INFORMATION ITEMS

5.1 District Activities Reports

- 5.1.1 Water Operations Report – Written report provided.
- 5.1.2 Completed and Pending Items Report – Written report provided.
- 5.1.3 Leak Repair Report – Report provided.
- 5.1.4 Multi-Agency Response Letter to State’s New Conservation Reporting Mandates.
- 5.1.5 Multi-Agency Response Letter to State’s Escalation of Outdoor Water Use Efficiency Standards.
- 5.1.6 RLECWD Hexavalent Chromium Monitoring Results.
- 5.1.7 State List of Certified Water Treatment Operators.

Comments/Questions – There was discussion on the number of current District staff with treatment certifications. The Board further discussed doing current testing of the wells for chromium.

The public commented on the number of testings done yearly at the well sites for chromium.

5.2 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) – Agenda provided. Director Harris gave a verbal report.
- 5.2.3 Executive Committee – Gifford, Cline – Minutes provided.
- 5.2.4 ACWA/JPIA – Cline – Nothing to report, no meeting.
- 5.2.5 Pressing Matters Advisory Ad Hoc- Harris, Young – Director Young provided an update that they hadn’t met this month other than with the Accounting Specialist. She further stated that the office staff job descriptions overlapped and needed to be clarified. Further meetings would be needed with the Accounting Specialist and possibly with GM Shaw.

6. DIRECTORS’ AND GENERAL MANAGER COMMENTS – Just a reminder, 4 of 5 of the Board Members have not completed their required training.

7. ADJOURNMENT - The meeting was adjourned at 7:40pm.

Respectfully submitted,

Timothy R. Shaw, Secretary

Mary Harris, President of the Board



**Consent Calendar
Agenda Item: 3.2**

Date: May 22, 2023

Subject: Expenditures

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee recommends approval of the Expenditures for the month of March 2023.

Current Background and Justification:

These expenditures have been completed since the last regular meeting of the Board of Directors.

Conclusion:

I recommend the Board approve the Expenditures for March 2023.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

**Rio Linda Elverta Community Water District
Expenditure Report
March 2023**

Type	Date	Num	Name	Memo	Amount
Liability Check	03/08/2023	EFT	QuickBooks Payroll Service	For PP Ending 03/04/23 Pay date 03/09/23	17,840.80
Liability Check	03/09/2023	EFT	CalPERS	For PP Ending 03/04/23 Pay date 03/09/23	2,796.83
Liability Check	03/09/2023	EFT	CalPERS	For PP Ending 03/04/23 Pay date 03/09/23	1,182.24
Liability Check	03/09/2023	EFT	Internal Revenue Service	Employment Taxes	6,645.32
Liability Check	03/09/2023	EFT	Employment Development	Employment Taxes	1,255.76
Liability Check	03/09/2023	EFT	Empower	Deferred Compensation Plan: Employer & Employee Share	1,844.74
Bill Pmt -Check	03/09/2023	EFT	Adept Solutions	Computer Maintenance	1,333.00
Bill Pmt -Check	03/09/2023	EFT	Comcast	Phone	108.48
Bill Pmt -Check	03/09/2023	EFT	Republic Services	Utilities	131.16
Bill Pmt -Check	03/09/2023	EFT	Verizon	Field Communication, Field IT	421.82
Bill Pmt -Check	03/09/2023	EFT	Voyager Fleet Commander	Fuel	174.25
Check	03/09/2023	EFT	RLECWD	Umpqua Bank Monthly Debt Service Transfer	17,000.00
Transfer	03/09/2023	EFT	RLECWD - Capital Improvement	Current Monthly Transfer	49,500.00
Check	03/09/2023	2477	Sacramento County Clerk Recorder	Lien Fees	140.00
Check	03/09/2023	2478	VOID	VOID	0.00
Check	03/09/2023	2479	Customer	Capacity Fee Overpayment	307.66
Bill Pmt -Check	03/09/2023	2480	ABS Direct	Printing, Postage	249.52
Bill Pmt -Check	03/09/2023	2481	ACWA/JPIA Powers Insurance Authority	EAP	23.80
Bill Pmt -Check	03/09/2023	2482	Buckmaster Office Solutions	Office Equipment	60.07
Bill Pmt -Check	03/09/2023	2483	Chacon, Socorro	Notary	175.00
Bill Pmt -Check	03/09/2023	2484	Corelogic Solutions	Subscription	100.00
Bill Pmt -Check	03/09/2023	2485	EKI Environment & Water	Engineering	5,000.00
Bill Pmt -Check	03/09/2023	2486	ICONIX Waterworks	Distribution Supplies	1,498.82
Bill Pmt -Check	03/09/2023	2487	Intermedia.net	Telephone	80.19
Bill Pmt -Check	03/09/2023	2488	Maze & Associates	Auditor Fees	6,060.00
Bill Pmt -Check	03/09/2023	2489	RDO Equipment Co.	Construction Equipment Maintenance	709.15
Bill Pmt -Check	03/09/2023	2490	Rio Linda Hardware & Building Supply	Shop Supplies	174.53
Bill Pmt -Check	03/09/2023	2491	Sacramento Business Journal	Subscription	130.00
Bill Pmt -Check	03/09/2023	2492	Sierra Chemical Company	Treatment	1,732.50
Bill Pmt -Check	03/09/2023	2493	SMUD	Utilities	13,526.67
Bill Pmt -Check	03/09/2023	2494	Staples	Office Expense	51.30
Bill Pmt -Check	03/09/2023	2495	USA BlueBook	Treatment	475.83
Bill Pmt -Check	03/09/2023	2496	Vanguard Cleaning Systems	Janitorial	195.00
Bill Pmt -Check	03/09/2023	2497	Verizon Wireless	Internet	45.02
Bill Pmt -Check	03/09/2023	2498	WellTec, Inc.	Pumping Maintenance	1,679.99
Bill Pmt -Check	03/09/2023	2499	Ferguson Enterprises	Capital Improvement: Small Meter Replacement	28,342.56
Bill Pmt -Check	03/17/2023	EFT	ARCO	Fuel	719.99
Check	03/27/2023	EFT	Wageworks	FSA Administration Fee	76.25
Liability Check	03/22/2023	EFT	QuickBooks Payroll Service	For PP Ending 03/18/23 Pay date 03/23/23	17,498.98
Liability Check	03/23/2023	EFT	CalPERS	For PP Ending 03/18/23 Pay date 03/23/23	2,817.54
Liability Check	03/23/2023	EFT	CalPERS	For PP Ending 03/18/23 Pay date 03/23/23	1,182.24
Liability Check	03/23/2023	EFT	Internal Revenue Service	Employment Taxes	6,585.36



**Rio Linda Elverta Community Water District
Expenditure Report
March 2023**

Type	Date	Num	Name	Memo	Amount
Liability Check	03/23/2023	EFT	Employment Development	Employment Taxes	1,259.81
Liability Check	03/23/2023	EFT	Empower	Deferred Compensation Plan: Employer & Employee Share	1,826.14
Liability Check	03/23/2023	EFT	Kaiser Permanente	Health Insurance	2,186.97
Bill Pmt -Check	03/23/2023	EFT	PGE	Utilities - 2 months billing	1,101.72
Liability Check	03/23/2023	EFT	Principal	Dental & Vision Insurance	1,765.52
Liability Check	03/23/2023	EFT	Western Health Advantage	Health Insurance	12,092.92
Bill Pmt -Check	03/23/2023	EFT	Umpqua Bank Credit Card	Backflow testing, Computer, Office, Postage, Pump Maint	2,337.05
Check	03/23/2023	2500	Customer	Final Bill Refund	93.22
Bill Pmt -Check	03/23/2023	2501	Affordable Heating & Air	Pumping Maintenance	1,209.00
Bill Pmt -Check	03/23/2023	2502	BSK Associates	Lab Fees	560.00
Bill Pmt -Check	03/23/2023	2503	ICONIX Waterworks, Inc.	Distribution Supplies	121.77
Bill Pmt -Check	03/23/2023	2504	Oreilly Automotive	Construction Equipment Maintenance	51.46
Bill Pmt -Check	03/23/2023	2505	Quill	Office Expense	173.45
Bill Pmt -Check	03/23/2023	2506	Rio Linda Elverta Recreation & Park	Meeting Expense	100.00
Bill Pmt -Check	03/23/2023	2507	Sacramento County Utilities	Utilities	113.70
Bill Pmt -Check	03/23/2023	2508	Spok, Inc.	Field Communication	15.42
Bill Pmt -Check	03/23/2023	2509	Staples	Office Expense	51.30
Bill Pmt -Check	03/23/2023	2510	Tak Communications	Contract Repairs	2,730.00
Bill Pmt -Check	03/23/2023	2511	Two Brothers Cathodic Services	Pumping Maintenance	1,538.75
Bill Pmt -Check	03/23/2023	2512	Unifirst Corporation	Uniforms	334.68
Bill Pmt -Check	03/23/2023	2513	White Brenner, LLP	Legal	1,520.00
Total 10020 - Operating Account Budgeted Expenditures					<u>221,055.25</u>

Bill Pmt -Check	03/09/2023	2476	Teamsters	Union Dues	679.00
Liability Check	03/09/2023	EFT	California State Disbursement Unit	Employee Garnishment	227.53
Liability Check	03/15/2023	EFT	AFLAC	Employee Funded Premiums	745.84
Liability Check	03/23/2023	EFT	California State Disbursement Unit	Employee Garnishment	227.53
EFT	03/31/2023	EFT	WageWorks	FSA Expenditures - Employee Funded	888.54
Total 10020 - Operating Account Non-Budgeted Expenditures: Employee Paid Pass-throughs					<u>2,768.44</u>

**Rio Linda Elverta Community Water District
Expenditure Report
March 2023**

Type	Date	Num	Payee	Memo	Amount
Transfer	03/09/2023	EFT	RLECWD	Capital Improvement Transfer for Funds paid with Operating: Refer to check 1499	28,342.56
10475 - Capital Improvement-Umpqua Bank					<u>28,342.56</u>





Consent Calendar Agenda Item: 3.3

Date: May 22, 2023

Subject: Financial Reports

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Executive Committee recommends approval of the Districts Financial Reports for the month of March 2023.

Current Background and Justification:

The financial reports are for the District’s balance sheet, profit and loss, and capital improvements year to date.

These financials are to be presented to the Board of Directors to inform them of the District’s current financial condition.

Conclusion:

I recommend the Board approve the Financial Reports for March 2023.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____
Cline _____ Gifford _____ Green _____ Harris _____ Young _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

Rio Linda Elverta Community Water District

Balance Sheet
As of March 31, 2023



ASSETS

Current Assets

Checking/Savings

100 · Cash & Cash Equivalents

10000 · Operating Account

10020 · Operating Fund-Umpqua

1,422,473.46

Total 10000 · Operating Account

1,422,473.46

10475 · Capital Improvement

10480 · General

597,588.96

10481 · Cr6 Mitigation

454,500.00

10485 · Vehicle Replacement Reserve

17,948.49

Total 10450 · Capital Improvement

1,070,037.45

Total 100 · Cash & Cash Equivalents

2,492,510.91

102 · Restricted Assets

102.2 · Restricted for Debt Service

10700 · ZIONS Inv/Surcharge 1 Reserve

504,094.10

10300 · Surcharge 1 Account

915,618.21

10350 · Umpqua Bank - Revenue Bond

99,263.82

10380 · Surcharge 2 Account

263,184.09

Total 102.2 · Restricted for Debt Service

1,782,160.22

102.4 · Restricted Other Purposes

10385 · Available Funding Cr6 Projects

557,893.53

10490 · Future Capital Imp Projects

1,630,842.64

10600 · LAIF Account - Capacity Fees

807,737.64

10650 · Operating Reserve Fund

337,448.15

Total 102.4 · Restricted Other Purposes

3,333,921.96

Total 102 · Restricted Assets

5,116,082.18

Total Checking/Savings

7,608,593.09

Accounts Receivable

219,336.06

Other Current Assets

12000 · Water Utility Receivable

471,956.72

12200 · Accrued Revenue

0.00

12250 · Accrued Interest Receivable

1,614.60

15000 · Inventory Asset

52,310.62

16000 · Prepaid Expense

55,335.92

Total Other Current Assets

581,217.86

Total Current Assets

8,409,147.01

Fixed Assets

17000 · General Plant Assets

685,384.68

17100 · Water System Facilites

25,039,859.58

17300 · Intangible Assets

373,043.42

17500 · Accum Depreciation & Amort

-11,137,668.41

18000 · Construction in Progress

424,288.05

18100 · Land

576,672.45

Total Fixed Assets

15,961,579.77

Other Assets

18500 · ADP CalPERS Receivable

470,000.00

19000 · Deferred Outflows

478,923.00

19900 · Suspense Account

0.00

Total Other Assets

948,923.00

TOTAL ASSETS

25,319,649.78

Rio Linda Elverta Community Water District

Balance Sheet

As of March 31, 2023

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 21,827.82

Credit Cards 66.00

Other Current Liabilities 938,143.51

Total Current Liabilities 960,037.33

Long Term Liabilities

23000 · OPEB Liability 66,836.00

23500 · Lease Buy-Back 558,032.27

25000 · Surcharge 1 Loan 3,094,197.71

25050 · Surcharge 2 Loan 2,325,040.16

26000 · Water Rev Refunding 1,506,424.00

26500 · ADP CalPERS Loan 440,000.00

27000 · Community Business Bank 140,123.22

29000 · Net Pension Liability 4,903.00

29500 · Deferred Inflows-Pension 4,280.00

29600 · Deferred Inflows-OPEB 56,611.00

Total Long Term Liabilities 8,196,447.36

Total Liabilities 9,156,484.69

Equity

31500 · Invested in Capital Assets, Net 8,829,942.46

32000 · Restricted for Debt Service 705,225.24

38000 · Unrestricted Equity 5,588,376.42

Net Income 1,039,620.97

Total Equity 16,163,165.09TOTAL LIABILITIES & EQUITY 25,319,649.78

Rio Linda Elverta Community Water District
Quarterly Detailed Operating Profit & Loss Budget Performance
March 2023



	<u>Annual Budget</u>	<u>Mar 23</u>	<u>Jul 22-Mar 23</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Ordinary Income/Expense					
Income					
40000 · Operating Revenue					
40100 · Water Sales					
40101 · Basic Service Charge	1,110,746.00	194,108.62	843,936.06	75.98%	266,809.94
40102 · Usage Charge	1,753,654.00	126,876.70	1,196,946.09	68.25%	556,707.91
40105 · Backflow Charge	29,600.00	4,977.37	21,430.80	72.40%	8,169.20
40106 · Fire Prevention	23,300.00	4,084.50	19,356.48	83.08%	3,943.52
40110 · BI-Monthly Accrual	0.00	-150,000.00	0.00	0.00%	0.00
Total 40100 · Water Sales	<u>2,917,300.00</u>	<u>180,047.19</u>	<u>2,081,669.43</u>	<u>71.36%</u>	<u>835,630.57</u>
40200 · Water Services					
40201 · Application Fees	6,500.00	200.00	4,300.00	66.15%	2,200.00
40202 · Delinquency	90,000.00	1,393.00	44,285.40	49.21%	45,714.60
40209 · Misc. Charges	7,000.00	360.00	5,710.53	81.58%	1,289.47
Total 40200 · Water Services	<u>103,500.00</u>	<u>1,953.00</u>	<u>54,295.93</u>	<u>52.46%</u>	<u>49,204.07</u>
40300 · Other Water Service Fees					
40301 · New Construction QC	4,000.00	600.00	2,200.00	55.00%	1,800.00
40302 · Service Connection Fees	10,000.00	0.00	16,656.66	166.57%	-6,656.66
40304 · Other Operating Revenue	6,000.00	0.00	5,954.92	99.25%	45.08
Total 40300 · Other Water Service Fees	<u>20,000.00</u>	<u>600.00</u>	<u>24,811.58</u>	<u>124.06%</u>	<u>-4,811.58</u>
Total 40000 · Operating Revenue	<u>3,040,800.00</u>	<u>182,600.19</u>	<u>2,160,776.94</u>	<u>71.06%</u>	<u>880,023.06</u>
41000 · Nonoperating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	35.00	3.66	29.69	84.83%	5.31
Total 41110 · Investment Revenue	<u>35.00</u>	<u>3.66</u>	<u>29.69</u>	<u>84.83%</u>	<u>5.31</u>
41120 · Property Tax	109,100.00	0.00	80,998.16	74.24%	28,101.84
Total 41000 · Nonoperating Revenue	<u>109,135.00</u>	<u>3.66</u>	<u>81,027.85</u>	<u>74.25%</u>	<u>28,107.15</u>
Total Income	<u>3,149,935.00</u>	<u>182,603.85</u>	<u>2,241,804.79</u>	<u>71.17%</u>	<u>908,130.21</u>
Gross Income	3,149,935.00	182,603.85	2,241,804.79	71.17%	908,130.21
Expense					
60000 · Operating Expenses					
60010 · Professional Fees					
60011 · General Counsel-Legal	22,800.00	1,520.00	17,090.67	74.96%	5,709.33
60012 · Auditor Fees	23,700.00	0.00	23,700.00	100.00%	0.00
60013 · Engineering Services	70,000.00	5,000.00	40,000.00	57.14%	30,000.00
60015 · Other Professional Fees	0.00	0.00	0.00	0.00%	0.00
Total 60010 · Professional Fees	<u>116,500.00</u>	<u>6,520.00</u>	<u>80,790.67</u>	<u>69.35%</u>	<u>35,709.33</u>
60100 · Personnel Services					
60110 · Salaries & Wages					
60111 · Salary - General Manager	120,759.00	9,471.02	89,146.81	73.82%	31,612.19
60112 · Staff Regular Wages	660,234.00	43,631.82	426,742.42	64.64%	233,491.58
60113 · Contract Extra Help	0.00	0.00	0.00	0.00%	0.00
60114 · Staff Standby Pay	18,250.00	1,400.00	13,300.00	72.88%	4,950.00
60115 · Staff Overtime Pay	11,000.00	76.76	7,505.37	68.23%	3,494.63
Total 60110 · Salaries & Wages	<u>810,243.00</u>	<u>54,579.60</u>	<u>536,694.60</u>	<u>66.24%</u>	<u>273,548.40</u>
60150 · Employee Benefits & Expense					
60151 · PERS Retirement	127,292.00	9,687.33	89,950.75	70.67%	37,341.25
60152 · Workers Compensation	13,029.00	1,214.45	11,151.38	85.59%	1,877.62
60153 · Group Insurance	219,560.00	15,733.95	134,403.52	61.22%	85,156.48
60154 · Retirees Insurance	36,200.00	3,150.00	11,879.80	32.82%	24,320.20
60155 · Staff Training	5,000.00	0.00	0.00	0.00%	5,000.00
60157 · Uniforms	6,750.00	420.29	3,996.63	59.21%	2,753.37
60158 · Payroll Taxes	63,854.00	4,206.85	43,347.61	67.89%	20,506.39
60159 · Payroll Service	1,400.00	94.55	922.45	65.89%	477.55
60160 · 457 Employer Contribution	18,055.00	1,228.03	12,634.63	69.98%	5,420.37
Total 60150 · Employee Benefits & Expense	<u>491,140.00</u>	<u>35,735.45</u>	<u>308,286.77</u>	<u>62.77%</u>	<u>182,853.23</u>

**Rio Linda Elverta Community Water District
Quarterly Detailed Operating Profit & Loss Budget Performance
March 2023**

	<u>Annual Budget</u>	<u>Mar 23</u>	<u>Jul 22-Mar 23</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Total 60100 · Personnel Services	1,301,383.00	90,315.05	844,981.37	64.93%	456,401.63
60200 · Administration					
60205 · Bank & Merchant Fees	3,500.00	142.00	1,090.63	31.16%	2,409.37
60207 · Board of Director/Meeting Fee	15,700.00	800.00	7,575.00	48.25%	8,125.00
60210 · Building Expenses					
60211 · Office Utilities	6,750.00	1,300.14	5,559.18	82.36%	1,190.82
60212 · Janitorial	2,340.00	195.00	1,755.00	75.00%	585.00
60213 · Maintenance	3,200.00	414.13	1,983.56	61.99%	1,216.44
60214 · Security	775.00	0.00	168.00	21.68%	607.00
Total 60210 · Building Expenses	<u>13,065.00</u>	<u>1,909.27</u>	<u>9,465.74</u>	<u>72.45%</u>	<u>3,599.26</u>
60220 · Computer & Equipment Maint.					
60221 · Computer Systems	29,700.00	2,026.99	23,707.74	79.82%	5,992.26
60222 · Office Equipment	875.00	0.00	432.71	49.45%	442.29
Total 60220 · Computer & Equipment Maint.	<u>30,575.00</u>	<u>2,026.99</u>	<u>24,140.45</u>	<u>78.96%</u>	<u>6,434.55</u>
60230 · Office Expense	5,225.00	62.05	3,901.44	74.67%	1,323.56
60240 · Postage and Delivery	20,000.00	145.21	13,501.32	67.51%	6,498.68
60250 · Printing	7,500.00	112.33	5,406.44	72.09%	2,093.56
60255 · Meetings & Conferences	461.00	0.00	40.00	8.68%	421.00
60260 · Publishing	1,206.00	0.00	1,206.00	100.00%	0.00
60270 · Telephone & Internet	4,750.00	233.73	3,526.56	74.24%	1,223.44
60430 · Insurance					
60431 · General Liability	31,176.00	2,791.25	23,563.16	75.58%	7,612.84
60432 · Property	11,800.00	1,106.26	9,956.34	84.38%	1,843.66
Total 60430 · Insurance	<u>42,976.00</u>	<u>3,897.51</u>	<u>33,519.50</u>	<u>78.00%</u>	<u>9,456.50</u>
60500 · Water Memberships					
60503 · SGA	30,777.00	0.00	30,777.00	100.00%	0.00
60504 · ACWA	11,140.00	0.00	11,140.00	100.00%	0.00
60505 · CSDA	8,186.00	0.00	8,186.00	100.00%	0.00
60507 · CRWA	1,435.00	0.00	1,435.00	100.00%	0.00
Total 60500 · Water Memberships	<u>51,538.00</u>	<u>0.00</u>	<u>51,538.00</u>	<u>100.00%</u>	<u>0.00</u>
60550 · Permits & Fees	46,600.00	315.00	45,108.88	96.80%	1,491.12
60555 · Subscriptions & Licensing	2,120.00	100.00	799.50	37.71%	1,320.50
60560 · Elections	1,887.00	0.00	1,887.00	100.00%	0.00
60565 · Uncollectible Accounts	2,835.00	0.00	0.00	0.00%	2,835.00
60570 · Other Operating Expenses	500.00	0.00	0.00	0.00%	500.00
Total 60200 · Administration	<u>250,438.00</u>	<u>9,744.09</u>	<u>202,706.46</u>	<u>80.94%</u>	<u>47,731.54</u>

**Rio Linda Elverta Community Water District
Quarterly Detailed Operating Profit & Loss Budget Performance
March 2023**

10

	<u>Annual Budget</u>	<u>Mar 23</u>	<u>Jul 22-Mar 23</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
64000 · Conservation					
64001 · Community Outreach	300.00	0.00	0.00	0.00%	300.00
Total 64000 · Conservation	<u>300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>
65000 · Field Operations					
65100 · Other Field Operations					
65110 · Back Flow Testing	3,000.00	0.00	2,516.59	83.89%	483.41
65120 · Construction Equip Maintenance	9,000.00	78.38	3,585.71	39.84%	5,414.29
65130 · Field Communication	3,400.00	209.24	2,453.13	72.15%	946.87
65140 · Field IT	35,000.00	2,078.23	19,111.85	54.61%	15,888.15
65150 · Laboratory Services	24,000.00	1,882.00	9,010.50	37.54%	14,989.50
65160 · Safety Equipment	6,000.00	0.00	317.80	5.30%	5,682.20
65170 · Shop Supplies	7,000.00	1,069.00	2,206.61	31.52%	4,793.39
Total 65100 · Other Field Operations	<u>87,400.00</u>	<u>5,316.85</u>	<u>39,202.19</u>	<u>44.85%</u>	<u>48,197.81</u>
65200 · Treatment	25,000.00	2,753.01	18,437.88	73.75%	6,562.12
65300 · Pumping					
65310 · Maintenance	25,000.00	-108.31	22,250.23	89.00%	2,749.77
65320 · Electricity & Fuel	260,000.00	13,327.19	155,995.32	60.00%	104,004.68
Total 65300 · Pumping	<u>285,000.00</u>	<u>13,218.88</u>	<u>178,245.55</u>	<u>62.54%</u>	<u>106,754.45</u>
65400 · Transmission & Distribution					
65410 · Distribution Supplies	59,950.00	575.60	23,351.13	38.95%	36,598.87
65430 · Tank Maintenance	6,280.00	1,538.75	4,948.75	78.80%	1,331.25
65440 · Contract Repairs	79,000.00	2,730.00	43,665.32	55.27%	35,334.68
65450 · Valve Replacements	15,000.00	0.00	0.00	0.00%	15,000.00
65460 · Paving Repairs	25,000.00	0.00	0.00	0.00%	25,000.00
Total 65400 · Transmission & Distribution	<u>185,230.00</u>	<u>4,844.35</u>	<u>71,965.20</u>	<u>38.85%</u>	<u>113,264.80</u>
65500 · Transportation					
65510 · Fuel	16,000.00	849.14	12,174.63	76.09%	3,825.37
65520 · Maintenance	5,000.00	50.32	3,028.56	60.57%	1,971.44
Total 65500 · Transportation	<u>21,000.00</u>	<u>899.46</u>	<u>15,203.19</u>	<u>72.40%</u>	<u>5,796.81</u>
Total 65000 · Field Operations	<u>603,630.00</u>	<u>27,032.55</u>	<u>323,054.01</u>	<u>53.52%</u>	<u>280,575.99</u>
Total 60000 · Operating Expenses	<u>2,272,251.00</u>	<u>133,611.69</u>	<u>1,451,532.51</u>	<u>63.88%</u>	<u>820,718.49</u>
69000 · Non-Operating Expenses					
69010 · Debt Service					
69100 · Revenue Bond					
69105 · Principle	152,273.00	0.00	63,273.00	41.55%	89,000.00
69110 · Interest	48,650.00	0.00	24,797.52	50.97%	23,852.48
Total 69100 · Revenue Bond	<u>200,923.00</u>	<u>0.00</u>	<u>88,070.52</u>	<u>43.83%</u>	<u>112,852.48</u>
69125 · AMI Meter Loan					
69130 · Principle	52,948.00	0.00	53,307.14	100.68%	-359.14
69135 · Interest	5,566.00	0.00	5,206.78	93.55%	359.22
Total 69125 · AMI Meter Loan	<u>58,514.00</u>	<u>0.00</u>	<u>58,513.92</u>	<u>100.00%</u>	<u>0.08</u>
69200 · PERS ADP Loan					
69205 · Principle	30,000.00	0.00	0.00	0.00%	30,000.00
69210 · Interest	1,739.00	0.00	0.00	0.00%	1,739.00
Total 69200 · PERS ADP Loan	<u>31,739.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>31,739.00</u>
Total 69010 · Debt Service	<u>291,176.00</u>	<u>0.00</u>	<u>146,584.44</u>	<u>50.34%</u>	<u>144,591.56</u>
69400 · Other Non-Operating Expense	3,000.00	0.00	0.00	0.00%	3,000.00
Total 69000 · Non-Operating Expenses	<u>294,176.00</u>	<u>0.00</u>	<u>146,584.44</u>	<u>49.83%</u>	<u>147,591.56</u>
Total Expense	<u>2,566,427.00</u>	<u>133,611.69</u>	<u>1,598,116.95</u>	<u>62.27%</u>	<u>968,310.05</u>
Net Ordinary Income	<u>583,508.00</u>	<u>48,992.16</u>	<u>643,687.84</u>		
Net Income	<u>583,508.00</u>	<u>48,992.16</u>	<u>643,687.84</u>		

Rio Linda Elverta Community Water District
CAPITAL BUDGET VS ACTUAL FISCAL YEAR 2022-23
 As of March 31, 2023

	GENERAL		FUTURE CAPITAL IMPROVEMENT PROJECTS		VEHICLE & LARGE EQUIPMENT REPLACEMENT	
	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual
FUNDING SOURCES						
Fund Transfers						
Operating Fund Transfers In	594,000.00	445,500.00	-	-	-	-
Operating Fund Transfers Out	(59,000.00)	(59,000.00)				
CIP Fund Intrafund Transfers	(312,737.00)	-	302,737.00	-	10,000.00	-
PERS ADP Loan Payment						
Principle			30,000.00	-		
Interest			1,739.00	-		
Investment Revenue	85.00	70.41	110.00	123.27	-	-
PROJECTS						
A - WATER SUPPLY						
A-1 - Miscellaneous Pump Replacements	40,000.00	1,329.99				
Total A - WATER SUPPLY	40,000.00	1,329.99	-	-	-	-
B - WATER DISTRIBUTION						
B-1 - Service Replacements	30,000.00	-	-	-	-	-
B-2 - Small Meter Replacements	120,000.00	46,153.59	-	-	-	-
B-3 - Large Meter Replacements	5,000.00	-	-	-	-	-
B-4 - Pipeline Replacement	-	-	478,844.00	79,650.00	-	-
Total B - WATER DISTRIBUTION	155,000.00	46,153.59	478,844.00	79,650.00	-	-
M - GENERAL PLANT ASSETS						
M-1 - Urban Water Management Plan	50,000.00	50,000.00	-	-	-	-
Total M - GENERAL PLANT ASSETS	50,000.00	50,000.00	-	-	-	-
TOTAL BUDGETED PROJECT EXPENDITURES	245,000.00	97,483.58	478,844.00	79,650.00	-	-

Rio Linda Elverta Community Water District
Capacity Revenue Profit & Loss Budget Performance
 January - March 2023

11

	<u>Annual Budget</u>	<u>Jan-Mar 23 Current QTR</u>	<u>Jul 22-Mar 23 YTD</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Income					
41000 · Non-Operating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	1,000.00	3,778.80	5,924.86	592.49%	-4,924.86
	<u>1,000.00</u>	<u>3,778.80</u>	<u>5,924.86</u>	<u>592.49%</u>	<u>-4,924.86</u>
44100 · Capacity Fee Revenue	500,000.00	23,519.85	409,919.85	81.98%	90,080.15
Total Income	<u>501,000.00</u>	<u>27,298.65</u>	<u>415,844.71</u>	<u>83.0%</u>	<u>85,155.29</u>
Gross Income	<u>501,000.00</u>	<u>27,298.65</u>	<u>415,844.71</u>	83.0%	85,155.29
Net Income	<u>501,000.00</u>	<u>27,298.65</u>	<u>415,844.71</u>		

Rio Linda Elverta Community Water District
Surcharge 1 Profit & Loss Budget Performance
 January - March 2023

	<u>Annual Budget</u>	<u>Jan-Mar 23 Current QTR</u>	<u>Jul 22-Mar 23 YTD</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Income					
41000 · Non-Operating Revenue					
41110 · Investment Revenue					
41111 · Dividend Revenue	0.00	709.13	1,549.79	100.0%	-1,549.79
41112 · Interest Revenue	1,000.00	2,138.31	5,919.32	591.93%	-4,919.32
41113 · Market Value Adjustment	0.00	2,996.30	-3,492.10	100.0%	3,492.10
	<u>1,000.00</u>	<u>5,843.74</u>	<u>3,977.01</u>	<u>397.7%</u>	<u>-2,977.01</u>
43010 · Surcharge 1 Revenue	523,374.00	176,283.28	380,689.42	72.74%	142,684.58
Total Income	<u>524,374.00</u>	<u>182,127.02</u>	<u>384,666.43</u>	<u>73.36%</u>	<u>139,707.57</u>
Gross Income	524,374.00	182,127.02	384,666.43	73.36%	139,707.57
Expense					
69150 · Surcharge 1 Loan					
69155 · Principle	379,389.00	0.00	188,483.22	49.68%	190,905.78
69160 · Interest	81,966.00	0.00	42,194.10	51.48%	39,771.90
69170 · Admin Fees	2,300.00	500.21	1,589.99	69.13%	710.01
Total 69150 · Surcharge 1 Loan	<u>463,655.00</u>	<u>500.21</u>	<u>232,267.31</u>	<u>50.1%</u>	<u>231,387.69</u>
Total Expense	<u>463,655.00</u>	<u>500.21</u>	<u>232,267.31</u>		
Net Income	<u>60,719.00</u>	<u>181,626.81</u>	<u>152,399.12</u>		

Rio Linda Elverta Community Water District
Surcharge 2 Profit & Loss Budget Performance
 January - March 2023

12

	<u>Annual Budget</u>	<u>Jan-Mar 23 Current QTR</u>	<u>Jul 22-Mar 23 YTD</u>	<u>% of Annual Budget</u>	<u>YTD Annual Budget Balance</u>
Income					
41000 · Non-Operating Revenue					
41110 · Investment Revenue					
41112 · Interest Revenue	500.00	22.67	63.98	12.8%	436.02
	<u>500.00</u>	<u>22.67</u>	<u>63.98</u>	<u>12.8%</u>	<u>436.02</u>
43050 · Surcharge 2 Revenue	439,019.00	146,495.45	316,484.55	72.09%	122,534.45
Total Income	<u>439,519.00</u>	<u>146,518.12</u>	<u>316,548.53</u>	<u>72.02%</u>	<u>122,970.47</u>
Gross Income	439,519.00	146,518.12	316,548.53	72.02%	122,970.47
Expense					
69175 · Surcharge 2 Loan					
69180 · Principle	230,000.00	115,000.00	230,000.00	100.0%	0.00
69185 · Interest	81,920.00	40,016.66	81,919.33	100.0%	0.67
Total 69175 · Surcharge 2 Loan	<u>311,920.00</u>	<u>155,016.66</u>	<u>311,919.33</u>	<u>100.0%</u>	<u>0.67</u>
Total Expense	<u>311,920.00</u>	<u>155,016.66</u>	<u>311,919.33</u>		
Net Income	<u>127,599.00</u>	<u>-8,498.54</u>	<u>4,629.20</u>		



Items for Discussion and Action
Agenda Item: 4.1

Date: May 22, 2023
Subject: General Manager's Report
Staff Contact: Timothy R. Shaw

Recommended Committee Action:

N/A this item is not reviewed by committee.

Current Background and Justification:

The General Manager will provide a written report of District activities over the period since the last regular Board meeting. The Board may ask for clarifications and may also provide direction in consideration of the reported activities.

Conclusion:

No Board action is anticipated for this item.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent



Date: May 22, 2023

Subject: General Manager Report

Staff Contact: Timothy R. Shaw, General Manager

For the given month, I participated in the following reoccurring meetings and special events: Demands for resources associated with the McClellan lawsuit, preparing the budgets and exploring the feasibility of switching to a cloud-based server influenced this reporting period.

1. On May 3rd, I participated in a meeting of the Water Forum. It was the first meeting since the RLECWD Board declined Water Forum's request for additional funding. Several agencies objected to RLECWD continued participation.
2. On May 8th, I corresponded with Sacramento County regarding water infrastructure availability for a commercial project on Sorento Rd.
3. On May 8th, 9th, and 10th, I coordinated with the California Department of Motor Vehicles to transition the old (emphasis added) pull program to their new web portal pull program.
4. On May 10th, IT consultant Adept Solutions was onsite to replace a network switch, which had failed twice in the past couple of months resulting in the inability to print documents.

Throughout the reporting period, additional demands for resources were incurred from:

- Preparing the budgets for fiscal year 2023/2024.
- Interacting with specialty Legal Counsel on the list of discovery documents.
- Review of files / documents associated with the sold rights to collect rent from cell phone services providers on the elevated water tank.

The District continues to be impacted by inflation and supply chain delays.



**Items for Discussion and Action
Agenda Item: 4.2**

Date: May 22, 2023

Subject: Contract District Engineer’s Report

Staff Contact: Mike Vasquez, Contract District Engineer

Recommended Committee Action:

N/A this item is not reviewed by committee.

Current Background and Justification:

The Contract District Engineer will provide a written report of District activities over the period since the last regular Board meeting. The Board may ask for clarifications and may also provide direction in consideration of the reported activities.

Conclusion:

No Board action is anticipated for this item.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

17 May 2023

DISTRICT ENGINEER'S REPORT

To: Tim Shaw, General Manager, Rio Linda / Elverta Community Water District

From: Mike Vasquez, PE, PLS, Principal Engineer (EKI), Contract District Engineer (RL/ECWD)

Subject: **District Engineer's Report for the 22 May 2023 Board of Directors Meeting**

The District Engineer is pleased to submit this brief update of duties and tasks performed for the period of 20 April 2023 to 17 May 2023:

1. General District Engineering:

- a. Valve Vault Cover Replacement at 30th St. and Elkhorn Blvd.: The vault cover was delivered to the District Office on 5/10/2023. Prepared a Small Scope Professional Services Agreement with Rawles Engineering for cover installation. Board approval for the agreement will be requested under a separate agenda item at the 5/22/2023 Board Meeting. The cover will be installed within 20 days after Board approval of the agreement. Please see a photo of the existing cover below.



- b. Well 16 Pump Station DWR Grant Reimbursement: The District has not yet received the final reimbursement. Correspondence received on 5/17/2023 from the Regional Water Authority (RWA) stated final reimbursement would be received "shortly". Staff received correspondence from the funding source, the California Department of Water Resources (DWR) on 5/17/2023, stating final payment has been released to RWA by DWR. It is expected to receive the final payment from RWA by 30 June 2023.
- c. Low Cost Water System Capacity Hydraulic Modeling Exploration: As discussed at the 24 April 2023 Board Meeting, there may be an opportunity for Santa Clara University students to perform low cost engineering services for the District. The District's proposed Water System Capacity Hydraulic Modeling Exploration Project is currently under consideration by the students. The District will be notified if the project is selected this summer.
- d. 2023/2024 Fiscal Year District Budget for Construction Improvement Projects: Coordinated with the Operations Superintendent to develop budgets for projects to be considered for inclusion in the 2023/2024 Fiscal year budget. Delivered a project list with budgets to the General Manager and Accounting Specialist for consideration.

2. Active Development Reviews (only projects with updates from the last Board Meeting):

- a. 930 E Street: Baker-Williams Engineering Group submitted plans for a stormwater project to the District for review for any impacts to the District's water system. This is a project under Sacramento County jurisdiction, where the County required District plan review. There are no proposed improvements or disruptions planned to the District water system with this project, and as such, Staff notified the consulting engineer accordingly.

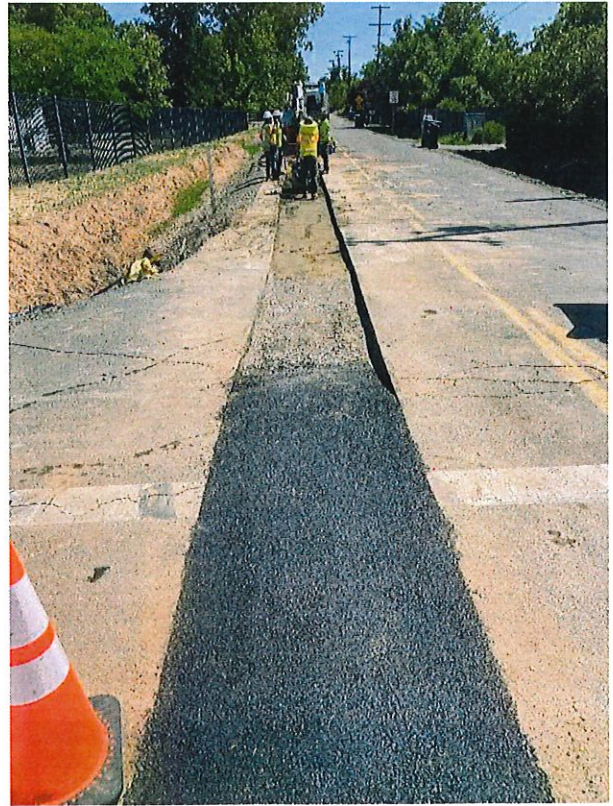
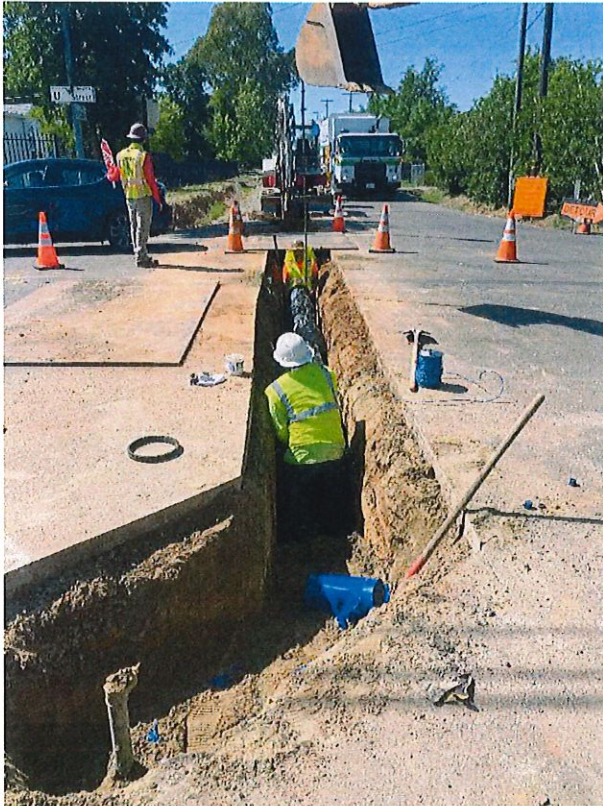
3. CIP Dry Creek Road Pipe Replacement Project:

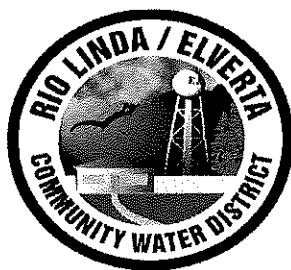
- a. Staff met onsite with construction contractor Rawles Engineering, Inc., on 5/11/2023 to kickoff the project. The construction contractor began potholing and asphalt saw cutting tasks on 5/12/2023. Pipeline installation began on 5/15/2023 and as of the timing of this report, approximately 450 feet of pipe have been installed, starting at U Street, and moving southerly.
- b. Staff coordinated with the Department of Industrial Relations to establish a project number for labor compliance.
- c. A notice to residents referencing construction details and schedule was delivered to potentially impacted residents on 5/9/2023.
- d. Please see construction progress photos on the next page.

Please contact me directly at the office (650) 292-9112, cell phone (530) 682-9597, or email at mvasquez@ekiconsult.com with any questions or require additional information.

Very truly yours,

Mike Vasquez, PE, PLS
Principal Engineer (EKI), District Engineer (RL/ECWD)





**Items for Discussion and Action
Agenda Item: 4.3**

Date: May 22, 2023

Subject: Professional Services Agreement for Valve Vault Installation

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

This item was discussed at the May 10th Executive Committee meeting. The Executive Committee recommends Board approval.

Current Background and Justification:

As discussed at previous Executive Committee and Board of Directors Meetings, a valve vault cover near 6837 30th Street, North Highlands, CA has failed due to wear and tear of heavy vehicular traffic and has been in need of replacement. District Operations Staff has placed a steel plate over the top of the vault for safety while arranging for a new cover to be installed. The District previously contracted with Vault Access Solutions and Fabrications, Inc. to manufacture a new cover and it is now fabricated, and ready for delivery. Staff asked for and received a proposal from Rawles Engineering, Inc. to remove the existing cover and install the new one for a cost of \$11,200. The General Manager, Operations Superintendent, and District Engineer have reviewed the proposal and believe it is a fair price for the services to be performed.

Staff prepared a Small Scope standardized Professional Services Agreement (PSA) with Rawles Engineering to install the valve vault. A PSA will document the obligations and responsibilities required of the services provider.

Conclusion:

Sample Motion: Move to approve the Professional Services Agreement with Rawles Engineering and authorize execution.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**PROJECT: 30th Street Valve Vault Cover Replacement****PROJECT NO. 2023-01****PROFESSIONAL SERVICES AGREEMENT**

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is made and entered into this 22nd day of May 2023, by and between the Rio Linda Elverta Community Water District, a county water district of the State of California (“District”) and Rawles Engineering, Inc., (“Contractor”) (each individually a “Party” and collectively the “Parties”). There are no other parties to this Agreement.

RECITALS

A. Contractor represents to District that it is a duly qualified and licensed firm experienced in providing Valve Vault Cover Replacement services.

B. In the judgment of the Board of Directors of District, it is necessary and desirable to employ the services of Contractor to perform Valve Vault Cover Replacement services.

C. Contractor has been selected as sufficiently qualified to perform Valve Vault Cover Replacement services to the District

D. Specific contracting services are described in Exhibit 1. All compensation shall be based the terms provided in this Agreement.

NOW, THEREFORE, in consideration of the promises and covenants set forth below, the Parties agree as follows:

AGREEMENT

Section 1. Recitals. The recitals set forth above (“Recitals”) are true and correct and are hereby incorporated into and made part of this Agreement by this reference. In the event of any inconsistency between the Recitals and Sections 1 through 18 of this Agreement, Sections 1 through 18 shall prevail.

Section 2. Term. This Agreement shall commence on the Effective Date and terminate on 12/31/2022 (“Term”), unless the Parties mutually agree in writing to terminate the Agreement earlier or extend the Term pursuant to this Agreement.

Section 3. Effective Date. This Agreement shall only become effective once all of the Parties have executed the Agreement (the “Effective Date”). Contractor, however, shall not commence the performance of the Services until it has been given notice by District (“Notice to Proceed”).

Section 4. Work.

(a) *Services.* Subject to the terms and conditions set forth in this Agreement, Contractor shall perform the Services as described in Exhibit 1. services performed by the Contractor which are beyond the scope of Exhibit 1 shall not receive additional compensation for the performance unless they are approved by the District in writing.

(b) *Modification of Services.* Only the District's General Manager may authorize extra or changed work. Failure of Contractor to secure such a written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the Agreement price or Agreement time due to such unauthorized work and thereafter Contractor shall be entitled to no compensation whatsoever for the performance of such work. Contractor further waives any and all right or remedy by way of restitution or quantum meruit for any and all extra work performed without such express and prior written authorization of the General Manager.

Section 5. Time of Performance. Contractor warrants that it will commence performance of the Services within thirty (30) calendar days of the Notice to Proceed (or as described in Exhibit 1) and shall conform to normal and customary standards for services provided. The time of performance is a material term of this Agreement relied on by District in entering into this Agreement.

Section 6. Payment. District shall pay Contractor for all Services described in Exhibit 1 and which are to be performed by Contractor.

District shall pay Contractor within thirty (30) days of Project completion, acceptance of the Services by District, and/or receipt of Contractor's invoice for the Services. All payments will be made in accordance with this Agreement.

Section 7. Representations of Contractor. District relies upon the following representations by Contractor in entering into this Agreement:

(a) *Standard of Care.* District has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby warrants that it is qualified to perform the Services as provided in Exhibit 1 and that all of its services will be performed in accordance with the generally accepted contractor practices and standards, in compliance with all applicable federal, state and local laws.

(b) *Independent Contractor.* In performing the services hereinafter specified, Contractor shall act as an independent Contractor and shall have control of the work and the manner in which it is performed. Contractor is not to be considered an agent or employee of District, and is not entitled to participate in any pension plan, insurance, bonus, or similar benefits District provides its employees. In the event District exercises its right to terminate this Agreement, Contractor expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees. Nothing contained herein shall be construed as creating an employment, agency or partnership relationship between District and Contractor.

(c) *Authority.* Contractor represents that it possesses the necessary licenses, permits and approvals required to perform the Services or will obtain such licenses, permits or approvals prior to the time such licenses, permits or approvals are required. Contractor shall also ensure that all sub-contractors are similarly licensed and qualified. Contractor represents and warrants to District that Contractor shall, at Contractor's sole cost and expense, keep in effect or obtain at all times during the Term of this Agreement, any licenses, permits, and approvals which are legally required for Contractor to practice Contractor's profession at the time the Services are rendered including registration for public works projects with the Department of Industrial Relations.

(d) *No Conflict of Interest.* Contractor represents that no conflict of interest will be created under state or federal law by entering into or in carrying out this Agreement. Contractor further promises that in the performance of this Agreement, no person having such interest will be knowingly employed. If requested to do so by District, Contractor shall complete and file, and shall

cause any person doing work under this Agreement to complete and file, a "Statement of Economic Interest" with the Sacramento County Clerk disclosing their financial interests.

(e) *Prevailing Wage.* Contractor agrees to pay all craftsmen and laborers required as part of the consulting services at least the minimum prevailing wage required by the Department of Industrial Relations of the State of California. Contractor understands and agrees that it is Contractor's responsibility to determine the minimum prevailing wage and to report compliance as required under California law.

Section 8. Conformity with Law and Safety. Contractor shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal and local governing bodies having jurisdiction over any or all of the scope of Services, including all provisions of the Occupational Safety and Health Act of 1979 as amended, all California Occupational Safety and Health Regulations, the California Building Code, the American with Disabilities Act, and all other applicable federal, state, municipal and local safety regulations, appropriate trade association safety standards, and appropriate equipment manufacturer instructions. Contractor's failure to comply with any laws, ordinances, codes or regulations applicable to the performance of the Services hereunder shall constitute a breach of contract. In cases where standards conflict, the standard providing the highest degree of protection shall prevail.

If a death, serious personal injury or substantial property damage occurs in connection with the performance of this Agreement, Contractor shall immediately notify the District's risk manager by telephone. If any accident occurs in connection with this Agreement, Contractor shall promptly submit a written report to District, in such form as the District may require. This report shall include the following information: (a) name and address of the injured or deceased persons; (b) name and address of Contractor's sub-Contractor, if any; (c) name and address of Contractor's liability insurance carrier; and (d) a detailed description of the accident, including whether any of District's equipment, tools or materials were involved.

If a release of a hazardous material, substance, or waste occurs in connection with the performance of this Agreement, Contractor shall immediately notify District. Contractor shall not store hazardous materials or hazardous waste within the District limits without a proper permit from District.

Section 9. Excusable Delays. Contractor shall not be in breach of this Agreement in the event that performance of Services is temporarily interrupted or discontinued due to a "Force Majeure" event which is defined as: riots, wars, sabotage, civil disturbances, insurrections, explosion, natural disasters such as floods, earthquakes, landslides, fires, strikes, lockouts and other labor disturbances or other catastrophic events, which are beyond the reasonable control of Contractor. Force Majeure does not include: (a) Contractor's financial inability to perform; (b) Contractor's failure to obtain any necessary permits or licenses from other governmental agencies; or (c) Contractor's failure to obtain the right to use the facilities of any public utility where such failure is due solely to the acts or omissions of the Contractor.

Section 10. Assignment Prohibited. No Party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempt or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

Section 11. Ownership and Disclosure of Work Product. District shall be the owner of and shall be entitled to immediate possession of accurate reproducible copies of any design computations, plans, specifications copies of correspondence, maps, or other pertinent data and information gathered or computed by Contractor ("Work Product") in the performance of and prior to termination of this Agreement by District or upon completion of the work pursuant to this Agreement.

Contractor may retain copies of the above-described documents but agrees not to disclose or discuss any information gathered, discovered, or generated in any way through this Agreement without the express written permission of District, during the term of this Agreement and for a period of one hundred eighty (180) days following expiration of the term of the Agreement.

When this Agreement is terminated, Contractor agrees to return to District all documents, drawings, photographs and other written or graphic material, however produced, that it received from District, its Contractors or agents, in connection with the performance of its Services under this Agreement. All materials shall be returned in the same condition as received.

Section 12. Termination by Default. If a Party should fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violates any of the terms of this Agreement (the “Defaulting Party”), the other Party shall give notice to the Defaulting Party and allow such Party ten (10) days to correct such deficiency. If the Defaulting Party does not correct such deficiency, the other Party may immediately terminate this Agreement by giving written notice of such termination, stating the reason for such termination. In such event, Contractor shall be entitled to receive payment for all services satisfactorily rendered, provided, however, there shall be deducted from such amount the amount of damage, if any, sustained by virtue of any breach of this Agreement by Contractor. If payment under this Agreement is based upon a lump sum in total or by individual task, payment for services satisfactorily rendered shall be an amount which bears the same ratio to the total fees specified in the Agreement as the services satisfactorily rendered hereunder by Contractor bear to the total services otherwise required to be performed for such total fee, provided, however, that there shall be deducted from such amount the amount of damage, if any sustained by District by virtue of any breach of this Agreement by Contractor.

(a) Contractor shall deliver copies of all Work Product prepared by it pursuant to this Agreement.

(b) If District terminates this Agreement before District issues the Notice to Proceed to Contractor or before Contractor commences any Services hereunder, whichever last occurs, District shall not be obligated to make any payment to Contractor. If District terminates this Agreement after District has issued the Notice to Proceed to Contractor and after Contractor has commenced performance under this Agreement, District shall pay Contractor the reasonable value of the Services rendered by Contractor pursuant to this Agreement prior to termination of this Agreement. District shall not in any manner be liable for Contractor’s actual or projected lost profits had Contractor’s completed the Services. Contractor shall furnish to District such financial information, as in the judgment of the District Manager, is necessary to determine the reasonable value of the Services rendered by Contractor prior to termination.

(c) Except as provided in this Agreement, in no event shall District be liable for costs incurred by or on behalf of Contractor after the date of the notice of termination.

Section 13. Liability for Breach. Neither Party waives the right to recover damages against the other for breach of this Agreement including any amount necessary to compensate District for all detriment proximately caused by Contractor’s failure to perform its obligations hereunder or which in the ordinary course of things would be likely to result therefrom. District reserves the right to offset such damages against any payments owed to Contractor. District shall not in any manner be liable for Contractor’s actual or projected lost profits had Contractor completed the Services required by this Agreement. In the event of Termination by either Party, copies of all finished or unfinished Work Product shall become the property of District. Notwithstanding the above, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue,

arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

Section 14. Insurance Coverage. During the Term, the Contractor shall maintain in full force and effect policies of insurance set forth herein, which shall be placed with insurers with a current A M Best's rating of no less than A VII, and will provide the District with written proof of said insurance. Contractor shall maintain coverage as follows:

(a) *Professional Liability:* professional liability insurance for damages incurred by reason of any actual or alleged negligent act, error or omission by Contractor or sub-Contractor in the amount of One Million Dollars (\$1,000,000.00) combined single limit each occurrence and annual aggregate. If the Contractor's prime agreement requires the sub-Contractor to carry additional Professional Liability insurance the sub-Contractor shall increase their Professional Liability insurance to meet the prime agreement's requirements for the duration of the Project.

(b) *General Liability.* Contractor shall carry commercial general liability insurance in an amount no less than One Million Dollars (\$1,000,000.00) combined single limit for each occurrence, covering bodily injury and property damage. If commercial general liability insurance or another form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Project or the general aggregate shall be no less than One Million Dollars (\$1,000,000.00).

(c) *Worker's Compensation Insurance and Employer's Liability.* Contractor shall carry workers' compensation insurance as required by the State of California under the Labor Code.

(d) *Automobile Liability Insurance.* Contractor shall carry Automobile liability insurance covering bodily injury and property damage in an amount no less than One Million Dollars (\$1,000,000) combined single limit for each occurrence. Said insurance shall include coverage for owned, hired, and non-owned vehicles.

(e) *Policy Obligations.* Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

(f) *Material Breach.* If Contractor, for any reason, fails to maintain insurance coverage that is required pursuant to this Agreement, such failure shall be deemed a material breach of this Agreement. District, at its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, District may purchase such required insurance coverage, and without further notice to Contractor, District may deduct from sums due to Contractor any premium costs advanced by District for such insurance. These remedies shall be in addition to any other remedies available to District.

Section 15. Indemnification. To the fullest extent permitted by law (including, without limitation, California Civil Code Sections 2782 and 2782.8), Contractor shall defend, indemnify hold harmless and release District, and District's elected and appointed councils, commissions, directors, officers, employees, agents, and representatives ("District's Agents") from and against any and all actions, claims, loss, cost, damage, injury (including, without limitation, disability, injury or death of an employee of Contractor or its sub-Contractors), expense and liability of every kind, nature and description that arise out of, pertain to or relate to acts or omissions of Contractor, or any direct or indirect sub-Contractor, employee, Contractor, representative or agent of Contractor, or anyone that Contractor controls (collectively "Liabilities"). Such obligations to defend, hold harmless and indemnify District and District's Agents shall not apply to the extent that such Liabilities are caused in whole by the sole negligence, active negligence, or willful misconduct of District or District's Agents, but shall apply to all other Liabilities. With respect to third party claims against the

Contractor, the Contractor waives any and all rights of any type of express or implied indemnity against District and District’s Agents. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under Workers’ Compensation acts, disability benefits acts or other employee benefit acts.

Section 16. Notices. Any notice or communication required hereunder between District and Contractor must be in writing, and may be given either personally, by registered or certified mail (return receipt requested), or by Federal Express, UPS or other similar couriers providing overnight delivery. If personally delivered, a notice or communication shall be deemed to have been given when delivered to the Party to whom it is addressed. If given by registered or certified mail, such notice or communication shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the party to whom notices are to be sent, or (b) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered as shown on a receipt issued by the courier. Any Party hereto may at any time, by giving ten (10) days written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at their addresses set forth below:

If to District: Rio Linda Elverta Community Water District
 730 L Street
 Rio Linda, California 95673
 Attention: General Manager
 Tel: (916) 991-1000

With courtesy copy to: White Brenner LLP
 1414 K Street, 3rd Floor
 Sacramento, California, 95814
 Attention: Barbara A. Brenner, Esq.
 Tel: (916) 468-0950

If to Contractor: Rawles Engineering, Inc.
 109 Natoma Street
 Folsom, CA 95630
 Attention: Carrie Rawles
 Tel: (916) 351-1302

Section 17. Exhibits. All “Exhibits” referred to below or attached to herein are by this reference incorporated into this Agreement:

<u>Exhibit Designation</u>	<u>Exhibit Title</u>
Exhibit 1:	Description of Services and Charges.

Section 18. General Provisions.

(a) *Modification.* No alteration, amendment, modification, or termination of this Agreement shall be valid unless made in writing and executed by all of the Parties to this Agreement.

(b) *Waiver.* No covenant, term, or condition or the breach thereof shall be deemed waived, except by written consent of the Party against whom the waiver is claimed, and any waiver

of the breach of any covenant, term, or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term, or condition.

(c) *Severability.* If this Agreement in its entirety is determined by a court to be invalid or unenforceable, this Agreement shall automatically terminate as of the date of final entry of judgment. If any provision of this Agreement shall be determined by a court to be invalid and unenforceable, or if any provision of this Agreement is rendered invalid or unenforceable according to the terms of any federal or state statute, which becomes effective after the Effective Date of this Agreement, the remaining provisions shall continue in full force and effect and shall be construed to give effect to the intent of this Agreement.

(d) *Counterparts.* This Agreement may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

(e) *Audit.* District shall have access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify Contractor's charges to District under this Agreement.

(f) *Entire Agreement.* This Agreement, together with its specific references, attachments and exhibits, constitutes the entire agreement of the Parties with respect to the subject matters hereof, and supersedes any and all prior negotiations, understanding and agreements with respect hereto, whether oral or written.

(g) *Attorney's Fees and Costs.* If any action at law or in equity, including action for declaratory relief, is brought to enforce or interpret provisions of this Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which such Party may be entitled.

(h) *Time is of the Essence.* Time is of the essence in this Agreement for each covenant and term of a condition herein.

[SIGNATURES ON FOLLOWING PAGE.]

IN WITNESS WHEREOF, this Agreement has been entered into by and between District and Contractor as of the Effective Date.

DISTRICT:

Rio Linda Elverta Community Water District,
a county water district of the State of
California

By: _____
Timothy R. Shaw, General Manager

Date: _____

CONTRACTOR:

Rawles Engineering, Inc. _____

By: _____

Print: _____

Title: _____

Date: _____

EXHIBIT 1: SERVICES and CHARGES**Work Scope:**

The work scope includes removing and replacing the valve vault cover located near 6837 30th Street, North Highlands, CA. The District is responsible for providing and delivering the new valve vault cover to the site in coordination with the Contractor's schedule. The Contractor shall be responsible for providing all equipment, labor, and additional materials to install the new valve vault cover. The contractor shall install up to 112 square feet of asphalt pavement per Sacramento County Standards. Contractor shall coordinate all work with Sacramento County pursuant to Encroachment Permit ENAC2023-00020.

All work shall be performed pursuant to and shall conform to the latest edition of the Rio Linda / Elverta Community Water District Standard Construction Specifications and to the latest edition of the County of Sacramento Standard Construction Specifications and all of its drawings. All work shall conform to the applicable local, state, and federal codes and specifications including OSHA. The Contractor shall be responsible for job safety and traffic control at all times.

A project location map and project site plan are included for reference.

Schedule:

The Contractor shall complete all work related to the valve vault cover replacement within 20 calendar day of the date of this agreement.

Budget:

The total budget for removing and replacing the valve vault cover, providing equipment, labor, and materials, and performing all associated work is a not to exceed total of \$11,200.00.

See the following attachments:

- A. Proposal from Rawles Engineering, Inc. dated 4/18/2023 for removing and replacing the District provided valve vault cover in the amount of \$11,200.00.
- B. Project Location Map
- C. Project Site Plan

Exhibit 1A

Rawles Engineering
“H2O Is Our Thing”
Since 1978
Folsom CA

April 18, 2023

Invoice: NA

Rio Linda Water District
Attn: Mike Vasquez

WO# NA

RE: 30th St Vault Installation

Dear Mr. Vasquez,

Rawles Engineering Inc. submits the following price **Proposal** for the following work described below:

Set up Traffic Control to jackhammer out to, remove existing Vault lid, install new vault lid, sawcut and pave impacted area.

- 1. Traffic Control: Per day 2,200.00(1) Days: **2,200.00**
- 2. Vault Lid removal and installation with appropriate crew: **5,000.00**
- 3. Sawcut and re pave approx. 8lf x 14lf area (Southbound Lane) **4,000.00**

Total: 11,200.00

Vault to be delivered to Site

Standard Exclusions: All excludes construction water, testing fees, inspection fees, removal of sheds, structures, stairs, platforms, permits, fees, bonds, inspections, testing, engineering of any kind, traffic control plans, as built drawings, soils testing, electrical, tamper switch installation, sprinkler install or testing, export of any rock or debris, winterization, erosion control, staking, landscaping repair including lawn, decorative rock, bark or topsoil, concrete R&R, Paving/slurry or seal R&R, weather delays, tree removal, boring under trees or water meters, night or weekend work, SWPPP plans or implementation, any damage done to unmarked existing utilities, if an item is not specifically included, it is considered excluded.

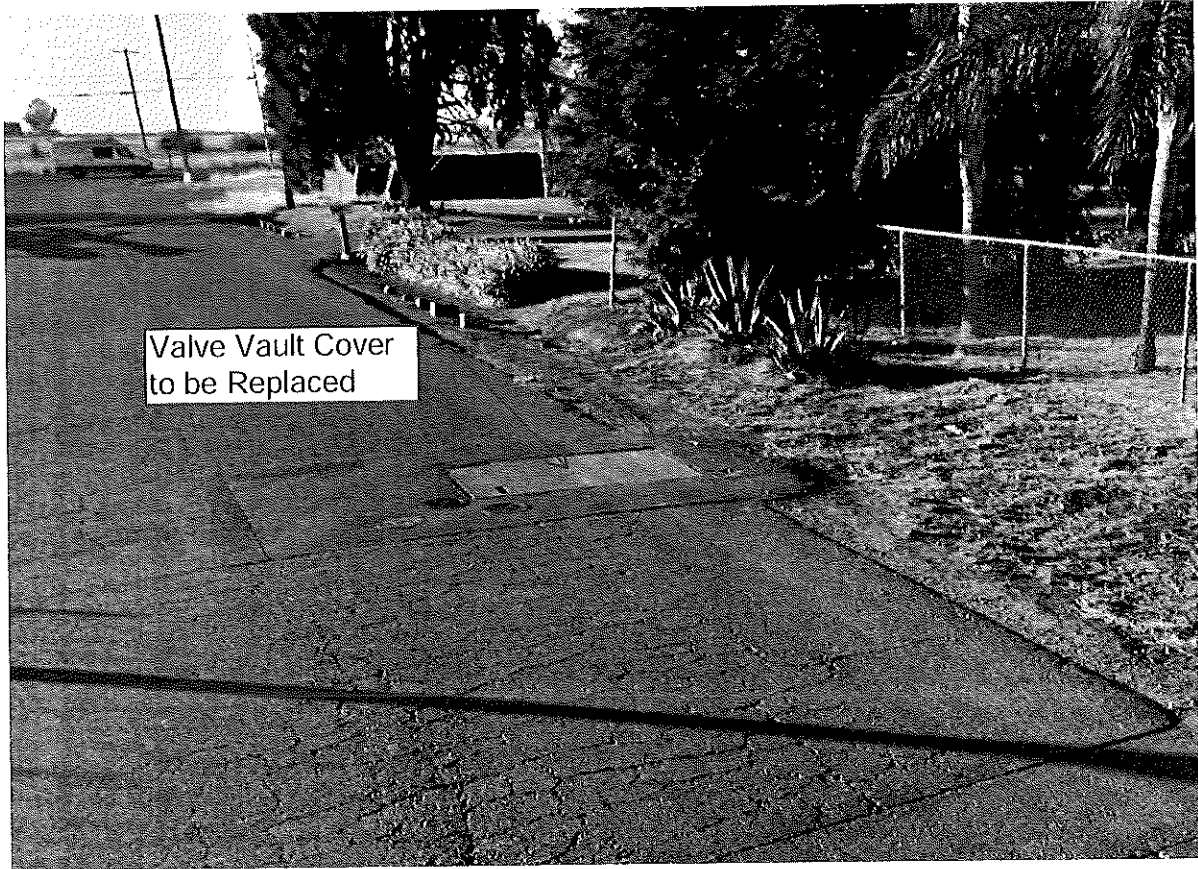
Sincerely,

Ryan Rawles
Rawles Engineering Inc.

Exhibit 1B – Project Location Map



Exhibit 1C – Project Site Plan



**RIO LINDA ELVERTA COMMUNITY WATER DISTRICT
CAPITAL BUDGET Revision 1
2022-2023**

May 22, 2023
Item 4.3.1

		GENERAL	FUTURE CAPITAL IMPROVEMENT PROJECTS	VEHICLE & LARGE EQUIPMENT REPLACEMENT	TOTAL
FUNDING SOURCES					
	Fund Transfers				
	Operating Fund Transfers In	594,000.00	0.00	0.00	594,000.00
	Operating Fund Transfers Out	(59,000.00)	0.00	0.00	(59,000.00)
	CIP Fund Intrafund Transfers	(312,737.00)	302,737.00	10,000.00	0.00
	PERS ADP Loan Payment				
	Principle	0.00	30,000.00	0.00	30,000.00
	Interest	0.00	1,739.00	0.00	1,739.00
	Investment Revenue	85.00	110.00	0.00	195.00
TOTAL FUNDS AVAILABLE FOR CIP PROJECTS		557,242.00	2,044,955.00	27,948.00	2,630,145.00
PROJECTS					
A - WATER SUPPLY					
	A-1 - Miscellaneous Pump Replacements	40,000.00	0.00	0.00	40,000.00
Total A - WATER SUPPLY		40,000.00	0.00	0.00	40,000.00
B - WATER DISTRIBUTION					
	B-1 - Service Replacements	30,000.00	0.00	0.00	30,000.00
	B-2 - Small Meter Replacements	120,000.00	0.00	0.00	120,000.00
	B-3 - Large Meter Replacements	5,000.00	0.00	0.00	5,000.00
	B-4 - Pipeline Replacement	0.00	478,844.00	0.00	478,844.00
	B-5 - Valve Vault Cover Replacement	18,100.00	0.00	0.00	18,100.00
Total B - WATER DISTRIBUTION		173,100.00	478,844.00	0.00	651,944.00
M - GENERAL PLANT ASSETS					
	M-1 - Urban Water Management Plan	50,000.00	0.00	0.00	50,000.00
Total M - GENERAL PLANT ASSETS		50,000.00	0.00	0.00	50,000.00
TOTAL BUDGETED PROJECT EXPENDITURES		263,100.00	478,844.00	0.00	741,944.00
NOTE:					
	Operating Fund Transfers Out of \$59,000 covers operating shortfall for Contract Repairs GL 65440. Funding comes from CIP Project Funding Schedule: Annual Pipeline Replacement for current year only from \$211,000 to \$152,000				

25



**Items for Discussion and Action
Agenda Item: 4.4**

Date: May 22, 2023

Subject: New Policy 2.01.320, Meeting Minutes Format

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Committee recommends the Board adopt a policy to require compliance with the Clerks Associations Guidelines for Preparing Government Agency Minutes. The Committee further recommends the minutes include timestamps corresponding to the point in the video recording where each action item begins.

Current Background and Justification:

In response to unanticipated discussion at the April 24th Board meeting Consent Calendar, approval of the March 27th meeting minutes was postponed. The May 10th Executive Committee engaged in robust discussion on the format of meeting minutes the District should be using. The committee reviewed all documents associated with this item,

In response to Executive Committee directions, staff prepared a draft new policy, 2.01.320.

Conclusion:

Sample Motion: Move to adopt new policy, 2.01.320.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

CITY CLERKS ASSOCIATION OF CALIFORNIA
GUIDELINES FOR
PREPARING MINUTES FOR GOVERNMENTAL AGENCIES**PURPOSE**

The City Clerks Association of California issues these guidelines as a tool for government agencies to transition to minutes styles that are efficient, succinct, cost-effective for staff to prepare, and more appropriately aligned with the intent of the Government Code.

FINDINGS

- Legislative bodies must act, and must be *seen* to act, within the laws of the State of California and local charters, if applicable. Being *seen* to act within the law is important, because the legislative body's decisions may be subject to external scrutiny by the public, auditors, or judicial inquiry. Minutes *testify* that the correct procedures for decision-making were followed.
- Legislative body minutes shall be prepared in a manner consistent with the intent of the Government Code. Relevant Government Codes are as follows:
 - Government Code 40801. The city clerk shall keep an accurate record of the proceeding of the legislative body and the board of equalization in books bearing appropriate titles and devoted exclusively to such purposes, respectively. The books shall have a comprehensive general index.
 - Government Code 36814. The council shall cause the clerk to keep a correct record of its proceedings. At the request of a member, the city clerk shall enter the ayes and noes in the journal.
 - Government Code 54953(c)(2). The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.
 - Government Code 53232.3(d). Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.
- All components of minutes shall be for the primary purpose of memorializing decisions made by the *legislative body*. Any minute component that does not serve this primary purpose should be minimized or eliminated; this includes comments made by *individual* body members and members of the *public*.

GUIDELINES

- Minutes should provide a record of a) when and where a meeting took place, and who was present (including member absences, late arrivals, departures, adjournment time); b) type of meeting (Regular/Special/Adjourned Regular); c) what was considered; d) what was decided; and e) agreed upon follow-up action. Pursuant to Government Code 54953(c)(2), minutes shall report any action taken and the vote or abstention on that action of each member present for the action.
- Appropriate styles are *action* minutes or *brief summary* minutes. Verbatim style minutes should not be used, because verbatim or lengthy summary minutes do not serve the intent of the Government Code, which is to record the proceedings of the *legislative body*.
- *Action* minutes merely record final decisions made.

- *Brief summary* minutes, at a minimum, record the final decisions made; and, at a maximum, may record what advice the body was given to enable it to make its decisions, the body's thought process in making the decision, and the final decisions made. Emphasis is given on the body's thought process, not individual members' thought processes. The minutes should summarize only the main points which arose in discussion if and only if they are relevant to the decision.
- Comments made by members such as "for the record" or "for the minutes" have no bearing on the content of minutes and are given no greater and no lesser consideration than other comments made at the public meeting. Members seeking to memorialize comments should incorporate such verbiage into the language of the motion. As an alternative, members may submit written statements to be retained with the agenda item.
- Since the main purpose of minutes is to record the legislative body's decision, summary minutes should be brief. By concentrating on the legislative body's decision, brief summary minutes will provide only a select recording of what was discussed at the meeting. Brief summary minutes should not attempt to reproduce, however summarily, what every speaker said. It should only record the essence of the discussion and include the main threads that lead to the body's conclusion.
- To the fullest extent possible, brief summary minutes should be impersonal and should not attribute views to individual persons. Only the positions and decisions taken by the whole legislative body are relevant, not those of individual members. The passive voice is favored i.e. "It was suggested that..." "It was generally felt that..." "It was questioned whether..." "During discussion, it was clarified..."
- There are reasons for not attributing comments to specific speakers. First, it makes for brevity--a point can be recorded more concisely in impersonal form. Second, a point raised by one speaker will often be further developed by others—in impersonal brief summary minutes, only the fully-developed point is recorded in its final form. Third, points by several speakers can be consolidated into a single paragraph. Fourth, the impersonal style averts future corrections to minutes.
- While the primary purpose of minutes is to memorialize decisions made by the legislative body as a whole, under limited circumstances it is necessary and/or appropriate to attribute comments to individual members including:
 - Individual member's reports pursuant to Government Code 53232.3(d) (enacted by AB 1234, 2005). The minute record shall include the type of meeting attended at the expense of the local agency and the subject matter.
 - Individual member's reports on intergovernmental agencies. Brief summary minutes should include the type of meeting at a minimum, and, at the maximum, include the subject matter.
 - Individuals speaking under public comment. Brief summary minutes shall, at a minimum, list the public member's name (if provided); and, at a maximum, include the overall topic and stance/position. Such as Mr. Jones spoke in opposition to the Project X. Being mindful that the minutes are recordings of the legislative body's proceedings, it is not appropriate to include detail of individual comments. There is an exception for public testimony provided during public hearings, for which the minutes shall include the speaker's name (if provided) and a summary position of the speaker (i.e., supported or opposed).
- For purposes of meeting Government Code 36814 and/or 54953(c)(2), the city clerk should enter the ayes and noes in the minutes. For informal consensus (i.e. providing staff direction), it is appropriate to note the dissention of one or more members by, at a minimum, stating the dissenting member's name and dissention, such as "Mr. Jones dissented," and at a maximum to also include a brief reason, such as "Mr. Jones dissented citing budget concerns."
- While the primary purpose of legislative body meetings is for the legislative body to take legislative action and make decisions to advance agency business, it is acknowledged that agency meetings also

serve as platforms for ceremonial presentations and reports on social and community events. At a minimum, brief summary minutes should identify that presentations were made and event reports were given; and, at a maximum, report only the subject matter of the presentation or event.

- For community workshops and town hall meetings subject to the Brown Act, brief summary minutes, at a maximum, record the overall topic, provided that no legislative actions were taken. It is advisable to note in the minutes that no legislative action was taken.
- The guidelines contained herein are applicable to committees and commissions subject to the Brown Act. It is acknowledged that many boards and commissions take few legislative actions, and the tendency is to include more detail in the minutes on event reports and planning. At a maximum, brief summary minutes may include key points of the final reports or determinations, and all comments shall be attributable to the entire body and not attributable to individual members.
- Brief summary minutes shall serve to clarify decisions taken and who is expected to execute the decisions. It is not necessary to write down all action points or all tasks identified. Minutes shall not serve as a substitute for task lists, and the focus shall remain on the final decisions made by the *legislative body*.
- The language of brief summary minutes should be relatively restrained and neutral, however impassioned the discussion. Brief summary minutes will record the substance of the point in an intemperate way.
- To the fullest extent possible, minutes should be self-contained to be intelligible without reference to other documents.
- As a general rule, individual member comments are not identified in the brief summary minutes of discussions, and minutes should concentrate on the collective body's thought process and the collective decisions made by the majority, not individuals.
- Brief summary minutes should concentrate on central issues germane to the final decision. The record of the discussion should be presented in a logical sequence, rather than reproduced in the actual order they were made in discussion.
- The legislative body may wish to choose more, substantive (summary) minutes if there's no archival audio/video backup recording available of its proceedings. If audio/video recording is available for future reference, minute notations can be more limited (action).

2.01.300 PRESS RELATIONS AND MINUTES FORMAT POLICY

2.01.305 Purpose.

The purpose of this policy is to provide for an orderly presentation ~~to the press~~ of factual information about District activities and Board action.

2.01.310 Press Relations.

The General Manager is hereby designated as the official of the District to represent the District to the press. Employees of the District shall refer all press inquiries to the General Manager. Directors and other District officials are encouraged to refer press inquiries regarding District activities and Board actions at meetings to the General Manager or the President of the Board. Individual Board members should take care not to represent their own opinions as those of the Board or the District, even when those opinions coincide with formal Board action.

2.01.315 Press Releases.

Press releases regarding the District shall be approved by the General Manager and the President of the Board. Whenever possible, all members of the Board shall be given an opportunity to review proposed press releases.

2.01.320 Minutes Format.

The format of District meeting minutes for regular and special Board meetings shall comply with the Guidelines for Preparing Minutes for Governmental Agencies published by the City Clerks Association of California. Where appropriate and feasible, the minutes shall also include a timestamp corresponding to the point in the video recording where discussion of each action item commenced.

**MINUTES OF THE
REGULAR BOARD MEETING OF THE
BOARD OF DIRECTORS OF
THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

CALL TO ORDER AND ROLL CALL

The Regular, August 18, 2003 meeting of the Board of Directors of the Rio Linda/Elverta Community Water District, was called to order by Director Cater at 7:00 pm at the District Office located at 730 L Street, Rio Linda. The General Manager, David Andres, took the roll and Board Members Wickham, Blanchard, Harris, Griffin and Cater were present.

1. CONSENT CALENDAR

It was moved by Director Griffin and seconded by Director Wickham to approve the following consent calendar items:

- B. Expenditures for the Period of July 2003
- C. Budgetary Statements for July 2003
- D. Operations Report for July 2003
- F. Authorize the General Manager to send a letter indicating that the District has no objection to the abandonment of a public easement in front of APN's 202-0124-005 and 202-0124-006 (Portion of former Electric Avenue)

The motion carried by a vote of 4-1 with Directors Wickham, Griffin, Blanchard and Cater voting aye and Director Harris voting no.

Director Griffin requested staff add his comments on the possible use of the proposed Depot Park building for Board meetings in lieu of the payment for water. The General Manager stated that these were summary minutes and staff is attempting to capsulize the dialogue of the meeting in a couple of sentences. Director Harris requested her comments be reflected in the minutes also. She requested that certain actual accusations made and responses be added in the July 21st minutes. She also questioned the discussion under item 5 as to whether Mr. Andres clarified why two Board Members might be paid while attending the same meeting. She then added that she had requested to attend two Board training meetings and that be reflected in the minutes, as well as the Boards' denial to send her to the Board training in Rancho Cordova. Under the General Manager report, she requested that the minutes reflect that the Board denied sending her as the representative to the CSDA's local chapter meeting. It was then pointed out to her that it was in the minutes as a motion. Director Harris stated that that was why she need more time to go over her packet.

The Board again discussed what should be reflected in the minutes. Director Harris stated that they are legal binding minutes and if they can't reflect what happened then why are they sitting there. Director Harris then requested the Board put her actual minutes on the agenda. Director Blanchard added that more should have been added to Director Harris' comments. Mr. Andres reminded the Board that the only thing legally binding are the motions in the minutes. He added that the dialogue has no bearing. He added that the minutes could be done with just the actions reflected. Mr. Andres stated that the Board had rehashed this three or four times now. He then offered the suggestion that should someone have a problem with the minutes, they submit a written correction which could be presented to the Board at which time the Board could decide whether they want to add the correction. He then added that his main concern is that the motion and the vote on the motions are correct. Director Griffin agreed with the suggestion that a written comment be submitted. Director Harris agreed to supply her comments in writing. Public member, Belinda Paine stated that when she was on the Board, the minutes were long in order

have accurate information should someone not remember what took place. Public Member Faye Wilder asked the Board if they were favoring one person over another.

It was moved by Director Griffin and seconded by Director Blanchard to defer the approval of the July 21st minutes until the next Board Meeting and Directors submit in writing any changes to those minutes seven days prior to the next board meeting. The motion carried by unanimous vote of 5-0.

1. E. Out-of-Classification Compensation

The General Manager reported that it was necessary to have Pat Goyet serve as the Acting Field Supervisor due to the fact that Bob Ames had taken a new position. He recommended that the Board approve a 5% increase on top of his current pay until the position is filled.

Director Harris asked about his qualifications. Mr. Andres stated that he fills all the requirements with 7 years experience in the water industry and appropriate certifications.

It was moved by Director Griffin and seconded by Director Wickham to approve the out-of-class compensation for Pat Goyet effective July 28, 2003 in the amount of 5% to be paid until the position is filled. The motion carried by unanimous vote of 5-0.

SCHEDULED ITEMS

2. 7:00 pm Public Hearing – Water Master Plan – 2003 Revision and Negative Declaration

President Cater opened the public hearing at 7:20pm.

The General Manager, Dave Andres reviewed the revisions to the Master Water Plan and the fiscal impacts with the Board. He added that Ross Hooper, of Psomas, was present to help answer specific questions regarding the revisions. Based on the Board's discussion at the June 18th, 2003 workshop and the July 21st Regular meeting, the environmental document was also prepared.

Mr. Andres reported that the Master Plan has been broken out in three phases or time periods and projects were designated, based on whether District funds or Elverta Specific Plan/Developer funds were being used. The first phase, which is now to the year 2005, is based on the direction he was given by the Board. A plan for the \$1.5 million from the 2003 Revenue Bond would be spent on this phase. At this point, Mr. Andres reviewed the near-term projects using a table outlining District intended improvements for first \$1,355,000. Once the initial improvements are made, the District will look at a hydraulic model and determine the best location within the District for a new well.

Phase 2 projects would be completed by 2010 at an estimated cost of \$3.95 million. Mr. Andres outlined those projects. Water rates and water capacity fees would need to be increased each January 1 through 2007 in order for the District to finance the projects outlined.

Phase 3 projects in the amount of \$9 million would require increases in water rates, water capacity fees, grants, assessments, loans and bonds. These would need to be funded by 2008-2009 to complete these projects by 2015. Mr. Andres stated that those projects could change based on the then current situation. He added that the Master Plan should be updated every five years for it to be current.

Mr. Andres also provided a financial chart to give the Board some idea about what could be looked at as far as rate increases go. As outlined in the chart, an average rate increase of \$1.65 per month each January for four years would be sufficient to raise the funds needed for Phase 2. Mr.

Andres stated that in respect to the environmental determination there was no environmental impact so no mitigation is needed and a negative declaration was provided as Exhibit B.

Director Griffin had questions on whether there was another plan in place in case there was no river water available. Ross Hooper stated that the District needs to continue to make District improvements, which included building wells. Director Harris asked if the Board was voting on a rate increase tonight. Mr. Andres stated that the Board was not being asked to raise rates tonight, but being asked to adopt the Master Plan revision and negative declaration. The Board needs to consider formulating a plan to fund the revised Master Plan. Director Harris asked how much of the last 50% rate increase went to Capital Improvements. Mr. Andres stated that Capital Improvement expenses have been reduced because the debt was refinanced. He added that the District really hasn't done any improvements since 1991 or 1992. He then stated that the rate increases in the past were not sufficient to cover the operating, non-operating or debt service expenses of the District. If the Board approves the revision, some of the Capital Improvement work outlined in the Revised Master Plan can begin. Director Cater stated that the last rate increase was not for Capital Improvements. Director Harris asked whether the bond required a 2/3 vote of the registered voters, which Mr. Andres stated that it did not. Director Blanchard stated the Board should move forward on the Capital Improvement Plan.

Public Member, Doug Nelson stated that what the Board was voting on had nothing to do with the funding of the projects. He further had comments and suggested the District look at adding the Rio Linda High School well to the Districts' system and had concerns about where the District was considering building a new well. His other concern was the 1/2 acre proposed for a well site, believing it was too much land to purchase and maintain.

President Cater closed the public hearing portion of the meeting at 7:50pm. He then asked for Directors comments. Director Harris stated that she had the consumer confidence report and it doesn't reflect high arsenic levels at all. Mr. Andres stated that the report reflects the current standard; however the District will be affected by the new Federal standard. Should the new State standard drop to 5ppb, all eleven District wells will not meet the standard. Director Harris asked where the District was planning on putting a new well. Mr. Andres responded that once the first two projects were complete, a hydraulic model would be run to determine an area for the Board to consider. President Cater stated that it was premature to consider adding the High School's well, seeing that they have bacteria problems. Mr. Andres added that he only reported that School staff had met with District staff to look at adding the high school as a customer. President Cater also added that the well site size can become a problem if less than 1/2 acre should the District need facilities to treat the water.

It was moved by Director Griffin and seconded by Director Wickham to approve the Master Plan 2003 Revision and negative declaration and adopt Resolution 2003-07. The motion carried by a vote of 4-1 with Directors Griffin, Wickham, Blanchard and Cater voting aye and Director Harris voting no.

Director Harris stated that she doesn't know enough about it to vote.

Public Member Don Flesch stated that the notice on the failure by the High School to pass the coliform test was published in The News and he didn't feel that you could get much closer to McClellan than the High School.

3. Grand Jury Report & Response

The General Manager stated that he was returning with a letter for the Board's review in reference to the Sacramento County Grand Jury report. Director Griffin stated that he appreciated Mr. Andres' responses. Director Harris asked Mr. Andres if it was his intention to look to change auditors this year. Director Griffin stated that the Board would look into changing auditors.

Director Harris asked whether the water District was cited and Mr. Andres stated that this District was not. Mr. Andres stated that there were specific issues related to certain agencies.

Public Member, Belinda Paine stated that she would recommend auditors be changed every 3 to 5 years. She also stated that the audit report be added to the web-site. Public Member Jay O'Brien pointed out that under recommendation #4, it will be implemented by March 1, 2004. He also suggested a couple of typos be corrected.

It was moved by Director Griffin and seconded by Director Wickham to approve and authorize the President to sign the attached letter of response with the minor corrections suggested, to the 2003 Grand Jury Report entitled "Recommendations for Improving Public Water Districts' Accountability." The motion carried by unanimous vote of 5-0.

4. CSDA Region Two Election

The General Manager announced that the California Special Districts Association has a vacancy for a Director Seat in Region Two that runs until 2006. He presented the candidates' statements. Director Griffin stated that he believed Michael Seaman had very active experience. Director Blanchard also stated that he felt Mr. Seaman's resume was the best.

It was moved by Director Griffin and seconded by Director Blanchard to nominate and vote for Michael Seaman as the Districts' representative for the CSDA Region Two Director. The motion carried by unanimous vote of 5-0.

5. Discussion/Action Regarding Director Compensation for Prior Meetings

President Cater asked Director Harris to present her information. Director Harris stated that she didn't receive anything in her Board packet on this item. The General Manager stated that he didn't provide a Staff report. Director Harris stated that she had been reviewing the packets and two members had been attending the same meetings. She then referred to the California Public Utilities Code, article 6 under Section 3101 Section 3110 and 3105. Director Harris then read the code. She also referred to Roberts' rules of order and that the Board must vote on it. Director Harris then stated that after reviewing the tape, ex-Director O'Brien stated that he would like another Board Member to attend the RWA meeting, but no vote was taken.

It was moved by Director Harris and seconded by Director Blanchard that the Board Members in question who received compensation pay back to the District or put this item on hold until the General Manager has more time to put these puzzle pieces together. The motion failed by a vote of 2 to 3 with Directors Harris and Blanchard voting aye and Directors Cater, Griffin and Wickham voting no.

Public Member, Belinda Paine stated that while she was on the Board, there was a policy passed to not allow two Board Members to attend the same meeting and Director Wickham had led the movement. She then added that it is rate-payers money and that if it was coming out of their own pockets, the Board wouldn't be doing it. She asked the Board why they didn't want to look at the issue.

Public Member, Doug Nelson stated that the Board was not going by the law and if the Grand Jury wants to see documents, he had more. He added that President Cater needed to stand behind Director Harris, because the Board wants to raise his rates. He then added that he didn't believe it was right that the Board President and Director Wickham were not supporting Director Harris. He then added that they were able to "fill the house" to get it straighten out. Public Member, Belinda Paine then added that the Board was a watch dog for the community. She recommended that the Board look at the issue and not necessarily the person bringing it to the Board. Public Member Jay O'Brien provided the Board with documents for 2002 where there were a total of 12 meetings,

not 7 as reported by Director Harris, that two Board Members were paid. He added that there was good reason to have two Board Members present and it was consistent with Board policy. Public Member, Faye Wilder asked if the Board had voted on it.

Director Cater stated that he didn't want to waste the time reviewing it and that is was the consensus of the Board to send two members. Public Member Belinda Paine stated that the Board had a policy against that unless there was a vote, because it was abused. Director Harris questioned why a report was not made by the alternate. Director Harris asked Legal Counsel whether Roberts' rules of order mean anything in reference to the Board having two representatives at a meeting. Legal Counsel, Stacey Sheston stated that Roberts' rules of order is not binding to the District. Director Harris asked Ms. Sheston who to go to. Ms. Sheston stated that it is a Board decision. Director Blanchard suggested that Directors be able to address anything controversial and given the time to do so. He also stated that he didn't want to see the General Manager invest a lot of his time when there are other bigger issues needing to be taken care of. Director Wickham stated that he stood by his vote. Director Griffin stated that if a Director has an issue for the Board, they needed to supply documents to all Board Members and not just make statements. Director Harris stated that she had supplied documents at the last Board meeting which Director Griffin promptly handed to Public Member Jay O'Brien. She added that she didn't understand the statement that she was on a witch hunt. Director Harris stated that 275 meetings is an awful lot of money and she wanted to see the minutes on those.

MANAGER/BOARD/COMMITTEE ACTIVITIES

General Manager's Report

Mr. Andres reported that the District received a thank you letter from the Rio Linda Union School District for the donation of the inserter.

He also shared with the Board a newsletter received on the Elkhorn widening project.

Regional Water Authority, Sacramento Groundwater Authority and other Board and Committee Meeting Reports

Mr. Andres provided the minutes and agenda for the SGA meeting. Director Blanchard reported on the SGA meeting of August 14th. He added that Vanessa Nishikawa did a presentation on the Data Management Phase II Project which was completed. Director Blanchard stated that information was offered on the Perchlorate Conference at the meeting.

Director Harris reported she attended the July 31st meeting of the Region 2 CSDA. She stated that she had spoken with a Bill Shelton who has served on four reclamation Boards and he reported on the Freeport Sewer Repair in Clarksburg. She stated that he had a lot of concerns about sewage contamination.

PUBLIC COMMENT

Public Member Doug Nelson requested the Board provide to the public the information on the District providing retirees health insurance. He further stated that some of the Board Members claim they didn't know that health insurance was being provided to retirees and their spouses. He added that it was a costly major expense and then the Board is talking about raising his water rates. He questioned why after five years from retirement this benefit was then provided. He added that it is costing the District thousands of dollars every month. Public Member Erwin Hayer and Public Member Belinda Paine also requested the same information. Ms. Paine further requested it be an agenda item at the next meeting. Public Member Faye Wilder stated that the votes are always 3 to 2 against Director Harris and she was tired of it. She added that the Board

refuses to send Director Harris for training. She further added that she wanted to know all the historical votes and she would walk the District informing the public.

DIRECTORS' COMMENT

President Cater stated that Director Harris was just approved for additional training and the Director Harris was offered some training and refused to go. He concurred with the public on researching the information on retirees receiving health benefits and requested that it be brought back. He further stated that the Board needs to know how it was done and whether anything can be done now. Staff was then given direction. President Cater stated that the policy has been changed subsequently to pay a portion based on the number of years worked at the District.

Director Harris stated that some of the public requested verification that certain employees had received substantial pay increases and benefit increases when President Cater reported differently. She added that one employee was given a \$10,000 pay raise and the following year it would be another \$10,000 with cost of living. She further added that these increases had taken place in the last six years and wanted President Cater to respond, because he reported differently. She also questioned why it hadn't been placed on the agenda for discussion.

Director Griffin reported that the new replica of the train station was going to be starting very soon and the ground breaking will be most likely in the next 3 weeks.

Director Blanchard stated that he had voted against the pay increases. He also added that he had received a letter from the County that stated that he had been discharging his grey water. The next offense would cost \$500.

Director Wickham stated that the employees need more money and that that was the reason the District lost Bob Ames. He added that the District is going to continue to lose employees because the Board doesn't want to pay them.

Director Harris stated that she wanted Director Wickham to present a report on the RWA meeting.

Director Griffin stated that costs have gone up. He added that the price of Levis have increased. He further added that costs have gone up at the District too. There have been cost increases to produce the water and deliver the water.

CLOSED SESSION – Conference with Legal Counsel-Anticipated Litigation-Section 54956.9

The Board went into closed session at 9:00pm.

ANNOUNCEMENTS FROM CLOSED SESSION

The Board came out of closed session at 9:32pm with no reportable action.

ADJOURNMENT

It was moved by Director Griffin seconded by Director Blanchard and carried by a vote of 5-0 to adjourn the meeting at 9:34pm.

Respectfully Submitted,

David J. Andres/Secretary

Robert Blanchard

Douglas Cater

Melvin Griffin

Mary Harris

Gerald Wickham

Articles

Board Meeting Minutes -- Best Not To Get Too Wordy!

Date: May 30, 2012

Many association executives have asked questions about the proper scope and content of board meetings. It's important to keep minutes in accordance with legal and organizational governance best practices. Here are some thoughts about keeping board meeting minutes.

As an initial matter, under state corporate law, directors have fiduciary duties to manage the corporation's activities. Directors exercise these duties by keeping informed, acting in good faith, and deliberating at meetings as to the proper course of action for the associations. When the board makes decisions, a record of those actions is important for keeping track of policy determinations and memorializing the actions for future reference. While minutes of meetings are often not specifically legally mandated under state corporate laws, it's advisable to maintain records of meetings and it certainly constitutes a best practice. In addition, state corporate laws generally provide that members are entitled to obtain certain corporate records, including financial reports and minutes of board meetings. The minutes also will provide a record of the board's exercise of its fiduciary duties and serve as guidance for operations.

Although there are no formal legal requirements with respect to what must be included in meeting minutes, we can look to parliamentary procedure for guidance. *Robert's Rules of Order* (11th Ed. 2011), §48, says that meeting minutes "should contain mainly a record of what was done at the meeting, not what was said by the members." Thus, minutes should record the actions taken, and not be a verbatim transcript or summary of what was said. *Robert's* lists the following key elements of meeting minutes:

1. The date, time, and place of the meeting
2. The kind of meeting (i.e. regular or special)
3. A list of the presiding officer, directors, staff, and other attendees
4. The presence of a quorum
5. Other information to demonstrate that the meeting was called in compliance with the Bylaws
6. Whether the minutes of the previous meeting were read and approved
7. Exact statement of actions taken at the meeting

Ray Keesey's book, *Modern Parliamentary Procedure* (1994) elaborates on this at page 84.^{Item 4.4}

Some organizations go to the extreme of recording the name of each member who presents a motion, major ideas presented in the discussion, and the numerical count on all votes. Such details are rarely needed and only make the job of the secretary difficult. ... It is desirable to include in the minutes the major arguments for and against a motion, but these should not be identified with speakers proposing them since the privilege of discussing freely is jeopardized when what is said becomes a part of public record.

So, in the main body of meeting minutes, it's recommended that the minutes include a short statement of each action taken by the board with a brief explanation of the rationale for the decision. If the board members engage in extensive deliberation before passing a motion, it is also recommended that the major arguments be summarized in the minutes. This will provide evidence that the board exercised its fiduciary duties.

Although the action taken by the board should be recorded in the minutes, the minutes should definitely not read like a transcript of the meeting. As such, the names of participants in the deliberation do not need to be recorded. One of the reasons is to encourage board members to freely deliberate without being concerned of potential legal liability arising out of statements made during the meeting. Note that the new D.C. nonprofit law says that it will be presumed all board members consent to actions taken, so if some directors are in disagreement it's reasonable to note their objections. D.C. Code §29-406.24.

In addition, statements about conversations reviewed years later in the context of litigation can be misinterpreted. Minutes of an organization's meetings are one of the types of documents that lawyers will look for in litigation to determine potential weaknesses in the case. In lengthy minutes, what is not said or considered also can come back to affect the organization's position. There is no good reason to include all of the discussion, and potentially only harm and legal liability will arise from misconstrued comments in extensive minutes.

In conclusion, the best practice of keeping meeting minutes is to include the list of standard items referenced above, the actions taken by the board, and a brief summary of reasons supporting such actions.

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**MINUTES OF THE MARCH 27, 2023
BOARD OF DIRECTORS REGULAR MEETING
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

1. CALL TO ORDER, ROLL CALL

The March 27, 2023 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.

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

2. PUBLIC COMMENT_– Public member spoke about the District Waterways Newsletter that used to be provided in the bi-monthly billing. President Harris asked if the newsletter could be brought back to a future meeting to be included in the billing again. GM Shaw responded that it is provided on the District’s website and the District’s Facebook page.

3. CONSENT CALENDAR

3.1. Minutes February 27, 2023

3.2 January Expenditures

3.3 January Financials

Comments/Questions – GM Shaw stated an additional document was added to the financials per request of Director Cline.

Public member had a question on the expenditure report. GM Shaw provided clarification on the expenses.

Director Cline questioned the pump maintenance expenditure. GM Shaw provided clarification. President Harris requested more details of the expenditures on the reports. Director Cline stated there may be limitations in the software.

It was moved by Director Gifford and seconded by Director Green to approve the consent calendar. Directors Green, Harris, Gifford, and Cline voted yes. Director Young was absent. The motion carried with a roll call vote of 4-0-0.

**4. REGULAR CALENDAR
ITEMS FOR DISCUSSION AND ACTION**

4.1 GM Report.

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

Comments/Questions- Director asked if SGA was building a well out in our agency. GM Shaw clarified that SGA is now involved when private entities request to drill a well.

No public comment.

The Board took no action on this item.

4.2 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 – Public member inquired about the DWR Grant.

The Board took no action on this item.

4.3 Consider Adopting Resolution 2023-05, Clarifying the Administrative Component in the District's Water Capacity Fee Program

The District adopted Ordinance 2016-01 with the associated capacity fee study from Bartle Wells in September 2016. The Bartle Wells capacity fee study and the capacity fee amount both include an administrative component to cover the cost of administering the capacity fee program. Unfortunately, the administrative component is comingled with the cost for two other components, Engineering and Construction Management. The Purpose of Resolution 2023-05 is to clarify the administrative component and to segregate the administrative component from the engineering and construction management components. In staff's considerable experience with capacity fee programs, it is quite customary and justified to establish an administrative component at 3% of the total fee.

Capacity fee programs require administration. The annual adjustment for inflation is a primary example of an administrative expense. Other recurring tasks examples include banking transactions and compliance reporting. More long-term administration expenses include the statutory requirements to update the capacity fees. If the administrative component is not used to fund the costs, then the costs are a burden to the operating account funded by rate payers, which is inappropriate.

Adoption of Resolution 2023-05 will NOT change the total amount of the capacity fee. Resolution 2023-05 only clarifies the existence of the administrative component so that administrative expenses can be paid from the administrative component.

Government Code 66000 et seq. provides comprehensive requirements for a capacity fee program and stipulates that capacity fees cannot be comingled with other assets and cannot be expended for any purpose other than the stated purpose. As such, staff has consulted with Legal Counsel to enable his contributions and expertise.

Comments/Questions –Public member questioned if the Admin changes of the Resolution would effect to the ratepayers.
GM

It was moved by Director Harris and seconded by Director Gifford to Adopt Resolution No. 2023-05, Clarifying the Administrative Component already included in Ordinance 2016-01. Directors Green, Gifford, Cline and Harris voted yes. Director Young was absent. The motion carried with a roll call vote of 4-0-0.

4.4 Consider Authorizing Execution of the Settlement Agreement with Teamster Local 150 for the 2022 Cost of Living Adjustment (COLA).

The Board discussed the settlement agreement in closed session at the February 21st meeting. However, the settlement agreement was not yet signed by Teamster Local 150 at the time of the February 21st meeting. As such, it was not appropriate to "report out" after closed session.

Now that the agreement is signed by Teamster Local 150, it is necessary and appropriate to seek authorization for execution by the District.

Comments/Questions –Director Cline asked about the 3% cost of living adjustment. GM Shaw responded the COLA adjustment could be from 0% - 3%. President Harris questioned if the labor attorney reviewed this settlement agreement. GM Shaw responded that the Board did not contract with the labor attorney for this negotiation agreement. President Harris asked that number 4 of this agreement be revised.

It was moved by Director Harris to revise line item number 4 of the agreement. No further movement happened on this motion.

Legal Counsel stated if any changes were to be made to the current agreement that would have to be brought back to a future meeting and presented to the Teamsters Local 150. GM Shaw stated that the Teamsters had already signed the agreement and the Teamsters were informed the Board had no further changes to the agreement.

Director Young just arrived at the meeting. Director Young inquired with GM Shaw if there would be a fiscal impact if this agreement is approved. GM Shaw answered that any time additional money is spent would have an impact, however this was factored into the District's expenses.

Comments/Questions –Public member just questioned why the labor attorney wasn't used for this agreement.

It was moved by Director Cline and seconded by Director Gifford authorized execution of the Settlement Agreement with Teamster Local 150 for the 2022 Cost of Living Adjustment (COLA). Directors Green, Gifford, Cline voted yes. Director Harris voted no. Director Young abstained. The motion carried with a roll call vote of 3-1-1.

4.5 Consider Retroactive Authorization for Board Member Compensation Associated with March 14th Meeting with Congressman Ami Bera.

Congressman Ami Bera's staff reached out to RLECWD via email on March 6th. The outreach was to schedule a meeting with Congressman Bera because Rio Linda is now part of the district he represents. The requested meeting date was March 14th.

The short notice precluded requesting Board approval for the meeting prior to the meeting. Therefore, due to the potential benefits of meeting with Ami Bera, staff reached out to the RLECWD Board Chair to seek her participation and she committed to attending.

The Chair has requested compensation for the meeting with Congressman Bera. The District's compensation policy addresses retroactive authorization where there is insufficient time to hold a Board meeting in advance of the event.

Comments/Questions – No public comment.

It was moved by Director Cline and seconded by Director Gifford approved retroactive authorization for Board Member compensation associated with the March 14th meeting with Congressman Ami Bera. Directors Green, Gifford, Cline and Young voted yes. Director Harris abstained. The motion carried with a roll call vote of 4-0-1.

4.6 Review the Impacts and District's Responses to Hexavalent Chromium Maximum Contaminant Level (MCL) Adoptions.

The objective of discussing this item at the February 6th Committee meeting was to bring new Board Member (and new Executive Committee member) Anthony Cline up to speed on Hexavalent Chromium MCL matters. As evidenced by the recurring questions from the public at Board meetings as well as Board Member questions premised on inferences that some prior Board actions can be rescinded, (e.g. Surcharge #2), it behoove the District to review the Board actions and milestones associated and attributable to the Hexavalent Chromium MCL.

The following chronological list summarizes the Board actions and milestones to date:

NOTE: There were four different General Managers at the District from June 2016 to December 2017.

- 2014 – The state adopted the 10-ppb Hexavalent Chromium MCL and established a two-year compliance period.
- 2016 The District adopted a rate increase with Surcharge #2 designated to partially fund the capital improvements for Hexavalent Chromium mitigation. The assumption in the 2016 rate study was that RLECWD was a "Disadvantaged Community". As such grants and/or low-interest loans would be readily available to help fund Hexavalent Chromium mitigation. The assumptions were wrong, so Surcharge #2 is the only funding for capital improvements to mitigate Hexavalent Chromium. Additionally, Surcharge # 2 was exclusively for capital improvements. **There was no funding for recurring operating costs associated with Hexavalent Chromium mitigation, e.g., increased labor costs and consumable materials costs.**
- June 2017, the District awarded a construction contract following a competitive bid process for constructing well head treatment for hexavalent chromium.
- August 2017, a California court ruled that the state adoption of the 10-ppb Hexavalent Chromium MCL did NOT include a sufficient economic feasibility analysis. The state responded it would re-perform the economic feasibility analysis and re-establish the MCL.
- December 2017 to January 2018, efforts to modify the awarded construction contract for well head treatment reached an insurmountable obstacle and the contract was terminated.
- January 2018, the RLECWD Board ordered the General manager to secure a loan to fund Hexavalent Chromium mitigation projects.
- February 2018, the District engaged Fieldman Rolapp Municipal Finance to assist in procuring funding for Hexavalent Chromium mitigation. The February 28, 2018 Board meeting adopted and authorized all municipal financing documents and designated the source of debt service to be Surcharge #2. The \$3.87 million loan obligates the District to use Surcharge #2 to make loan payments until April 2033.
- May 2018, the State publishes that re-adoption of the Hexavalent Chromium MCL is their #1 priority.
- Fall 2018 to spring 2019, the District executes all necessary documents to use municipal loan proceeds to fund Well #16 Ground Water Pumping Station, which comes online in June 2021.

- April 2019, the Board approves a Request for Proposals for a rate study consultant. A primary reason for the rate study is to bridge the gap in funding for recurring operational costs associated with Hexavalent Chromium treatment.
- June 2019, the rate study consultant request feedback from the board on the timing for funding of water treatment operator certifications. The Board's response was funding for increased labor cost is needed in 2022. Accordingly, the 5-year rate restructuring is designed to provide funding for Hexavalent Chromium Treatment in 2022.
- February 2021, the District completes negotiations with the Union for a MOU renewal. The new MOU obligates the District to open the new water system operator positions for filling internally within 6-months of the state publishing the Notice of Proposed Rulemaking for the Hexavalent Chromium MCL.
- December 2022, the state publishes the Standardized Regulatory Impact Analysis for the Hexavalent Chromium MCL, which forecast publishing the Notice of Proposed Rulemaking in February/March 2023.

Comments/Questions – Director Harris referred to a discussion and information she received from Melissa Hall, State Water Resources Control Board, that based on the process of the proposed Hexavalent Chromium MCL could be as far out as November 2024. The MOU referring to the treatment operators 6 months after proposal of Hexavalent Chromium MCL is not for some time.

Director Cline inquired on the timeline of when the District will start treatment for Hexavalent Chromium.

GM Shaw stated that the District is looking at using Well 15 for treatment since it has the most production and space at the well site. He further stated that during the building of a treatment plant it is good to have the staff certified that will be working with the treatment plant. Within 6 months after the State publishes the MCL, which is supposed to March 2023 according to the Executive Director of State Water Resources Control Board, the District must open up the treatment positions as per the MOU.

Director Young expressed that she felt dupped for having to promote the current operators to treatment operators when the District isn't required to have treatment until 2027.

Public member inquired why the Consumer Confidence Report (CCR) indicates that Well 15 shows since installed in 2012 the MCL is 8.36 and now is 12. something.

The Board took no action on this item.

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

The Board took no action on this item.

5. INFORMATION ITEMS

5.1 District Activities Reports

- 5.1.1 Water Operations Report – Written report provided.
- 5.1.2 Completed and Pending Items Report – Written report provided.
- 5.1.3 Leak Repair Report – Report provided.
- 5.1.4 GM Minor Budget Revision #2
- 5.1.5 State Water Resources Control Board 2023 Priorities.
- 5.1.6 Letter to Division of Drinking Water on New, Redundant, Overreaching Conservation Reporting Requirements.
- 5.1.7 ACWA E-News Article on Rescinding Drought Emergency Rates.
- 5.1.8 SWRCB Staff Report on Making Conservation a CA Way of Life

Comments/Questions – Director Cline asked GM Shaw for additional information from some of the reports provided. Public member inquired on the water operations report, if the numbers include District leaks.

5.2 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) – Not meeting.
- 5.2.3 Executive Committee – Gifford, Cline – Minutes provided.
- 5.2.4 ACWA/JPIA – Cline – Nothing to report, no meeting.

5.2.5. Meeting with Congressman Ami Bera on March 14th – Harris gave a verbal report.

5.2.6 Pressing Matters Advisory Ad Hoc- Harris, Young – Several meetings, one with the Accounting Specialist. Learned a lot, but they still have more to learn. The agency is being managed well.

6. **DIRECTORS' AND GENERAL MANAGER COMMENTS** –Director Young apologize for being late to the meeting.

7. **ADJOURNMENT** - The meeting was adjourned at 8:31pm.

Respectfully submitted,

Timothy R. Shaw, Secretary

Mary Harris, President of the Board

DRAFT



**Items for Discussion and Action
Agenda Item: 4.5**

Date: May 22, 2023

Subject: Claim for Damages From Property Owner

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

This item was discussed at the May 10th Executive Committee meeting. The Executive Committee recommends the Board direct staff to explore negotiations for a settlement contingent upon the claimant providing proof of payment.

Current Background and Justification:

Staff received outreach from a property owner who feels staff inappropriately responded to his report of a leak, which was first reported in April. The property owner claims, based on the recommendation from staff, that he engaged a plumber to locate a leak, which staff concluded was on the customer side of the service valve, i.e., customer’s responsibility. The property owner further alleges that the plumber determined the leak to be on the District’s side of the service valve. The property owner feels the District should pay the \$1,400 invoice from the plumber.

To the extent it is relevant, the plumber’s invoice appears to be an estimate and not a statement of actual charges.

It is a matter of consistent practice by field and office staff to inform customers who report apparent leaks that leaks on the District’s side of the service valve do NOT result in excess water usage because the water is not going through the water meter.

Conclusion:

Sample Motion : Move to direct staff to explore negotiations for settlement subject to the property owner establishing proof of payment.

Alternative Motion: Move to deny claim.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

TO: Mr. Tim Shaw
Rio Linda Elverta Community Water District
730 L Street, Rio Linda, Ca. 95673
GM@RLECWD.com

FROM: Truman Rishard
9520 Crystal Bay Lane
Elk Grove, Ca 95758
Truman_Rishard@yahoo.com

DATE: 19 April 2023

SUBJECT: 6109 Dry Creek Road, Rio Linda, Ca. 95673
Claim for Refund of Cost Incurred of \$1400.00

Mr. Shaw, thank you for the telephone conversation on 19 April 2023.

I would like to convey the information we talked about on the telephone as follows:

At the beginning of March 2023, I telephoned the RLECWD and spoke with Renata to report a problem at the water meter box at the above identified address on Dry Creek Road. She indicated that the problem would be reported and someone would go out and take a look at the situation. I waited several weeks for a response and assumed that because of the rain there was a delay in making necessary repairs. Finally, on Friday 31 March 2023 I called the RLECWD to get an updated status of the repairs. I was told a Work Order had been generated, but it did not indicate what exactly was done. The lady that answered the phone said she would follow up and call me back that day (Friday) or the following Monday, at the latest. I received no call back. On Friday 7 April 2023 I called to get another update. I was informed that someone had looked at the area in question and that the leak was on "my side" and therefore, my responsibility. I contacted a plumber who went out on 18 April 2023 to investigate and repair the leak. While the plumber was there, he called to inform me of the work and that the leak was on the "district's side" and not my side. I immediately called the RLECWD to inform your office of the situation and asked that someone be sent out as soon as possible to make the necessary repairs. About 30 minutes later I received a text from the plumber informing me that six men in three trucks from the district arrived to begin the work. Later I received an invoice for \$1400.00 from the plumber. I believe that if the district had properly followed up and repaired the leak in early March when it was first reported, then all of these phone calls and the cost of a plumber would not have been necessary. I am therefore requesting the cost of the plumber incurred by me in the amount of \$1400.00 be reimbursed by district. A copy of the plumber's invoice is attached.

Please confirm receipt of this letter. Thank you.



Items for Discussion and Action Agenda Item: 4.6

Date: May 22, 2023

Subject: Annual Declaration of Doubtful Recovery Debt

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

This item was discussed at the May 10th Executive Committee meeting. The Executive Committee forwarded this item onto the May 22nd Board agenda with the Committee's recommendation for Board approval.

Current Background and Justification:

The District is a tax-exempt, non-profit government agency owned by the Rio Linda/Elverta community. When customers do not pay for the water services provided, and for which the District has incurred costs (payroll, energy, materials, etc.), the District has a responsibility to recover the costs via all reasonable methods. Failure to collect the cost of providing service results in transferring the cost burden from the non-paying customers to the paying customers. Pursuant to statutory requirements and District policy, the District must make all reasonable efforts to recover the cost of providing service. The various means to compel payment include:

1. Discontinuation of service until the unpaid balance is addressed. (statistically the most effective, but now more complex with the implementation of SB 998.
2. Recording a lien against the property (effectiveness limited by property sale, many customers ignore the lien if sale of the property is not anticipated)
3. Direct Levy places a charge directly on the property owner's tax bill. If the charge remains unpaid for several years, the County has the authority to auction off the property for at least the amount of unpaid taxes. (effective but limited to once per calendar year.).

The District regularly performs methods 1 and 2. The District, performed method 3 for the first time last year.

Sometimes, despite all reasonable efforts, the District cannot recover the cost of providing service within the time constraints and property ownership limitations. Circumstances leading to non-recovery of costs include; bankruptcy declarations, short sells and other means of transferring property ownership faster than the District can record liens and/or failure by the District to exercise all reasonable efforts within the statutory time limits and/or pursuant to statutory requirements.

In the circumstances where the district cannot recover the cost of providing service, the District is compelled to declare the debt as “doubtful recovery” AKA write off (although the term write off is prone to connote the private sector accounting principle of writing off the loss as a tax deduction. The District, a tax-exempt entity, has no such benefit. Failure to declare doubtful recovery debt has the potential to lead to findings in our annual, independent audit because the District’s financial records could fail to reflect the District’s financial position fairly and accurately.

Conclusion:

Sample Motion: Move to accept the list of doubtful recovery debt.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

Item 4.6

Location No.	Account No	Customer Name	Status	Current	1-30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	>120 Days	Balance
573102ND0ST	6130100	BRIAN CAMPBELL	Final	\$0.00	\$0.00	\$0.00	\$60.65	\$0.00	\$0.00	\$60.65
1120RINETTIOWAY	1140203	**NEW OWNER	Final	\$0.00	\$0.00	\$48.19	\$0.00	\$25.00	\$0.00	\$73.19
63410ELKHORNOMA	2103001	HAZEL YAMAUCHI	Final	\$0.00	\$12.93	\$0.00	\$0.00	\$82.77	\$0.00	\$95.70
77060MILLDALE	20070001	CONNECTED HOME BUYERS LLC	Final	\$0.00	\$0.00	\$107.87	\$0.00	\$25.93	\$0.00	\$133.80
84450MIGUEL	13123007	NATHANIEL TRACY	Final	\$0.00	\$65.51	\$75.77	\$0.00	\$0.00	\$0.00	\$141.28
18640I0ST	25073001	JUANA BURTON	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27.32	\$27.32
805000STREET	17134000	VICKIE McCARTNEY	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36.22	\$36.22
65200BEAMEROWAY	4446104	IGNACIO CASTRO	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38.05	\$38.05
683507TH0AVE	11165100	***ELEDINA HERNANDEZ	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.02	\$50.02
11130U0STREET	20024301	ROBERT RITTER	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$59.21	\$59.21
1036000ST	18118105	NATALIE VANG	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$93.24	\$93.24
7400Q0STREET	15031004	RYAN ROBERTSON	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
61350RIOOLINDA	2049001	DONNA JONES	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102.14	\$102.14
6135-B0RIOOLIND	2049501	DONNA JONES	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.22	\$105.22
16460C0STREET	24310200	MORENE RHINEHART	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$114.74	\$114.74
73120LITTLE0ACO	15405004	NICOLE LAFRANCE	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$133.85	\$133.85
3280WITHINGTON	16129002	ELIZABETH DOUGLAS	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$147.32	\$147.32
4200PENNOCENTRA	16007002	RON ELLIS	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$177.72	\$177.72
71480RIOOLINDA	15000000	CLORENE JONES	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$208.02	\$208.02
9500G0STREET	23062000	SANDRA HAYER	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$281.58	\$281.58
		FIBERCO, INC							\$756.66	\$756.66
		PACIFIC UTILITY CONSTRUCTION							\$39.40	\$39.40
										\$2,935.93

42



**Items for Discussion and Action
Agenda Item: 4.7**

Date: May 22, 2023

Subject: Late Request for Board Member Compensation

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

This item was NOT discussed at the Executive Committee.

Current Background and Justification:

This item was initiated from discussion with Director Young during her recent visit to the office.

District policy 2.20.140 revision was adopted by the Board in July 2022. The policy stipulates a 30-day time limit for Board Members’ requests for compensation. Requests for compensation submitted more than 30-days after the meeting date for which compensation is requested must be approved by the Board.

The policy further stipulates the requesting Board Member is to provide written justification for their late compensation request.

Conclusion:

Sample Motion: Move to authorize the late compensation requested by Director Young for Advisory Ad Hoc Committee meetings she attended on March 9th and March 17th 2023.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent

2.20.140 Pre-Approved Compensation for Assigned District Representatives.

(amended by minute order July 18, 2022 Reference California AB 1234 Local Agencies Compensation and Ethics)

The Board President may appoint by conformation of a majority of the Board members one Director to be the primary representative and one Director as the alternate to the following organizations: Sacramento Groundwater Authority (SGA), California Special Districts Association (CSDA), Association of California Water Agencies (ACWA) and/or ACWA/Joint Powers Insurance Authority (ACWA/JPIA). The Board may nominate a representative to Sacramento County LAFCo. This policy authorizes the primary representative or the alternate when the primary representative is not able to be present and requests that the alternate attend, may attend and be compensated for the following meetings:

- • SGA- Regular and Special meetings held in compliance with the Ralph M. Brown Act.
- • ACWA / ACWA JPIA – Meetings held in the Sacramento area (within a 30-mile radius of the RLECWD office).
- • Sacramento County LAFCo – Regular and Special meetings held in compliance with the Ralph M. Brown Act.

All other meetings, conferences and seminars shall require prior Board approval if the Director wishes to be compensated for attendance and/or receive travel reimbursement. The following are also stipulations for Board Members receiving meeting attendance compensation:

- • Board Members must submit a compensation request form within 30-days after the meeting for which they are requesting compensation. Extensions for of this time limit may be granted by the Board of Directors based on the written justification provided by the requesting Board Member.
- • Board Members attending meetings other than RLECWD meetings and requesting compensation are required to present a brief summary of the meeting details. Such presentation is to be provided at the RLECWD regular Board meeting immediately following the meeting for which compensation is or will be requested.



**Items for Discussion and Action
Agenda Item: 4.8**

Date: May 22, 2023

Subject: Authorize any new Board Member Assignments (committees and other) announced by the Chair pursuant to District Policy 2.01.065

Staff Contact: Timothy R. Shaw

Recommended Committee Action:

N/A, this is a standing item on all regular meeting agendas.

Current Background and Justification:

District policy and various statutes stipulate Board approval of any Board Member assignments.

This is a standing item, which occurs on every regular meeting agenda.

Conclusion:

I recommend the Board consider approving any specific nominations and assignments as may be deemed necessary and appropriate.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____
(A) Yea (N) Nay (Ab) Abstain (Abs) Absent



**Items for Discussion and Action
Agenda Item: 4.9**

Date: May 22, 2023

Subject: Consider Authorizing Expenditures for Legal Counsel to Meet with the Pressing Matters Advisory Ad Hoc Committee (Item requested by Director Harris)

Staff Contact: Timothy R. Shaw

Recommended Committee Action:

This item was not discussed at Executive Committee

Current Background and Justification:

This item was directed to be placed on the agenda by Director Harris.

Pursuant to District Policy, each Director has the authority to timely request an agenda item. However, authoring funding for an expenditure is a board decision and not just a single Board Member.

Conclusion:

I recommend the Board engage in discussion on the necessity and appropriateness of this request. I further recommend the Board request an estimate of charges from Legal Counsel. Accordingly, it would be appropriate to provide Board expectations for a meeting between Legal Counsel and the Pressing Matters Advisory Ad Hoc Committee if authorized by the Board. Authority to meet with this committee does not translate into authorization to generate charges for whatever the committee may request of Legal Counsel.

Board Action / Motion

Motioned by: Director _____ Seconded by Director _____

Cline _____ Gifford _____ Green _____ Harris _____ Young _____

(A) Yea (N) Nay (Ab) Abstain (Abs) Absent



Information Items Agenda Item: 5.1

Date: May 22, 2023

Subject: District Reports

Staff Contact: Timothy R. Shaw, General Manager

DISTRICT ACTIVITY REPORTS

1. Operations Report
2. Completed and Pending Items Report
3. Conservation Report
4. Leak Repair Report
5. Example RLECWD Zoom Meeting with Document in Screen Share

RIO LINDA/ELVERTA C.W.D. 2023

REPORT OF DISTRICT OPERATIONS

49

SOURCE WATER DATA

Water Production (Million Gallons)

January	February	March	April	May	June	Year To Date
42	36.1	39.6	47.3			
42,034,558	36,097,520	39,545,256	47,285,568			
July	August	Sept.	Oct.	Nov.	Dec.	
						165.00

	Monthly Total			
Gallons = Multiply M.G. by: 1,000,000	47,285,568	Gallons	164,982,902	
Cubic Feet = Divide gallons by: 7.48	6,321,600	Cubic Feet	22,053,864	
Hundred Cu Ft. = Divide cu. ft. by: 100	63,216	Hundred Cubic Feet	220,539	
Acre Ft. = Divide gallons by: 325,829	145.12	Acre Ft.	506	

DISTRIBUTION SYSTEM DATA

Water Quality Complaints

Complaints Total (Low Psi Complaints)

January	February	March	April	May	June	Year To Date
0	2 (2)	0	0			
July	August	Sept.	Oct.	Nov.	Dec.	
						2

New Services

New Construction	0		0
Existing Homes	0		2
Paid prior to increase. (2 not installed)	0		0
Total of Service Connections to Date ----->			4670

Distribution System Failures/Repairs

Deterioration April 1 thru 30	10		18
Damaged April 1 thru 30	0		0

Bacteriological Sampling

Routine Bacteriological Samples (Distribution System)	16		68
Raw Water Bacteriological Samples (at Wells)	0		11

April 1, 2023 - April 30, 2023

9 - Distribution leaks repaired by District staff, 1 - by Contractor or with Contractor assistance.

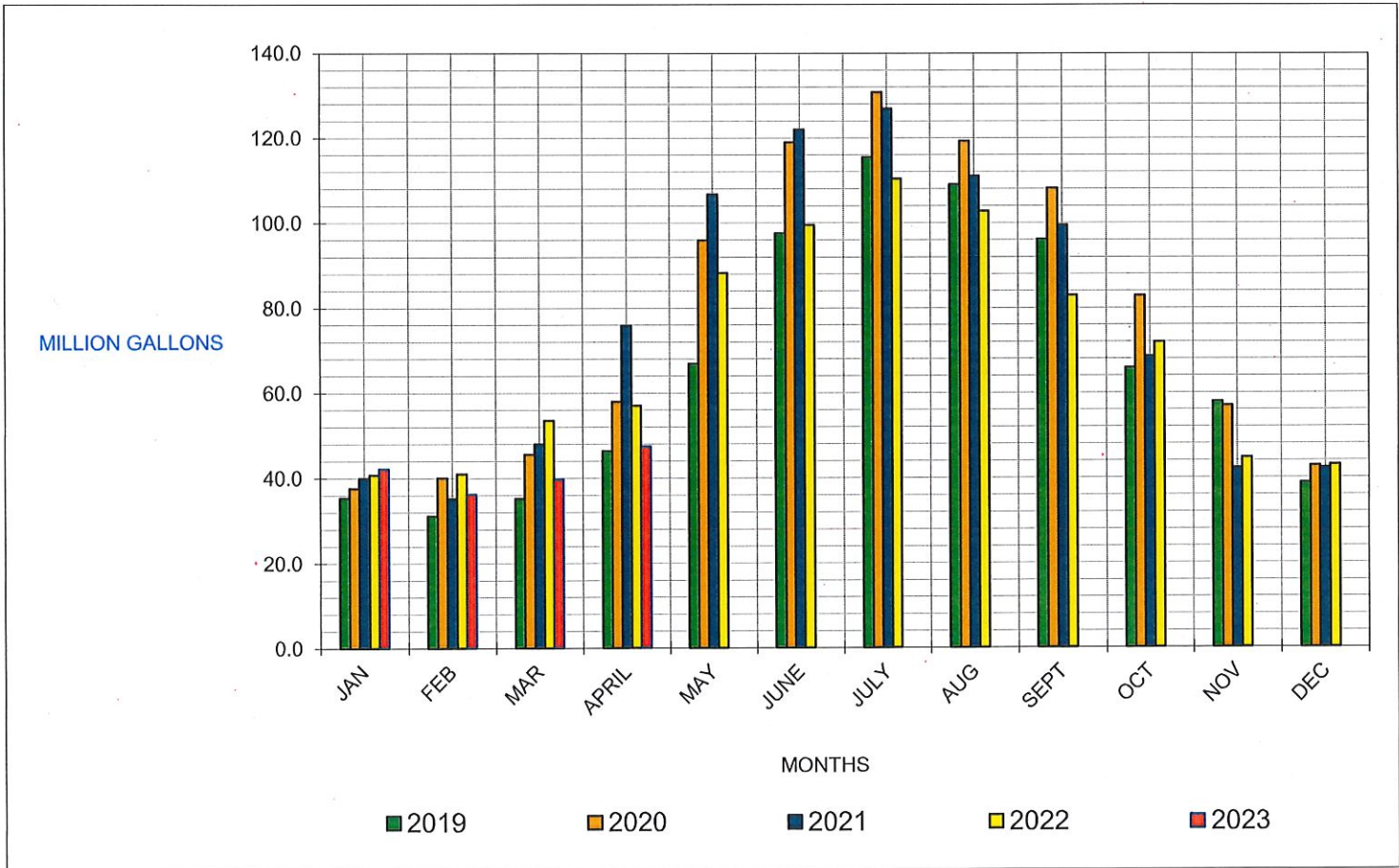
Work Orders Issued - 33	Work Orders Completed - 50	USA's Issued - 93
Repair or Replace Box - 1	Change Out Meter - 18	
Change Out Meter - 1	Disconnect Service - 4	
Disconnect Service - 4	Flow Test - 3	
Flow Test - 3	Get Current Read - 1	
Get Current Read - 1	Line Leak - 3	
Line Leak - 2	Other Work - 3	
Other Work - 3	Possible Leak - 10	
Possible Leak - 9	Repair - 1	
Repair - 1	New Service Quote - 1	
New Service Quote - 1	Tag Property - 2	
Tag Property - 2	Turn Off Service - 2	
Turn Off Service - 2	Turn On Service - 1	
Turn On Service - 2	Unlock Meter Service - 1	
Unlock Meter Service - 1		

RIO LINDA/ELVERTA C.W.D.

WATER PRODUCTION

2019 \ 2023

Month	Water Production in Million Gallons					Avg.	SSWD Water Purchases				
	2019	2020	2021	2022	2023		2019	2020	2021	2022	2023
JAN	35.3	37.6	39.9	40.7	42.0	39.1	0.0	0.0	0.0	0.0	0.0
FEB	31.1	40.0	35.2	40.9	36.1	36.7	0.0	0.0	0.0	0.0	0.0
MAR	35.1	45.5	47.9	53.5	39.6	44.3	0.0	0.0	0.0	0.0	0.0
APRIL	46.3	57.9	75.8	57.0	47.3	56.9	0.0	0.0	0.0	0.0	0.0
MAY	66.8	95.9	106.6	88.2		89.4	0.0	0.0	0.0	0.0	0.0
JUNE	97.5	118.9	121.9	99.4		109.4	0.0	0.0	0.0	0.0	0.0
JULY	115.4	130.7	126.8	110.3		120.8	0.0	0.0	0.0	0.0	0.0
AUG	108.9	119.2	110.9	102.7		110.4	0.0	0.0	0.0	0.0	0.0
SEPT	96.1	108.1	99.4	82.9		96.6	0.0	0.0	0.0	0.0	0.0
OCT	65.8	82.8	68.5	71.9		72.3	0.0	0.0	0.0	0.0	0.0
NOV	57.8	56.9	42.2	44.6		50.4	0.0	0.0	0.0	0.0	0.0
DEC	38.7	42.7	42.2	42.9		41.6	0.0	0.0	0.0	0.0	0.0
TOTAL	794.8	936.2	917.3	835.0	165.0	870.8	0.0	0.0	0.0	0.0	0.0

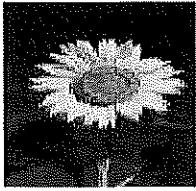




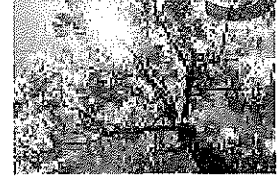
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**PENDING AND COMPLETED ITEMS
5-22-2023 BOARD OF DIRECTORS MEETING**

1. **Coordinating with cellular service lease rights holder to service the cathodic protection system on the elevated water storage tank.** – Minutes of Board meetings in April 2014 reflect the Board acted to sell the rights to collect rent from cell phone companies located on the water tower. The contract with Western Capital Partners was considered in closed session and current staff is experiencing a challenge in locating the agreement. Western Capital Partners is no longer in business. Staff is working with cell phone service providers to identify the successor to Western Capital Partners. **Pending**
2. **SB-606 and AB-1668 planning for compliance** –The state has established the outdoor water efficiency standard and has recently proposed even more restrictive standards. Multiple water agencies have sent letters to the state opposing the proposed new standard. The standard, and the corresponding submittal to the state on RLECWD plans for complying with the water efficiency standards may require consultant support due to the complexity and volatility of the new requirements.- **Pending**
3. **Hexavalent Chromium MCL economic feasibility** The State Water Resources Control Board submitted their Standardized Regulatory Impact Analysis (SRIA) on 12-13-2022. The Notice of Proposed Rulemaking is now overdue based on the State’s projection of publishing by April 2023. **Pending**
4. **District outreach to customers following implementation of a new rate structure focused on consumption in compliance with SB 606 / AB 1668 requirements** – The Customer Service / Conservation Coordinator continues to contact customers with leaks and high consumption. **Pending**
5. **Mandated Board Member Training** – Some RLECWD Board Members have not completed the mandatory training in ethics and harassment prevention. The online, free computer based training program regularly sends automated emails to Board Members to remind them of their overdue assignments. **Pending**
6. **Cost of Service Reductions to Mitigate Inflation** – Staff completed a transition to a new fuel cardlock service provider in response to the prior service provider initiating a new monthly membership fee. Staff continues to seek out inflation mitigation measures. **Pending**
7. **Adoption of Preliminary Budgets for Fiscal Year 2023/2024 and Scheduling of a Public Hearing in August to Consider the Final Budget** – Staff has been working on preparing the draft, preliminary budgets. The Executive Committee will discuss the preliminary budges in June and will forward onto the Board agenda in June. The June Board agenda will also include an item to schedule the public hearing - **Pending**



Conservation Report *April 2023*



Supplies (kits):	Shower heads(0) Kitchen Aerators(0) Bathroom Aerators(0) Shower Timer(10) Nozzle(0) Toilet Tabs(2) Moisture Meters(0) Water Bottles(0) Toilet Tummy(0) Retro-Fit Kits(0) Welcome Kits(0) Kids Kit(0)
Water Waste (calls, emails, letter, leaks detected, and fixed):	1 Water Waste Call(s) 218 contacts about possible leaks using the AMI system - 1 were called, 0 was mailed, 217 was emailed, 0 tag was hung 49 were confirmed resolved
Water Schedule:	given to customers with all violation letters and new applications
Surveys	0
Workshops, Webinar, Meetings:	
Fines:	None
Other Tasks:	<ul style="list-style-type: none"> ● Assisted with new customers ● Created/completed work orders ● Disconnect properties with no service application ● Notified and offered customers the ACH payment method ● Closed accounts and final billed customers ● Printed stamps ● Mailed out application requests to new owners ● Scanned and uploaded documents into UMS ● Reached out to customers with higher than normal water usage ● Verbal Demands ● Created Report for High Usage Exceptions ● Emailed Customers about declined autopayments
Grant Updates:	None

2023 Leak - Repair Tracking

	Work Order #	Leak Type	Street	Date Reported	Date Repaired	Days
1	23759	Service Line	Silver Crest Circle	1/13/2023	1/18/2023	5
2	23757	Service Line	G Street	1/10/2023	1/11/2023	1
3	23807	Service Line	Rio Linda Blvd	2/7/2023	2/13/2023	6
4	23808	Main	2nd Street	2/7/2023	2/7/2023	0.1
5	23821	Service Line	I Street	2/21/2023	2/21/2023	1
6	23823	Service Line	E Street	2/22/2023	2/22/2023	1
7	23830	Service Line	2nd Street	3/2/2023	3/9/2023	7
8	23840	Service Line	I Street	3/16/2023	3/16/2023	1
9	23819	Service Line	Dry Creek Rd	2/21/2023	4/18/2023	60
10	23827	Service Line	10th Street	3/1/2023	3/1/2023	1
11	23875	Service Line	Fallon Place Ct	3/30/2023	4/5/2023	6
12	23876	Service Line	6th Street	4/3/2023	4/6/2023	3
13	23888	Service Line	M Street	4/12/2023	4/12/2023	1
14	23891	Service Line	20th Street	4/14/2023	4/19/2023	5
15	23896	Service Line	24th Street	4/19/2023	4/20/2023	1
16		Main	Dry Creek & G Street	4/23/2023	4/23/2023	1
17	23897	Service Line	Dry Creek Rd	4/19/2023	4/26/2023	7
18	23900	Service Line	W 2nd Street	4/21/2023	4/25/2023	4
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Example Zoom Meeting with Documents in Shared Screen

The screenshot displays a Zoom meeting interface. The main window shows a shared Adobe Acrobat PDF document titled "20220124-Packet.pdf". The document content is as follows:

Items for Discussion and Action
Agenda Item: 4.6

Date: January 24, 2022

Subject: Resolution 2022-01, Authorizing Program Requirements for Customer Elective Participation in Consumption Data Services

Staff Contact: Timothy R. Shaw, General Manager

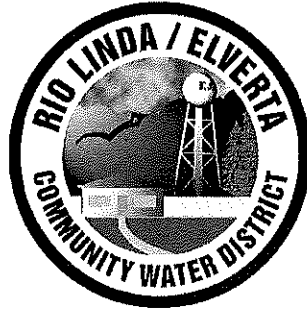
Recommended Committee Action:
The Executive Committee discussed this item and forwarded it onto the January 24th Board agenda with the Committee's recommendation for Board approval.

Current Background and Justification:
For almost a year, the District has been evaluating options for providing water consumption data to customers. The value of providing consumption data is to enable customers to make informed choices to improve their water use efficiency and reduce water wasting.

Late in 2021, the District successfully completed the Innov8/WaterScope pilot study. The next steps entail long-term policies and practices for enabling customers to enroll in the program and acknowledge the bimonthly charge associated with the cost of providing this service.

The Executive Committee directed staff to draft a Resolution to prescribe consumption data program requirements including the fee to be charged, forms for enrollment/disenrollment and basic terms associated with the service.

On the right side of the Zoom window, there is a video thumbnail of a participant named Mary Harris. The Zoom toolbar at the bottom of the window includes icons for chat, mute, video, and other meeting controls.



Information Items
Agenda Item: 5.2

Date: May 22, 2023

Subject: Board Reports

Staff Contact: Timothy R. Shaw, General Manager

BOARD REPORTS

- 5.2.1. Report any ad hoc committees dissolved by requirements in Policy 2.01.065
- 5.2.2. Sacramento Groundwater Authority – Harris (primary)
- 5.2.3. Executive Committee – Gifford, Cline
- 5.2.4. ACWA/JPIA – Cline
- 5.2.5 Pressing Matters Advisory Ad Hoc- Harris, Young

Minutes
Rio Linda / Elverta Community Water District
Executive Committee

55
May 10, 2023 @ 6:00 P.M.

Visitors / Depot Center
6730 Front St.
Rio Linda, CA 95673

The meeting was called to order at 6:10 P.M. The meeting was attended in-person by Director Gifford, Director Cline, General Manager Tim Shaw and Contract District Engineer Mike Vasquez..

Call to Order: 6:10 P.M.

Public Comment: *None present.*

Items for Discussion:

1. Engineer's Update.
<i>The Contract District Engineer presented his written report and expounded upon the release of the grant retention from Dept. of Water Resource (DWR), traffic control for the pipe replacement project, which will last approximately 6-weeks, 2023/2024 Capital projects, and the Capstone contemplation of proposing on modeling of the distribution system.</i>
2. Discuss the Professional Services Agreement for Installing the Valve Vault Cover at 30 th St.
<i>The Contract District Engineer presented his written report, then fielded questions from Directors Gifford and Green.</i> <i>The Executive Committee forwarded the Professional Services Agreement onto the May 22nd Board agenda with the Committee's recommendation for Board approval.</i>
3. Discuss the Format of Board Meeting Minutes.
<i>The General Manager presented his written report and provided a hand out example of verbatim minutes. The sample verbatim minutes are three pages long for only 10-minutes of real-time Board discussion. The Committee also discussed the minutes guideline and legal opinions discouraging verbatim minutes. Director Cline recommended an augmentation to summary minutes, which would put a time stamp on the minutes corresponding to the point on the video recording where each action item for the agenda took place.</i> <i>The Executive Committee forwarded an item onto the May 22nd Board agenda to enable Board consideration of a policy prescribing the form of minutes consistent with the published guide. The Committee recommends Board approval.</i>
4. Discuss Claims from Residents for Damages.
<i>The General Manager presented his written report. The Executive Committee generally expressed the claim was insufficiently justified.</i> <i>The Executive Committee forwarded the item onto the May 22nd Board agenda. The Committee recommends either the Board reject the claim or authorize the GM to begin negotiations with the claimant subject to the claimant providing proof of payment.</i>
5. Discuss Annual Declaration of Doubtful Recovery Debt.
<i>The General Manager presented his written report. The Committee engaged in brief discussion on the success of last year's direct levy for specific criteria delinquent accounts.</i> <i>The Executive Committee forwarded the item onto the May 22nd Board agenda with the Committee's recommendation for Board approval.</i>

<p>6. Update on Efforts to Identify the Western Capital Partners (Purchaser of Cell Phone Revenue Rights) Successor.</p>
<p><i>The General Manager presented his written report on this information (status update) item. The Committee discussed the series of successors leading to current entity, Diamond Communication. The Committee supports the staff efforts to coordinate with cell phone companies to perform the necessary maintenance on the elevated water storage tank.</i></p>
<p>7. Discuss Expenditures for March 2023.</p>
<p><i>The Executive Committee forwarded the Expenditures Report onto the May 22nd Board agenda with the Committee's recommendation for Board approval.</i></p>
<p>8. Discuss Financial Reports for March 2023.</p>
<p><i>The Executive Committee forwarded the Financial Report onto the May 22nd Board agenda with the Committee's recommendation for Board approval.</i></p>

Directors' and General Manager Comments:

Items Requested for Next Month's Committee Agenda:

Adjournment: 7:22 P.M.



Agenda Item: 6

Date: May 22, 2023

Subject: Public Comment for Closed Session

Staff Contact: Timothy R. Shaw, General Manager

6. PUBLIC COMMENT FOR CLOSED SESSION

Public comment for closed session items only. The public is invited to comment on any item listed on the closed session agenda. Each speaker is limited to 2 minutes.



**Closed Session
Agenda Item: 7.1**

Date: May 22, 2023

Subject: Closed Session

Staff Contact: Timothy R. Shaw, General Manager

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

7.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION – General Manager: The Board will conduct a performance evaluation of the General Manager pursuant to subdivision (b) of California Government Code Section 54957.