

**Minutes**  
**Rio Linda / Elverta Community Water District**  
**Executive Committee**

August 3, 2020  
6:00 P.M.

Minutes: The meeting was called to order at 6:00 P.M. The meeting was attended by Director Reisig (via Zoom), Director Green (via Zoom), General Manager Tim Shaw (via Zoom) and Contract District Engineer Mike Vasquez (via Zoom). There were no members of the public in attendance. The meeting remote participation application (Zoom) had no participants.

**Call to Order: 6:00 P.M.**

**Public Comment: None.**

**Items for Discussion:**

1.	Review and discuss the expenditures of the District for the month of June 2020.
<i>The Executive Committee had no questions regarding the expenditures for June 2020. The Executive Committee forwarded the report onto the August 17<sup>th</sup> Board agenda with the Committee's recommendation for Board approval.</i>	
2.	Review and discuss the financial reports for the month of June 2020.
<i>The Executive Committee had no questions regarding the financial reports for June 2020. The Executive Committee forwarded the reports onto the August 17<sup>th</sup> Board agenda with the Committee's recommendation for Board approval.</i>	
3.	Review the Rate Study Status Report.
<i>General Manager Tim Shaw explained that the special meeting workshop will be held August 5<sup>th</sup>. This item is on the Committee agenda to allow the Committee to stipulate any points of emphasis or areas to be specifically addressed by the rate study consultant.</i> <i>There was no need to forward this item onto the August 17<sup>th</sup> due to the pre-existence of the previously described August 5<sup>th</sup> special meeting Board workshop. No action will be taken.</i>	
4.	Discuss the process and content of fiscal year 2020/2021 Final Budget adoption via public hearing.
<i>General Manager Tim Shaw reviewed the budget adoption process via public hearing and resolution adoption. Director Reisig requested confirmation on the funding in the Budget to replace the District's 25-year-old dump truck. The Committee also discussed a last minute, surprise charge by Tesco for replacing a Supervisory Controlled Access and Data Acquisition (SCADA). The District has pushed back regarding the Tesco charge, but the matter has not yet reached resolution. If the charge is sustained, the District may need a minor budget revision in fiscal year 2020/2021 to fund the charge.</i> <i>The Executive Committee forwarded the budget adoption item onto the August 17<sup>th</sup> agenda with the Committee's recommendation for Board approval.</i>	

5.	Discuss the process of annual performance review for the General Manager.
	<i>The Executive Committee discussed the basic elements of the annual performance review process stipulated in the General Manager Employment Agreement. The process can unnecessarily migrate toward a more complex and protracted process when fundamental elements are not minded. The preliminary consensus to bypass the merit raise due to economic conditions associated with COVID-19 tends to simplify the process</i>
	<i>The Executive Committee forwarded the item onto the August 17<sup>th</sup> Board agenda, open session, with the Committees recommendation to find the General Manager's performance satisfactory, bypass the merit raise this year by mutual consent, and stipulate the bypassed merit raise was not a reflection of poor performance.</i>
6.	Update from Sacramento Regional Water Utilities Collaboration Study.
	<i>The Executive Committee discussed a presentation from a recent meeting of the Sacramento Regional Water Utilities Collaboration Study. Among the specific topics discussed were the priorities for collaboration among the participating agencies. There is no need to forward any item to the Board agenda.</i>
7.	Update from the Contract District Engineer.
	<i>The Contract District Engineer summarized his written report.</i>

**Directors' and General Manager Comments**

When and where to hold September 2020, Executive Committee meeting due to Labor Day.

*The next Executive Committee meeting will be remote participation only (no in person attendees).  
The meeting will be on Tuesday, September 8, 2020 at 6:00 P.M.*

**Items Requested for Next Month's Committee Agenda**

**Adjournment: 6:55 P.M.**

Next Executive Committee meeting: Monday, September 8, 2020 at 6:00 p.m. Remote participation only (Zoom).