

**MINUTES OF THE AUGUST 15, 2022  
BOARD OF DIRECTORS PUBLIC HEARING AND REGULAR MEETING  
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

**1. CALL TO ORDER, ROLL CALL**

The August 15, 2022 meeting of the Board of Directors of the Rio Linda/Elverta Community Water District called to order at 6:30 p.m. Visitor Depot Center 6730 Front St., Rio Linda, CA 95673. This meeting will be physically open to the public with some reasonable limitations pursuant to current state and county guidelines. All in-person attendees are required to wear masks pursuant to the Sacramento County public health order and the federal Americans with Disabilities Act. Director Harris led the pledge of allegiance.

General Manager Tim Shaw took roll call of the Board of Directors. Director Jason Green, Director John Ridilla, Director Chris Gifford, Director Mary Harris, General Manager Tim Shaw, District Engineer, Mike Vasquez, and Barbara Brenner, Legal Counsel were present.

**2. PUBLIC COMMENT** – Public member passed out a piece of paper with a list of questions to all the Board members, GM, and legal counsel. Public member asked about the money not being spent on envelopes, and newsletters.

Director Ridilla commented that GM Shaw is the secretary of the Board so he will continue to do the minutes for the Executive Committee.

**3. PUBLIC HEARING to adopt the 2020 update to the Water Shortage Contingency Plan**

**3.1. President Green** – Opened the Public Hearing

**3.2. 2020 Water Shortage Contingency Plan** – GM Shaw stated all notice requirements have been met on this item.

**3.3. Public Comment** – Public member stated she spoke with the County offices to obtain information and that there was no mention in the document provided about the watering of trees. Trees are important to the environment and should be included in Ordinance.

**3.4. Close Public Hearing**

**3.5. Consider Adoption of Ordinance 2022-01 to approve the 2020 Update to the Water Shortage Contingency Plan (WSCP)**

*It was moved by Director Harris and seconded by Director Gifford to adopt Ordinance 2022-01 update of the 2020 Water Shortage Contingency Plan (WSCP) and to amend the whereas clause to include the watering of trees. Directors Green, Harris, Gifford and Ridilla voted yes. The motion carried with a roll call vote of 4-0-0.*

**4. PUBLIC HEARING to adopt the Fiscal Year 2022-23 Operating and Capital Improvements Budgets**

**4.1. President Green** - Opened Public Hearing

**4.2. FY 2022-23 Operating and Capital Improvement Budgets**

**4.3. Public Comment** – Public member commented about miscalculations with the numbers in the budget. Public member commented about the differences in the Surcharge numbers. Members of the public asked about the terms of the surcharge loan terms.

**4.4. Close Public Hearing**

**4.5. Consider Adoption of Resolution No. 2022-07 to approve the Fiscal Year 2022-23 Operating and Capital Improvement Budgets**

*It was moved by Director Ridilla and seconded by Director Gifford to adopt Resolution No. 2022-07 FY 2022-23 Operating and Capital Improvement Budgets. Directors Green, Gifford and Ridilla voted yes. Director Harris abstained. The motion carried with a roll call vote of 3-0-1.*

## **5. CONSENT CALENDAR**

### **5.1. Minutes July 18, 2022**

### **5.2 June Expenditures**

### **5.3 June Financials**

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

## **6. REGULAR CALENDAR**

### **ITEMS FOR DISCUSSION AND ACTION**

#### **6.1 GM Report.**

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

*The Board took no action on this item.*

#### **6.2 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 and 2020 Urban Water Management Plan.

*The Board took no action on this item.*

#### **6.3 Consider Approving a Professional Services Agreement (small scope) with Johnson Construction Company for raising valve boxes at Elkhorn and Rio Linda Blvd.**

As further detailed in the Executive Committee minutes, the staff update on this item included a draft professional services agreement with a properly licensed and experienced services provider. The contract amount for raising valve boxes associated with the Sacramento County road work at Elkhorn and Rio Linda Blvd is below the bidding threshold stipulated in District policy.

Comments/Questions – No public comment.

*It was moved by Director Harris and seconded by Director Ridilla to approve the Professional Services Agreement with Johnson Construction Company for raising valve boxes at Elkhorn and Rio Linda Blvd. Directors Green, Gifford, Harris and Ridilla voted yes. The motion carried with a roll call vote of 4-0-0.*

#### **6.4 Consider Adopting New Policy 2.01.155, which would provide computer tablets to Board Members to digitally review board meeting document packets prior to and during board meetings.**

The Executive Committee discussed the cost avoidance potential for reducing or eliminating the number of printed hardcopy packets currently being delivered to Board Members for Board and Committee meetings. For example, the approximate cost for printing the packets in July 2022 was \$25 per Board Member. Additional staff time and vehicle operating cost are expended for printing, sorting, packaging and delivery.

The approximate Return on Investment (ROI) for replacing the above-described hardcopy delivery process with a tablet computer is less than 6-months. In other words, after 6-months of NOT printing meeting packets for a participating Board Member, the cost of a Kindle Fire HD 10 (\$150 retail) would be saved in printing costs avoidance alone.

The Executive Committee further discussed whether the policy should be mandatory or voluntary and whether a Board Member could use his/her own laptop or tablet computer. Accordingly, those elements are addressed in the draft new policy, 2.01.155.

Comments/Questions – Public member submitted a list of question on this item. GM Shaw answered the questions and some of the answers were contained in the staff report.

*It was moved by Director Harris and seconded by Director Ridilla to decline the New Policy 2.01.155 and keep it status quo. Directors Green, Harris, and Ridilla voted yes. Directors Gifford voted no. The motion carried with a roll call vote of 3-1-0.*

## **6.5 Consider Customer Requests for Board Review of Billing Issues (3 separate requests).**

District policy provides for a means for customers to request Board consideration of billing issues. The process entails the use of a form to submit the request. This month, staff received three such requests.

The common thread among these three requests, which should each be considered individually, is the customers complaints about the inoperable meter rate. The number of inoperable meters has recently increased due to supply chain issues (see printed email associated with this item). We ordered some meters in April and the meter company estimates the current backlog will last until 2023.

The inoperable meter rate was implemented with the rate restructuring, Prop 218 rate adjustment completed in August 2021. The inoperable meter rate uses the average consumption of all residential customers as a basis for the bimonthly rate. If a customer routinely uses more water than the average customer, the inoperable meter rate will under-charge that customer. Conversely, a customer regularly uses less water than the average customer will be overcharged with the inoperable rate.

One means of addressing this supply chain induced dilemma is to offer customers whose consumption data prior to the inoperable meter condition documents that customer uses less than average water volumes a reduction in their bill. The reduction in the bill should be approximately equal to the difference between the inoperable meter rate and the bill they might have received if the meter remained operable and that customer's consumption remained as it had been before the meter inoperability.

In light of the supply chain issues, where it's likely to be months before the District received replacement 5/8 and 3/4 inch meters, and If the Board supports such an approach, one of the motions the Board could consider would be blanket authorization for staff to perform the above-described adjustment where the facts and circumstances support doing so, i.e., when the customer has a history of below average consumption.

Comments/Questions – Public member commented that he was overcharged. Public member commented on the Neptune devices reading non-working devices. Public member commented on meter lifespan and when they are changed out. Public member commented that her neighbor had to pay for their meter. Public member commented that the delinquent history on the customer dispute form should not be included in the packet.

*It was moved by Director Ridilla and seconded by Director Gifford that the GM be allowed to review future customers billing history who were charged the inoperable meter rate and adjust accordingly based on past consumption. Directors Green, Harris, Gifford, and Ridilla voted yes. The motion carried with a roll call vote of 4-0-0.*

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

No new assignments.

## **7. INFORMATION ITEMS**

### **7.1 District Activities Reports**

**7.1.1** Water Operations Report – Written report provided.

**7.1.2** Completed and Pending Items Report – Written report provided.

**7.1.3** Conservation Report – Written report provided.

**7.1.4** Leak Repair Report – Report provided.

Public member commented on the Operations report and meter change out report.

### **7.2 Board Member Report**

**7.2.1** Report any ad hoc committees dissolved by requirements in Policy 2.01.065 – No action taken.

**7.2.2** Sacramento Groundwater Authority – Harris (primary) – Agenda Provided. Verbal report from Director Harris.

**7.2.3** Executive Committee – Gifford, Ridilla – Minutes provided.

**7.2.4** ACWA/JPIA – Ridilla – No report.

**8. Public Comment Prior to Closed Session** – No public comment.

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

**9.1. 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.

**10. RECONVENE IN OPEN SESSION – President Green stated no reportable action taken.**

**11. DIRECTORS’ AND GENERAL MANAGER COMMENTS** – Director Ridilla stated he would not be attending the next Executive Committee meeting that he would be in France.

**12. ADJOURNMENT** - The meeting was adjourned at 8:20pm.

Respectfully submitted,

Signature on File  
Timothy R. Shaw, Secretary

Signature on File  
Jason Green, President of the Board