

Minutes
Rio Linda / Elverta Community Water District
Executive Committee

December 5, 2022 @ 6:00 P.M.

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

The meeting was called to order at 6:00 P.M. The meeting was attended by Director Gifford, Director Harris, General Manager Tim Shaw, and Contract District Engineer Mike Vasquez.

Call to Order: 6:00 P.M.

Public Comment: *There were no members of the public in attendance*

Items for Discussion:

1.	Engineers Update.
<i>The Contract District Engineer presented his written report and provided additional detail on the pipe replacement project. The Contractor has scheduled to begin work on January 16th. The Engineer also conveyed he intends to remove the Fox Hollow project from his monthly status report unless and until there is activity to report.</i>	
2.	Annual Inflation Adjustment for Water Capacity Fees.
<i>The Contract District Engineer presented his written report and provided an educated projection as to what the likely construction cost adjustment will be when published by Engineering News Record in mid-December.</i> <i>The Executive Committee forwarded the item onto the December 19th Board agenda with the Committee's recommendation for Board approval.</i>	
3.	Discuss Comprehensive Annual Financial Report (CAFR) Certificate of Achievement.
<i>The General Manager presented his written report. Director Harris asked how many years in a row has the District received this honor. The General Manager responded, "at least all 5-years that he has been GM (subsequently, the GM confirmed that the District has earned this achievement every year since 2013). Director Gifford requested that the Accounting Specialist be congratulated.</i> <i>The Executive Committee forwarded this item onto the December 19th Board agenda as an informational item.</i>	
4.	Discuss Acknowledgment of Community Service for John Ridilla.
<i>The General Manager presented his written report. Directors Harris and Gifford expressed their support for adopting the resolution. Director Harris offered to procure a nice frame for the Resolution.</i> <i>The Executive Committee forwarded the item onto the December 19th Board agenda with the Committee's recommendation for Board approval.</i>	
5.	Discuss timing of January Committee and Board Meetings due to Holidays.
<i>The General Manager presented his written report and explained that staff has already reached out to the RLE Parks District to explore alternative dates for use of the Visitors / Depot center in January. Parks responded with January 3rd and January 17th (both are Tuesdays and the day after the observed holidays). Director Gifford asked if the changes need to be approved by the Board. The General Manager responded that we could do it either by special meetings, which are within the authority of the Board Chair, or by having the Board approve the rescheduling of the regular meetings.</i> <i>The Executive Committee forwarded the item onto the December 19th agenda with the Committee's recommendation for Board approval.</i>	

6. Discuss Expenditures for October 2022.

The General Manager presented his written report. Director Harris had the following comments and recommendations:

- *The SGA Holiday Social expenditure should be edited to include “Annual Awards Ceremony”.*
- *The expenditure for court ordered payments of Medical insurance premiums for Mr. Phelan should be edited to convey the payment is for 3-months of coverage, i.e., quarterly.*
- *The expenditure for the Union Dues should be edited to stipulate the funding is a passthrough from employee payroll deductions, i.e., not from the operating budget.*

With the above-described changes, the Executive Committee forwarded the item onto the December 19th Board agenda with the Committee’s recommendation for Board approval.

7. Discuss Financial Reports for October 2022.

The General Manager presented his written report. Director Harris had the following comments and questions:

- *What is the line item “ 10490 Future Capital Improvements, \$1,630,775.16? The General Manager explained it is the cumulative total of annual funding for capital improvements pursuant to the Board adopted CIP projects list, e.g., Well 12A.*
- *Where, in the report, can interested persons find the budget to actual analysis. The General Manager’s response assumed Director Harris was referencing the Board direction from the November 21st meeting, wherein the Board requested additional details for the proposed public Board workshop for mitigating the impacts of declining revenue caused by state mandated conservation. As such, the GM conveyed a more detail budget to actual analysis will be part of the December 19th packet. Subsequently, the GM shared that a summary of budget to actual analysis is part of every month’s Financial Report, Budget Performance (page 3 of 4).*

The Executive Committee forwarded the item onto the December 19th Board agenda with the Committee’s recommendation for Board approval.

Directors’ and General Manager Comments:

Item X - Minor change to GM Employment Agreement Draft.

The General Manager explained that the redline (track changes) document is the minor edit referenced to be needed for the GM Employment Agreement to correct an oversight in the sick leave accrual rate when the District changed from semi-monthly pay to biweekly pay periods. The per paycheck rate should have been changed, as it was in practice, from 4-hours per pay period to 3.69 hours per pay period. Director Harris recommended that the entire employment agreement be made part of the Board packet. The General Manager commented that the agreement and all addendums are indeed public records.

Items Requested for Next Month’s Committee Agenda

Adjournment: :6:32 P.M.

Next Executive Committee meeting: Tentatively Tuesday, January 3, 2023 because the first Monday in January is an observed holiday.