

**MINUTES OF THE
APRIL 16, 2018
BOARD OF DIRECTORS REGULAR MEETING
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

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

The April 16, 2018 meeting of the Board of Directors of the Rio Linda/Elverta Community Water District called to order at 6:30 p.m. at the Depot/Visitor Center located at 6730 Front Street, Rio Linda, CA. General Manager Tim Shaw took roll call of the Board of Directors. Director Dills, Director Harris, Director Green, Director Henrici, Director Ridilla and General Manager Tim Shaw were present. Director Dills led the pledge of allegiance.

2. PUBLIC COMMENT

No public comment.

3.3 CONSENT CALENDAR

3.1 Minutes

March 19, 2018

3.2 Expenditures

3.3 Financial Reports

It was moved by Director Henrici and seconded by Director Dills to approve the Consent Calendar. Directors Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.

4. REGULAR CALENDAR

ITEMS FOR DISCUSSION AND ACTION

4.1 General Manager's Report

General Manager Tim Shaw provided the Board a written report of special events and meetings attended since the last Board meeting.

The Board made no action on this item

4.2 District Engineer's Report

District Engineer, Jim Carson provided the Board of Directors a written report of current projects since the last Board meeting. Mr. Carson provided the Board with updates on MSA Contract and Task Orders and Well 16 Contract for Design Services.

The Board made no action on this item

4.3 Consider approving a Professional Services Agreement with Affinity Engineering for the design of the Well #16 ground water pumping station

The well for the Well #16 project was designed and constructed to produce drinking water with the lowest feasible concentration of hexavalent chromium. To complete the project, the groundwater pumping

station needs to be designed so that the District may use that design to formally solicit bids for constructing the pumping facilities and all necessary appurtenances to tie Well #16 into the District's drinking water distribution system.

Funding for this agreement will be through the Opus Bank municipal financing authorized by the Board at the 2-26-2018 meeting.

General Manager Shaw informed the Board that he was presenting the scope of work for Affinity Engineering, but after this item was presented to committee and to the full Board he recently learned the District does not currently own the site for Well #16.

District Engineer, Jim Carson gave the circumstances surrounding the acquiring Well #16 with change of management.

It was moved by Director Dills and seconded by Director Ridilla to pull the item from the agenda. Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.

4.4 Consider approving the Professional Services Agreement with Adept Solutions for Information Technology (IT) support services.

Adept solutions submitted a proposal for IT support services on April 11th. The proposal meets the existing and foreseeable needs of the District.

The proposal stipulates an onboarding process, which is needed to correct existing deficiencies in the District's technology infrastructure and address unnecessary risks/liabilities. The onboarding process will cost \$1,408. Subsequently, the monthly service charge will be \$864 (\$10,368 annually).

It was moved by Director Dills and seconded by Director Ridilla to approve the Professional Service Agreement with Adept Solutions. Directors Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.

4.5 Consider approving the guidance language from the Board to the General Manager for his appointment as an alternate voting member for the Regional Water Authority.

The General Manager (GM) has been appointed as an alternate voting member for the Regional Water Authority (RWA) with the following direction:

- GM can only vote on RWA action items if the primary delegate (elected RLECWD Board Member is unavailable to attend the RWA meeting.
- Where the primary delegate has a known schedule incompatibility, the GM is directed to provide the RLECWD Board with as much RWA relevant issue information as practical to enable the RLECWD Board to give direction to the GM as appropriate.

If the circumstances are such that the primary delegate's absence was not anticipated, and/or the GM has not been given direction by the RLECWD Board on RWA items that may result in costs and other obligations for the RLECWD ratepayers, the GM is directed to abstain from the RWA vote.

It was moved by Director Dills and seconded by Director Ridilla to approve the guidance language for the appointed GM as an alternate voting member for RWA. Directors Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.

4.6 Consider authorizing augmentation to the District's policy on required use of District e-mail domain to stipulate courtesy copy of all text messages to a District Public Records e-mail address.

Revised district email policy.

2.01.090 Email Accounts (added 12/6/2010) In order for the public to contact the Board of Directors each Director must establish an email account through the District's server. It is required that all Directors use their District email addresses instead of personal private email accounts for District business. An email account will be assigned to Board members as they take office.

Director correspondence on matters of District business which are conducted using text messaging are to be copied (e.g. using the multiply recipients feature in text messaging) to the following District e-mail address: PRA@RLECWD.COM. This e-mail account will not be routinely monitored but will be reviewed by appropriate staff if the District receives a Public Records on Private Accounts request. Directors are thereby enabled to delete their text messages on their personal devices after copying the text to the email address stipulated above. The settings of this e-mail account will be such that messages greater than one year old, will be deleted to conserve resources. Director written correspondence regarding District business on social media, e.g. Facebook Private Messaging, Twitter, Instagram etc., are prohibited due to the impracticality of compliance with Public Records on Private Accounts requests when using such correspondence methods.

It was moved by Director Dills and seconded by Director Ridilla to approve the amended 2.01.090 Email Accounts policy. Henrici, Dills, Green, Ridilla and Harris voted yes. The motion carried with a unanimous vote of 5-0-0.

4.7 Discuss the need for a policy to require the enrollment of customers in the District's paperless billing program as a prerequisite to District payment of the customer's convenience fees associated with paying by credit/debit card.

The District pays the convenience fees associated with customers payments via credit/debit cards. Approximately 1,200 accounts each cycle pay their RLECWD bills with credit/debit cards costing the District \$1.85 per customer.

The district spends about \$1.50 per customer per cycle for envelopes, postage and processing of bills/payments. If we require enrollment in paperless billing as a condition to the District's continued payment of convenience fees, the cost savings on envelopes, paper, and postage would offset the convenience fees, along with other tangible benefits of paperless billing and more automated payments.

The Board gave direction to the General Manager to research additional options for credit/debit card payment methods to include third-party payment processors.

4.8 Appointment of representative and alternate representative to Sacramento Ground Authority (SGA).

SGA has notified the District to nominate representatives to their Board and the required forms need to be submitted by May 1, 2018.

It was moved by Director Dills and seconded by Director Ridilla to nominate Director Green and Director Harris as the alternate for SGA's Board. Henrici, Dills, Harris and Ridilla voted yes. Director Green abstained. The motion carried with a vote of 4-0-1.

4.9 Consider directing the use or standardized Professional Services Agreement templates (large scope and small scope) for use in contracting with services providers.

It was moved by Director Harris and seconded by Director Ridilla to approve the use of a large scope and small scope standardized Professional Services Agreement. Henrici, Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 5-0-0.

9. INFORMATION ITEMS

9.1. DISTRICT ACTIVITY REPORT

- a. Water Operations Report – Written report provided.
- b. Conservation Report – Written report provided.

9.2. BOARD REPORTS

- a. Regional Water Authority – No meeting.
- b. Sacramento Groundwater Authority – Agenda and Executive Report provided.
- c. LAFCO – No report.
- d. Planning Committee – April minutes provided.
- e. Finance / Administrative Committee – April minutes provided.
- f. AD Hoc Committees-
 - 1. Office Building – No meeting.
 - 2. Employee Neg. - No meeting.
 - 3. Water Supply Development – No meeting.
- g. Other Reports – Pending and Completed Items Report

9. DIRECTORS' AND GENERAL MANAGER COMMENTS

10. ADJOURNMENT

President Harris adjourned the meeting at 8:04 p.m.

Respectfully submitted,

Signature on File
Timothy R. Shaw, Secretary

Signature on File
Mary Harris, President of the Board