

**Rio Linda/Elverta Community Water District**  
**Finance and Administrative Committee Meeting Minutes**  
**November 13, 2018**

**Attendees:** Director Mary Henrici, Director John Ridilla, and General Manager Tim Shaw were present.

Meeting was called to order by Director Henrici at 6:33 PM.

**Public Comment.** There was none.

**Agenda Items**

**1. Review and discuss expenditures of the District for the month of October 2018.**

Director Ridilla questioned the annual cost for IT services. Manager Shaw noted that these costs vary from month to month. There were also some servers that were not being backed up. All items were in order.

**The committee recommends approval to the full Board of Directors.**

**2. Review and discuss Financial Reports of the District for the month of October 2018.**

There were no comments regarding the financial reports.

**The committee recommends approval of the financial reports to the full Board of Directors.**

**3. 2017-18 Audit.**

The committee discussed the supplemental documents that had not been updated in the past. The audit has no findings meaning it is a clean audit.

**The committee recommends approval to the full Board of Directors.**

**4. Discuss authorization for attending RWA/SGA Holiday Social on 12/6/18.**

The district's current policy is to ask the board for approval before any member attends an event. The GM provided the committee with a sample policy regard attendance at business related social events. Both Directors felt the policy presented was very cumbersome. Director Henrici suggested that the District have a policy that notes the person who is appointed to a position or committee relevant to the event attend. This could be done at the beginning of the

year when committees and representative are appointed. Director Henrici noted traditionally Mr. Green and the District manager attend this event to network with other agencies.

**The committee recommends a draft policy be presented to the Board. The committee also recommends that the District be represented at the holiday social.**

**5. Discuss request from residential customer for a credit for oversized service.**

The committee was presented with a letter from Mr. Cantrell requesting a credit because he has a 1 ½" meter but only a ¾" line to his property. Mr. Cantrell has also requested that a ¾" meter be put on his service. Staff has replaced the meter.

**The committee recommended that no credit be given to Mr. Cantrell as the District has no control or authority over a private properties water line. Based on the Manager's recommendation this item is not being brought to the full board.**

**6. Discuss draft policy to opt out of the inactive service fee.**

The draft policy was provided to the committee. It was noted that PF5 requirements were not included in the draft Ordinance as discussed at the last meeting of the board. It was also discussed and agreed that the current inactive service Resolution should be rescinded and the provisions of that resolution be incorporated into the new Ordinance.

**The committee recommends this Ordinance go to the full Board for approval if it is done before the next meeting. If not it will come back to the finance committee.**

**7. Review the proposed contract with Wage Works for administration of employee medical expense Flexible Spending Account.**

The Committee discussed the difference between flexible spending accounts and health savings accounts. The committee had no issue with using an outside company to manage the funds.

**The committee recommends this item go to the full Board for approval.**

**Directors' and General Manager comments not on the agenda.**

There were none

Meeting adjourned at 7:05 p.m.