

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

March 13, 2024 @ 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 in-person by Director Gifford General Manager Tim Shaw, and Contract District Engineer Mike Vasquez. Director Cline was absent.

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

**Public Comment:** *There were no public members present.*

**Items for Discussion:**

1. Contract District Engineer's Update.
<i>The Contract District Engineer presented his written report and provided amplification on the topics of pipe replacement and the process of executing the Professional Services Agreement for cathodic protection. Mr. Vasquez further detailed the efforts he and the General Manager performed on researching the allegation from the public member at the February 26<sup>th</sup> Board meeting regarding Provost and Pritchard. The research and the attestation letter from Provost and Pritchard confirm the allegations are baseless.</i>  <i>The Executive Committee directed staff to place an item on the March 25<sup>th</sup> agenda to enable Board consideration of choosing between Request for Proposals or special circumstances exemption for engaging a design engineer for hexavalent chromium treatment facilities.</i>
2. Discuss Submittals Required for Sacramento County Elections.
<i>The General Manager presented his written report. Director Gifford asked the General Manager to confirm which Board seats were up for election. (Garrison, Gifford and Green).</i>  <i>The Executive Committee forwarded items requested by Sacramento County Elections onto the March 25<sup>th</sup> Board agenda with the Committee's recommendation for Board approval.</i>
3. Discuss the Need for Changes to the Operations Reports.
<i>The General Manager presented his written report. Director Gifford agreed that changes to the report might reduce the recurring comments from the same public members.</i>  <i>The Operations Report will be reformatted to include a note the clarify the relationship between open and closed work orders and the absence of a correlation to the leaks report.</i>
4. Continue Discussing the Need for Revisions to the District's Board Member Email Policy.
<i>The General Manager presented his written report. Director Gifford asked if the Chair and/or Director Garrison had been into the District office to train on accessing Office 365, Outlook. The General Manager informed that neither Director Young nor Director Garrison had visited for that purpose.</i>  <i>Citing the absence of follow up (in contrast to the stated objective for tabling the item at the February 26<sup>th</sup> Board meeting), the Executive Committee forwarded the item back to the March 25<sup>th</sup> Board agenda.</i>
5. Status Report on District File Server Replacement.
<i>The General Manager presented his written report and explained the information only item was intended to convey the level of disruption (and mitigation measures therefor) associated with the transition.</i>

<p>6. Update for the May 2024 Association of California Water Agencies (ACWA) Conference in Sacramento.</p>
<p><i>The General Manager presented his written report, which was intended to address conjecture at the February 26<sup>th</sup> Board meeting regarding the absence of a registration fee for Board Member attendance of the state mandated training (Ethics and Harassment) at the Association of California Water Agencies (ACWA) conference. The General Manager was able to confirm that Harassment Prevention training is free (of registration fee) but has not received any response regarding Ethics training. Director Gifford asked if the two Board Members who are substantially overdue for state mandated training continue to be overdue. (yes). Director Gifford then asked if it is “the law” to receive the training. The General Manager confirmed it is the law, but the law has “no teeth”. However, some agencies apply an internal policy to compel compliance, e.g. Board Members who are delinquent are ineligible for assignments and/or compensation. Director Gifford opined that if the situation does not change, then the Board such discuss adopting a policy to implement consequences for non-compliance.</i></p> <p><i>An informational item will be on the March 25<sup>th</sup> Board agenda regarding the confirmation that Harassment Prevention training at the ACWA conference does NOT require payment of a registration fee.</i></p>
<p>7. Discuss Expenditures for January.</p>
<p><i>The Executive Committee forwarded an item onto the March 25<sup>th</sup> Board agenda to consider approving the January Expenditures report with the Committee’s recommendation for Board approval.</i></p>
<p>8. Discuss Financial Reports for January.</p>
<p><i>The Executive Committee forwarded an item onto the March 25<sup>th</sup> Board agenda to consider approving the January Financial report with the Committee’s recommendation for Board approval.</i></p>

**Directors’ and General Manager Comments:**

X – Known upcoming dates of General Manager unavailability. *March 18<sup>th</sup> and March 26<sup>th</sup>,*

Y – Letter from Provost and Pritchard

**Items Requested for Next Month’s Committee Agenda:** *None.*

**Adjournment:** *6:27 P.M.*