

Minutes
Rio Linda / Elverta Community Water District
Executive Committee (Special Session)

February 8, 2021
6:00 P.M.

Minutes: The meeting was called to order at 6:00 P.M. The meeting was attended by Director Reisig (via Zoom), Director Green (via Zoom), General Manager Tim Shaw (via Zoom) and Contract District Engineer Mike Vasquez (via Zoom).

Call to Order 6:00 P.M.

Public Comment. None

Items for Discussion:

1.	Update from Contract District Engineer
	<i>The Contract District Engineer summarized his written report and expounded on the small-scale residential development with some progress since the previous update. The Contract District Engineer also answered questions from the Directors on the status of Well 16 Pumping Station and the annual pipe replacement RFP.</i>
2.	Discuss options for providing consumption data to customers.
	<i>The General Manager summarized his written report and emphasized the relationship and timing between selecting a method for consumption data (including no method) and the Rate Study / Cost of Service Analysis. The General Manager further acknowledged a Board Member's recommendation for obtaining feedback from customers regarding their level of embrace for consumption data software. However, timing and the disparity between theory and practice limits the potential for accurate feedback., a large percentage of customers have shown a tendency to disregard outreach sent to them from the District.</i> <i>The Executive Committee also discussed other criticisms expressed at the January 25th Board meeting, including the speculation that spending \$15,000 on 50 devices could result in owning more devices than there are customers interested. This led to Committee discussion on the minimum number of devices the District could purchase to justify the efforts for integrating WaterScope into our billing software (CUSI). The General Manager was directed, and subsequently confirmed, to verify that Metron Farnier would integrate WaterScope with CUSI for 25 devices.</i> <i>The Executive Committee forwarded this item onto the February 22nd Board agenda with the Committee's recommendation that the Board approve the purchase of twenty-five (25) new Innov8 devices in accordance with the Innov8 Warrantee Terms and Conditions.</i>
3.	Review and discuss the expenditures of the District for the month of December 2020.
	<i>Director Reisig requested an explanation of the unusually large expenditure for ABS Presort. The expenditure is more than the last several reports. ABS Presort is the District's bill printer, folder, mailer services provider. The General Manager explained the nature of funding postage costs through ABS Presort. The District deposits funds into an account for postage as needed to maintain a positive balance. ABS using that prefunded account to pay the USPS postage for bills mailed to customers. ABS does not mark up and make profit from the transactions. The District does not provide replenishment for every expenditure cycle, e.g., non-linear.</i> <i>The Executive Committee forwarded the Expenditure Report onto the February 22nd Board agenda with the Committee's recommendation for Board approval.</i>
4.	Review and discuss the financial reports for the month of December 2020.
	<i>The Executive Committee forwarded the financial reports onto the February 22nd agenda with the Committee's recommendation for Board approval.</i>

5. Discuss timing and means for Board Members review of final draft rate study and cost of service analysis.

The General Manager expounded upon his written report to emphasize the relationship and timing between the District approving a path forward on consumption data (e.g., Innov8 / WaterScope) and the January 11th Committee direction to distribute the final draft Rate Study / Cost of Service Analysis to Board members to begin a protracted, thorough review of the final draft prior to Board consideration for adoption.

The Executive Committee expressly supports the Board selecting one of three options on consumption data at the February 22nd Board meeting:

- a) Phase 2 of the pilot study for Innov8 / Water Scope (scalable option funded by a bimonthly fee to ratepayers enrolling in the option).*
- b) Non-scalable consumption data software, e.g., DropCountr, funding for such to be from rates. The Rate Study / Cost of Services Analysis would need to be revised to add approximately \$0.50 (50-cents) of fixed cost to every customer's bimonthly charge.*
- c) Intentionally decline to provide any consumption data to customers, knowing that the proposed rate restructuring with emphasis shifted to the volumetric portion of rates will likely inspire customer demand for consumption data.*

If the Board selects option 'a' or 'c' above, the General Manager will distribute the final draft Rate Study / Cost of Service Analysis to Board Members to enable their thorough review in advance of the March 15th Board consideration for approving the Rate Study / Cost of Service Analysis. If the Board selects option 'b', the General Manager will request the rate study consultant revise the Rate Study / Cost of Service Analysis. The General Manager will then distribute the accordingly revised Rate Study / Cost of Service Analysis to the Board Members as soon as the document is available to provide as much time as practical for Board Member review.

Directors' and General Manager Comments:

Director Reisig asked about the feasibility of changing the addressee on bills for "Occupant" to "Renter" or "Renter's Copy of Bill" on those accounts where requested. Director Reisig feels that renter's copies of bills addressed to "Occupant" tend to be presumed junk mail and correspondingly discarded without opening. The District has a disproportionate number of rental properties with high turnover, which has produced the practice of addressing renter's copy with "Occupant". The General Manager will explore the options and associated processes for revising addressees.

Items Requested for Next Month's Committee Agenda

Adjournment: 7:35 P.M.

Next Executive Committee meeting: Monday, March 1, 2021 at 6:00 p.m. Remote (no in-person attendance)