

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

May 3, 2021

Attendance: 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 (no public members attended)

**Items for Discussion:**

1.	Update from Contract District Engineer.
	<i>The Contract District Engineer presented his report and augmented the written report in subject matter items for Fox Hollow, Well 16, Pipe Replacement project and Land Area Measurement (LAM) report review. The General Manager emphasized that the District has a time sensitive response due to Dept. of Water Resource on our review of the LAM report. The District does not own any software needed to review the report and (as stipulated in the April 5<sup>th</sup> Executive Committee, needs support from EKI to perform the required review of the LAM. The Contract District Engineer indicated he would reach out to the General Manager “tomorrow” (5-4-2021) to navigate the logistics.</i>
2.	Discuss the “2020” Urban Water Management Plan (UWMP) for RLECWD.
	<i>The Contract District Engineer presented this item and summarized his written report. The Executive Committee discussed the pros and cons for completing/submitting a 2020 Urban Water Management Plan (UWMP)</i>  <i>The Executive Committee forwarded this item onto the May 17<sup>th</sup> Board agenda with the Executive Committee’s recommendation that the Board direct staff to begin the steps necessary to engage a professional services provider for drafting a 2020 UWMP.</i>
3.	Discuss the RLECWD population served methodology in context with water use efficiency reporting/enforcement.
	<i>The General Manager presented this item and summarized his written report.</i>  <i>The Executive Committee directed the General Manager to include similar information in the General Manager’s monthly report of activities included with the May 17<sup>th</sup> board documents.</i>
4.	Status report for ongoing rates adjustment contemplation.
	<i>The General Manager presented this item and summarized his written report. The Executive Committee discussed the Prop 218 notice and the newspaper announcement for the public hearing.</i>  <i>The Executive Committee directed the General Manager to include similar information in the General Manager’s monthly report of activities included with the May 17<sup>th</sup> board documents.</i>
5.	Review and comment on the draft minutes of the April 19 <sup>th</sup> RLECWD Board meeting.
	<i>The General Manager presented this item and summarized his written report. Director Reisig provided a few corrections (typos) and the District Engineer pointed out that “Qual” should be “Fox”.</i>  <i>The Executive Committee forwarded this on to the May 17<sup>th</sup> Board agenda with the Committee’s recommendation for Board approval.</i>
6.	Discuss the proposed Sacramento County Board of Supervisors workshop on Elverta Specific Plan.
	<i>The General Manager presented this item and provide updates regarding the scheduled (tentatively)</i>

*Sacramento County Board of Supervisors workshop, Sacramento County Staff is now looking at June and July dates. The Executive Committee discussed the documents associated with this item , which were included with the Committee packets.*

*Although there is no RLECWD Board action anticipated or required for this item, the Executive Committee forwarded this item onto the May 17<sup>th</sup> Board agenda to allow for discussion among the other Board members.*

7. Discuss the doubtful recovery debt, customer accounts deemed infeasible to collect.

*The General Manager presented this item. The Executive Committee discussed the annual process of declaring specific accounts to be doubtful recovery. Director Reisig asked if the attention and general effort for funding revenue losses caused by COVID-19 warrants delaying the Board declaration to enable recovery of debt this year under unusual circumstances.*

*The Executive Committee directed staff to reach out to CSDA and our independent auditor to see if there are any lessons learned, guidance, or dos/don'ts associated with doubtful recovery and COVID-19 revenue relieve funding.*

*Subject to the responses from CSDA and/or our auditor, the Executive Committee forwards this item onto the May 17<sup>th</sup> Board agenda with the Committee's recommendation for Board approval.*

8. Review and discuss the expenditures of the District for the month of March 2021.

*The Executive Committee forwarded the expenditures report onto the May 17<sup>th</sup> Board agenda with the Committee's recommendation for Board approval.*

9. Review and discuss the financial reports for the month of March 2021.

*The Executive Discussed the Financial Reports. Director Reisig asked for general essence of the CERBT report included in the packets. The General Manager explained the benefits of pre-funding the District's retiree medical insurance obligation and further indicated he would send Director Reisig the presentations and reports the Board considered when it approved the investment platform (prior to Director Reisig's appointment to the Board.*

*The Executive Committee forwarded the Financial Reports onto the May 17<sup>th</sup> Board agenda with the Committee's recommendation for Board approval.*

**Directors' and General Manager Comments:** *The General Manager advised that he intends to have an item on the May 17<sup>th</sup> Board agenda to consider approving a Lactation Accommodations policy. The Policy is required by State law and the elements in the policy are rather boilerplate, i.e. not much discretionary content.*

#### **Items Requested for Next Month's Committee Agenda**

**Adjournment:** 7:57 P.M.