

Minutes
Rio Linda / Elverta Community Water District
Executive Committee

Visitors/Depot Center
 6730 Front Street
 Rio Linda, CA 95673

November 4, 2019
 6:00 p.m.

Minutes: The meeting was called to order at 6:00 P.M. The meeting was attended by Director Harris, Director Green, General Manager Tim Shaw and Contract District Engineer Mike Vasquez. There were no members of the public in attendance.

Call to Order: 6:00 P.M.

Public Comment: None present.

Items for Discussion:

1.	Review and discuss the expenditures of the District for the Month of September 2019.
	<p><i>Directors Green and Harris asked about the Nationwide expenditure. They generally wanted to know if Nationwide is similar to the WageWorks expenditure they've questioned previously, i.e. is it a District expense or is the District passing through the employee paid expense. Nationwide is both. Pursuant to the MOU, all General Unit employees hired after Jan. 1st 2013 (PEPRA) get 3% of their base pay paid by the District into a 457 differed comp. Additionally, employees who want to contribute to the 457 from their own pocket may do so.</i></p> <p><i>Director Harris also enquired about the \$25 expenditure to the Parks District for the Depot. In September Response – The expenditure report is for September. There was only one-day of Depot use in September due to Labor Day.</i></p> <p><i>Director Harris enquired about the garage door repair. Director Harris was unaware that the District has several garage doors at the office compound.</i></p> <p><i>Director Harris enquired about the expenditure for Gerald Wickham retiree medical. Response - The expenditure report is from September.</i></p> <p><i>The Committee forwarded the item to the 11-18-2019 Board agenda with recommendation for Board approval.</i></p>
2.	Review and discuss the financial reports for the Month of September 2019.
	<i>The Committee forwarded the item to the 11-18-2019 Board agenda with recommendation for Board approval</i>
3.	Discuss the Well 16 Bid Specification.
	<p><i>Mike Vasquez and Tim Shaw presented the item to the Committee including a thorough explanation of District past practices, changes needed to those past practices, and the schedule slippage due to the significant volume of change and review needed to the text documents (not the design drawings).</i></p> <p><i>The committee agreed to the format recommended by Mike and Tim, a relatively concise invitation to bid with incorporation by reference to:</i></p> <ul style="list-style-type: none"> • <i>Sacramento County Construction Specifications.</i> • <i>RLECWD standard construction contract (currently being revised by Legal Counsel</i> • <i>RLECWD service area specific Technical Specifications.</i> <p><i>The Committee forwarded the item to the 11-18-2019 Board agenda with recommendation for Board approval.</i></p>
4.	Discuss the fees for Non-Sufficient Funds (NSF) for returned checks and ACH payment methods.
	<i>Tim Shaw explained the absence of coverage for declined ACH payments in Ordinance 2013-1, Exhibit</i>

<p><i>5 due to the non-existence of ACH payment method at the District 6-years ago. Tim Shaw further explained the requirement to perform a cost of service analysis instead of just picking a number. ACH declined payment is similar to Non-Sufficient Funds for a bad check. Both ACH and NSF Checks should be analyzed, and the fee established and revised (respectively). Tim Shaw further referenced the Request for Service fee update the District performed earlier this year. The process for ACH declined payments and NSF checks fees will be similar, i.e. a resolution to revise Exhibit 5 of Ordinance 2013-1.</i></p> <p><i>Director Harris requested and received clarification on the cost analysis spreadsheet. The bottom line is at the bottom-right of the report.</i></p> <p><i>The Committee forwarded the item to the 11-18-2019 Board agenda with recommendation for Board approval</i></p>
<p>5. Discuss the Operations Foreman position description.</p>
<p><i>Tim Shaw reiterated the general content of the agenda item report and answered/clarified questions from the Directors on the proposed changes to the recommended pay scale for Operations Foreman.</i></p> <p><i>Director Harris questioned the format of the redline (or track changes) version in the agenda packets where there is no red font (black and white copy).</i></p> <p><i>Director Harris identified an unintentionally omitted deletion of the word “supervise”. Tim Shaw confirmed the “supervise” edit will be corrected and the board packet document version will fix the needed deletion of “supervise”.</i></p> <p><i>The Committee forwarded the item to the 11-18-2019 Board agenda with recommendation for Board approval</i></p>
<p>6. Discuss the needed changes to Sick Leave policy and Payroll Admin policy in Personnel Handbook.</p>
<p><i>The Committee forwarded the Sick Leave policy revision to the 11-18-2019 agenda.</i></p> <p><i>The Committee forwarded the Payroll Admin Policy revision onto the 11-18-2019 <u>Consent Agenda</u></i></p>
<p>7. Discuss a new policy in Personnel Handbook to clarify how 9/80s alternative work schedules are treated for vacation, sick leave, work on observed holidays etc.</p>
<p><i>The Committee forwarded the item to the 11-18-2019 Board agenda with recommendation for Board approval.</i></p>
<p>8. Update from Contract District Engineer.</p>
<p><i>Mike Vasquez summarized his written report. Director Harris asked several questions about the sealed bidding process for the Well #16 project and why it would cost so much given the well is already drilled. Mike Vasquez and Tim Shaw addressed those questions. Director Harris also questioned the bid response review and award of contract process. Director Harris inquired about the possibility of adjusting the bid response opening and review to occur at the January Executive Committee. Tim Shaw explained that the January Committee meeting is commonly cancelled due to annual changes for Chair, Vice Chair, Committee assignments etc. Board Members assigned to Executive Committee in 2020 may be different. Those Board Members may have different available times.</i></p>

Directors’ and General Manager Comments

Director Harris asked why her meter was changed out and why we don’t wait until meters are broken prior to changing them. Tim Shaw explained the basic principles of meter maintenance and the financial benefits of being proactive instead of reactive. Subsequent to the Executive Committee, Tim Shaw obtained additional detail on the Mary Harris meter change, which was needed because her meter had stopped transmitting the readings in our AMI system. Tim Shaw updated Director Harris.

Director Green asked about the Electric Avenue small-scale residential development project. Staff provided answers about the infrastructure, number of units, payment of capacity fees and credit/reimbursements for others who may benefit from the infrastructure installed by the Electric Avenue developer.

Items Requested for Next Month's Committee Agenda

- Written policies and new practices to comply with SB-998.

Adjournment

Director Harris adjourned the meeting at 7:00 P.M.

Next Executive Committee meeting: Monday, December 2, 2019 at 6:00 p.m.