

**MINUTES OF THE OCTOBER 18, 2021
BOARD OF DIRECTORS REGULAR MEETING
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

1. CALL TO ORDER, ROLL CALL

The October 18, 2021 meeting of the Board of Directors of the Rio Linda/Elverta Community Water District called to order at 6:30 p.m. Visitor's Depot Center 6730 Front Street, Rio Linda, CA 95673. This meeting will be physically open to the public with some reasonable limitations pursuant to current state and county guidelines. All in-person attendees are required to wear masks pursuant to the Sacramento County public health order and the federal Americans with Disabilities Act. President Harris led the pledge of allegiance.

General Manager Tim Shaw took roll call of the Board of Directors. President Jason Green, Director Robert Reisig, Director Mary Harris, Director John Ridilla, Director Chris Gifford and General Manager Tim Shaw, Legal Counsel were present.

2. PUBLIC COMMENT

No Public comment.

3. CONSENT CALENDAR

3.1 Minutes – September 20, 2021 Meetings

3.2 August Expenditures

3.3 August Financial Reports

No public comment.

It was moved by Director Ridilla and seconded by Director Harris to approve the Consent Calendar. Directors Green, Reisig, Gifford, Ridilla and Harris voted yes. The motion carried with a roll call vote of 5-0-0.

REGULAR CALENDAR

4. ITEMS FOR DISCUSSION AND ACTION

4.1 General Manager's Report

The General Manager presented his monthly report and offered to answer any questions the Board may have.

The Board made no action on this item.

4.2 District Engineer's Report – Mike Vasquez

Mike Vasquez provided a written report to the Board of projects in the works since the last meeting of the Board and offered to answer questions. The report highlighted topics of General Engineering, Active Development Reviews, Well 16 Pumping Station Construction Project, and 2020 Urban Water Management Plan Request for Proposals.

Comments/Questions – No public Comment.

The Board made no action on this item.

4.3 Consider approving the standardized contract with Rawles Engineering Inc. for annual pipeline replacement project.

Four proposals were received by the District on 6/3/2021 from Anvil Builders, Inc., Rawles, Engineering, Inc., North Star Construction and Engineering, Inc., and C.E. Cox Engineering, Inc. Anvil Builder's Inc. was deemed the most qualified respondent, but negotiations with them were unsuccessful. Staff then commenced negotiations with the second most qualified respondent, Rawles Engineering, Inc. at the direction of the Executive Committee. These negotiations resulted in a pipe replacement project that most efficiently utilizes the District's budget and installs the most amount of pipeline and a reasonable cost. It is recommended that the District award the contract to Rawles Engineering, Inc., to install approximately 1,500 feet of 8-inch diameter ductile iron water main pipeline on Dry Creek Road, 19 water services, and appurtenances. The proposed project would commence at U Street and run south approximately 1,500 feet along Dry Creek Road.

The current, temporary in-house staffing limitations prevent the potential of the District's Operations Staff to assist with construction, therefore the entirety of the pipe replacement project is proposed to be constructed by Rawles Engineering, Inc.

The proposed contract amount to be awarded to Rawles Engineering, Inc. is \$449,343.75. Annual pipe replacement project Capital Improvement Program (CIP) budgets for fiscal years 2020/2021 and 2021/2022 in the amount of \$422,400 will be utilized for this project, along with an additional budgeted amount of \$28,000, and an allocated interest amount of \$114, for a grand total of \$450,514.

It is recommended to award the contract now to Rawles Engineering, Inc., but wait to issue the Notice to Proceed with construction notice until Spring 2022 to allow for procurement of an encroachment permit from Sacramento County and for weather and regulatory requirements during the defined rainy season (Storm Water Pollution Prevention Plan or SWPPP). In addition, asphalt paving and roadway slurry seal requirements are also weather dependent.

Comments/Questions – No public Comment.

It was moved by Director Harris and seconded by Director Ridilla to approve the standardized contract with Rawles Engineering, Inc. for construction of the annual pipe replacement project, and further direct staff to execute all documents necessary to award and construct the project. Directors Green, Reisig, Harris, Ridilla and Gifford voted yes. The motion carried with a vote of 5-0-0.

4.4 Consider ratifying the addendum from Continental Utility Systems Inc. (CUSI, billing software services provider) for the rate restructuring modifications.

The Board approved the rate restructuring at the August 16, 2021 public hearing. Prior to that action, staff has been coordinating with the billing software (CUSI) for implementing the changes to the rate structure once approved by the Board. The coordination was protracted by the unanticipated postponement of the June 21, 2021 public hearing. Consequently, CUSI corresponded to indicate they would suspend the transition until authorized by the Board.

After the August 16th public hearing staff notified CUSI that the Board approved the rate restructuring and the effective date for the new rate structure is established to be on or after September 15, 2021.

Today (9-23-2021) I received a forwarded email and attachment that indicated CUSI requires the District sign another agreement before CUSI will implement the new rate structure. This type of last-minute, “oh, by the way” notice has been exercised by CUSI before and the District has expressed its disappointment for such practice.

In consideration of the foreseeable consequences for delaying rates restructuring until after the Board meets at its next regular meeting on October 18, 2021, the General Manager has signed the agreement and ask the Board to ratify his actions at the October 18, 2021 Board meeting.

Comments/Questions – No public Comment.

It was moved by Director Ridilla and seconded by Director Green to ratify the addendum with Continental Utility Systems Inc. (CUSI) require for modifying the billing software rate structure. Directors Green, Reisig, Harris, Ridilla and Gifford voted yes. The motion carried with a vote of 5-0-0

4.5 Consider approving an addendum to the General Manager’s Employment Agreement.

The Employment Agreement for the General Manager stipulates that the Board may consider a merit raise following a Board finding of satisfactory performance in the Board’s annual performance review of the General Manager. Last year, although the Board found the General Manager’s performance to be satisfactory, both parties mutually agreed to forego a merit increase in consideration of the economic impacts of the pandemic. Further stipulating that foregoing the merit increase was not at all reflective of the General Manager’s performance.

This year following the Board’s performance review, the Board has provided direction to the General Manager for preparing an addendum to the Employment Agreement. The change delineated in the draft addendum is simple and unambiguous. Accordingly, it is not anticipated that the Board will need closed session to debate and/or negotiate to reach agreement.

The current Employment Agreement stipulates the General Manager is to receive 1% of base pay paid by the District for the General Manager’s 457 deferred compensation plan. The proposed addendum increases the District contribution from 1% to 3%.

Director Harris and Legal Counsel discussed the agenda item.

Public member Mrs. Suela questioned the cap towards the 457 deferred compensation plan.

It was moved by Director Ridilla and seconded by Director Gifford to approve the addendum of 1% to 3% contribution to the GM 457 compensation plan in the General Manager’s Employment Agreement. Directors Green, Reisig, Harris, Ridilla and Gifford voted yes. The motion carried with a vote of 5 -0-0.

4.6. Consider voting in the Sacramento LAFCo elections.

LAFCo ballot A – Ted Costa, Michael Hanson, and Gay Jones

LAFCo ballot B – Michael Hanson and Charlea Moore

Comments/Questions – Public member Mrs. Suela made a comment.

It was moved by Director Harris and seconded by Director Ridilla to vote for Ted Costa and Charlea Moore on the LAFCo ballot. Directors Green, Reisig, Harris, Ridilla and Gifford voted yes. The motion carried with a vote of 5 -0-0

4.7. Authorize any New Board Member Assignments (committees and other) Proposed by the Chair Pursuant to District Policy 2.01.065

During the SGA meeting, reassignment of the officers was asked of Director Harris and Director Reisig of the 3x3 committee.

It was moved by Director Ridilla and seconded by Director Green to reassign Director Reisig to the 3x3 committee and Direct Harris to the SGA seat . Directors Green, Reisig, Harris, Ridilla and Gifford voted yes. The motion carried with a vote of 5 -0-0.

5. INFORMATION ITEMS

5.1. DISTRICT ACTIVITY REPORT

- 5.1.1. Water Operations – Written Report provided.
- 5.1.2. Leak Repair Status Report – Written Report Provided.
- 5.1.3. Completed and Pending Items Report- Report provided.
- 5.1.4. SWRCB Notice for Arrearages Funding Workshop-Agenda Provided.
- 5.1.5. Water Forum Coequal Objectives Email

5.2. BOARD REPORTS

- 5.2.1. Report any ad hoc committees dissolved by requirements in Policy 2.01.065
- 5.2.2. Sacramento Groundwater Authority – Harris, Reisig. – Agenda Provided.
- 5.2.3. Executive Committee – Green, Reisig - Minutes provided.
- 5.2.4. ACWA/JPIA – Ridilla –No meeting.
- 5.2.5. LAFCo Special District Advisory Committee – Reisig –No. meeting.
- 5.2.6. MOU Renewal Negotiating Ad Hoc – John Ridilla, Robert Reisig - GM Shaw reported there have been several meetings and it is on going.

6. DIRECTORS’ AND GENERAL MANAGER COMMENTS – None

7. ADJOURNMENT President Green adjourned the meeting at 7:33 p.m.

Respectfully submitted,

Signature on File
Timothy R. Shaw, Secretary

Signature on File
Jason Green, President of the Board