

Minutes
Rio Linda / Elverta Community Water District
Executive Committee

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

May 4, 2020
 6:00 P.M.

Minutes: The meeting was called to order at 6:03 P.M. The meeting was attended by Director Reisig, Director Green, General Manager Tim Shaw and Contract District Engineer Mike Vasquez. There were no members of the public in attendance. The conference call in line had no callers.

Call to Order: 6:03 P.M.

Public Comment: None Present

Items for Discussion:

1.	Review and discuss the expenditures of the District for the month of March 2020.
	<i>Director Reisig asked for some clarification regarding Board action concerning an overcharged customer. That data is not included with the report associated with this agenda item, i.e. Board action taken in April is not included in March Expenditures report.</i>
	<i>The Executive Committee forwarded the March 2020 Expenditures Report onto the May 18th Board agenda with the Committee's recommendation for Board approval.</i>
2.	Review and discuss the financial reports for the month of March 2020.
	<i>The Executive Committee forwarded the March 2020 Financials Report onto the May 18th Board agenda with the Committee's recommendation for Board approval.</i>
3.	Discuss the process for addressing doubtful recovery debt.
	<i>The General Manager summarized the information provided in the agenda item report and other materials associated with this item. Particular emphasis was placed on the need to initiate the Direct Assessment process as a means to preclude future escalations in doubtful recovery debt consequent to SB-998 and Executive Order N-42-20. The District has adopted written policies and the authority to perform Direct Assessments but has not been executing the process each year.</i>
	<i>The Executive Committee forwarded the item onto the May 18th Board agenda with the Committee's recommendation for Board approval of the list designating doubtful recovery debt.</i>
4.	Discuss implementing a form to be used for Board consideration of customer waivers and appeals of charges.
	<i>The General Manager expanded on the explanation included in the agenda item report and explained how the new form will be used. There is no Board action required for implementation of the new form.</i>
5.	Discuss amending/revising the threshold for capitalized assets and the threshold for refunding the balance of closed accounts.
	<i>The General Manager summarized the agenda item report and the Executive Committee engaged in brief dialog generally embracing the need for these two new policies.</i>
	<i>The Executive Committee forwarded both policies onto the May 18th Board agenda with the Committee's recommendation for Board adoption of both policies.</i>
6.	Discuss remote participation in District public meetings (committee and board meetings).
	<i>The Executive Committee members support continuing to conduct Board meetings in-person with mitigations as practiced to promote social distancing. The Executive Committee also supports the public's right to participate in the meetings without having to compromise any concern the public may have for in-person attendance.</i>
	<i>The Executive Committee recommended staff upgrade the District's remote meeting application (e.g.</i>

<p><i>Zoon or Microsoft Teams) to allow the District to post remote meeting details, including call-in phone numbers.</i></p>
<p>7. Update from the Contract District Engineer.</p>
<p><i>The Contract District Engineer summarized his written report and clarified items requested by the Committee. The Contract District Engineer’s report on Well 16 Pumping Station construction included the pronouncement of the need for an \$18,000 (estimated) change order due to soil conditions on part of the parcel. There is a near-surface layer of hardpan, which is precluding percolation of standing water, resulting in spongy/bouncy soil not suitable for construction. The change order would excavate the unsuitable soil to another portion of the parcel and swap that portion’s soil into to place of the spongy soil. The District Engineer and General Manager have issued a “field approval of the Change Order to preclude standby charges by the contractor while waiting for the Board to consider the Change Order. This evolution has identified the need for the District to formalize and authorize the field change order process. Staff recommends and the Executive Committee concurs the field change order cap on the project be established at \$25,000 per change order.</i></p> <p><i>The Executive Committee forwarded two items onto the May 18th Board agenda:</i></p> <ol style="list-style-type: none"> <i>1. Board consider ratifying the Change Order preliminarily authorized (field authorized) to address the unforeseen spongy soil conditions.</i> <i>2. Board consider adopting (formalizing) a field change order approval process with a cap of \$25,000 per change order for the Well 16 Pumping Station construction.</i> <p><i>The Executive Committee recommends Board approval of both items.</i></p>
<p>8. Discuss the need to consider withdrawing from membership in the Regional Water Authority.</p>
<p><i>The General Manager summarized the agenda item report and all the documents in the committee packet associated with this item. The General Manager further explained an alternative to withdrawal at this time might be to request item(s) be placed on an upcoming RWA Board agenda to consider limiting the abuses of ad hoc committees. The General Manager explained that if the RWA Board declined to adopt the ad hoc restrictions and/or similar, non-transparent governance by RWA Executive Director and Board Chair continue, the RLECWD Board could always consider withdrawal at a later date.</i></p> <p><i>In light of the formal letter expressing the District’s concern with ad hoc abuses at RWA and the dismissive responses from RWA Executive Director and Board Chair, the Executive Committee opted to forego the option of requesting an RWA policy revision be added to future RWA Board agenda.</i></p> <p><i>The Executive Committee forwarded an item onto the May 18th RLECWD Board agenda to consider authorizing the RLECWD withdrawal from RWA. The Executive Committee did not formally express a recommendation for the Board on this item.</i></p>

Directors’ and General Manager Comments

Items Requested for Next Month’s Committee Agenda

Adjournment

Next Executive Committee meeting: Monday, June 1, 2020 at 6:00 p.m. Visitor’s/Depot Center, 6730 Front Street, Rio Linda, CA 95673

ADA COMPLIANCE STATEMENT

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