

Minutes
Rio Linda / Elverta Community Water District
Executive Committee

August 09, 2023 @ 6:00 P.M.

Visitors / Depot Center
6730 Front St.
Rio Linda, CA 95673

The meeting was called to order at 6:00 P.M. The meeting was attended in-person by, Director Gifford, Director Cline, General Manager Tim Shaw and Contract District Engineer Mike Vasquez.

Call to Order: 6:00 P.M.

Public Comment: *Two public members present, who both declined the Committee's invitation to comment on subject matter jurisdiction items not appearing on the agenda.*

Items for Discussion:

1.	Engineer's Update.
<i>The Contract District Engineer presented his written report and expounded upon the status of the pipe replacement project, the Capital Improvements Projects List, a planned sewer pipe being installed, and hexavalent chromium treatment. A public member engaged in a demonstrative fashion regarding hexavalent chromium lab results over the years. The crux of the comments seemed to be the reporting criteria in the annual Consumer Confidence reports vs. the individual wells concentrations for each sample date. Staff explained the differences in reporting criteria and further explained that the document the public member was emailed was also a Board packet document from a few months ago.</i> <i>Following this item, one of the two public members left the meeting.</i>	
2.	Continue Discussion of Updating the Capital Improvements Projects List Adopted by the Board in April 2020.
<i>The General Manager presented his written report and provided amplification of the District's past consequences for under-funding repair/replacement of District assets (e.g. pumps, pipes tanks etc.). The General Manager further explained the process undertaken by the District in 2019 and 2020 to reduce the Capital Improvement Projects list down to only essential projects instead of spending a relatively small amount of money on a large number of projects, which the District had been doing for years virtually without any projects ever reaching construction stage. The Committee also discussed the transition from the enforcement actions (Compliance Order) requirement to annually allocate \$600,000 for capital improvements, wherein the funding amount was not correlated to actual capital improvement costs and timing.</i> <i>The Executive Committee directed staff to bring this item back to a future Executive Committee agenda prior to placing the item on a Board agenda.</i>	
3.	Discuss . the Need and Process to Update the District's Capacity Fee Program.
<i>The General Manager presented his written report and explained that this item was placed on the agenda because of crossover content with the Capital Improvement Projects list. Director Cline, who had previously engaged staff regarding funding for a new office facility in the current capacity fee program, refined his concerns regarding the extent of dilapidation in the office. Director Cline expressed his desire to have further discussions on priorities, funding, and logistics for addressing repairs/replacement of office amenities. The Committee also discussed the need to update the Capacity Fee Study in the future.</i>	

<p>4. Continue Discussing Proposed Revisions to District Policy 2.01.150.</p>
<p><i>The General Manager presented his written report and documents associated with this item. Director Gifford opined that the proposed rewrite of Policy 2.01.150 was good and should be adopted. The public member asked why all of these records from years ago were being brought up again. The public member opined that doing so is counter to the goal of conducting more civil and productive meetings. The Executive Committee members responded that the attempts to increase the authority of the Board President through extensive interpretation of policies is recurring, so the aspects and consequences of the prior attempts are worthy reviews.</i></p> <p><i>The Executive Committee forwarded the proposed revision of Policy 2.01.150 onto the August 28th Board agenda with the Committee's recommendation for Board approval.</i></p>
<p>5. Discuss the Annual Performance Review of the General Manager Process.</p>
<p><i>The General Manager presented his written report and explained some of the past annual processes undertaken for the annual performance review. Director Cline asked about standardized forms and mutually agreed upon performance matrices. The General Manager responded with pros and cons associated with an employment arrangement wherein the employee has five bosses.</i></p> <p><i>The Executive Committee directed staff to place a closed session item on the August 28th Board agenda to conduct the annual performance review of the General Manager.</i></p>
<p>6. Discuss Formal Adoption of the Fiscal Year 2023/2024 Operating and Capital Budget</p>
<p><i>The General Manager presented his written report and explained further revisions to the proposed final budgets, The General Manager had handed out hard copies of the updated budgets to all in attendance at the beginning of the meeting. The General Manager explained the recent changes mostly resulted from continued refinement of the costs and timing associated with the increase in pay for operations employees who transition from Distribution Operators to dual-licensed Treatment and Distribution operators.</i></p> <p><i>The Executive Committee forwarded the item onto the August 28th Board Public Hearing with the Committee's recommendation for Board approval.</i></p>
<p>7. Continue Discussion of Waterways Newsletter</p>
<p><i>The General Manager presented his written report and explained that he estimates the cost for mailing a copy of the Waterways newsletter with each bill to be approximately \$80 per billing cycle (\$480 per year). Director Gifford commented on the suitability of the most recent Waterways newsletter included with the meeting packets, which is posted to the District's website as is each edition of Waterways.</i></p> <p><i>The Executive Committee forwarded the item onto the August 28th Board agenda with the Committee's recommendation for Board approval to begin mailing Waterways with each billing cycle.</i></p>
<p>8. Discuss Expenditures for June 2023.</p>
<p><i>The Executive Committee forwarded the June Expenditures onto the August 28th Board agenda with the Committee's recommendation for Board approval.</i></p>
<p>9. Discuss Financial Reports for June 2023.</p>
<p><i>The Executive Committee forwarded the June Financial Reports onto the August 28th Board agenda with the Committee's recommendation for Board approval.</i></p>

Directors' and General Manager Comments:

X - Server Replacement Options

Adjournment: 7:38 P.M.