

**MINUTES OF THE MAY 22, 2023  
BOARD OF DIRECTORS REGULAR MEETING  
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

**The Link below provides access the video of this meeting.**

<https://vimeo.com/829870976>

**The numbers in parentheses next to each action item correlate to time marks on the video of the meeting.**

**1. CALL TO ORDER, ROLL CALL**

The May 22, 2023 meeting of the Board of Directors of the Rio Linda/Elverta Community Water District called to order at 6:30 p.m. Visitor Depot Center 6730 Front St., Rio Linda, CA 95673. This meeting was physically open to the public.

General Manager Tim Shaw took roll call of the Board of Directors. Director Jason Green, Director Chris Gifford, Director Mary Harris, Director Anthony Cline, Director Vicky Young, and General Manager Tim Shaw, District Engineer Mike Vasquez, and Legal Counsel were present. Director Young led the pledge of allegiance.

**2. PUBLIC COMMENT** – Public member commented on complaints received from the public to add the newsletter back in the mailing with the water bill.

**3. CONSENT CALENDAR (2:32)**

**3.1. April 24, 2023 Minutes**

**3.2 March Expenditures**

**3.3 March Financials**

Comments/Questions – Discussion by a Board member on the minutes included under the Consent Calendar for this meeting were unclear. A question was brought up about the restricted assets and future projects. Director Harris requested a list of the future projects.

Public member had a question on checks numbers 2489, 2501, & 2488 from the expenditure report and how it effected the corresponding financial report.

*(8:50) It was moved by Director Gifford and seconded by Director Green to approve the consent calendar. Directors Green, Gifford, and Cline voted yes. Director Harris abstained. The motion carried with a roll call vote of 4-0-1.*

**4. REGULAR CALENDAR  
ITEMS FOR DISCUSSION AND ACTION**

**4.1 GM Report (18:44)**

The General Manager, Tim Shaw provided his monthly report to the Board of Directors.

There was a discussion on the report of Sorrento Rd. No public comment.

*The Board took no action on this item.*

**4.2 District Engineer's Report (24:55)**

The Contract District Engineer report provided a General District Engineering, Active Development Reviews (only projects with updates from the last Board Meeting), CIP Dry Creek Road Pipe Replacement Project.

Comments/Questions – Board members requested updates on the pipe replacement project. Public member questioned the Districts recourse if the County's infrastructure portion fails. The response was recourse is a year.

*The Board took no action on this item.*

#### **4.3 Consider Authorizing Small Scope Professional Services Agreement for Installation of Valve Vault on 30<sup>th</sup> Street. (29:55)**

Comments/Questions – Board discussed contract requirements.

##### **4.3.1 Consider Approving Budget Revision to fiscal year 2022/2023 Capital Budget for funding the valve vault repair.**

Comments/Questions – No discussion

*(35:16) It was moved by Director Cline and seconded by Director Gifford to authorize the Small Scope Professional Services Agreement for Installation of Valve Vault on 30<sup>th</sup> St and approval of Budget Revision to FY 2022/23 Capital Budget for funding the valve vault repair. Directors Green, Harris, Gifford, Young, and Cline voted yes. The motion carried with a roll call vote of 5-0-0.*

#### **4.4 Consider Adopting a Policy on the Format of District Minutes. (35:37)**

Comments/Questions – The general discussion was about the content of the District minutes. Some of the Board felt more discussion notes and the reason why a Board member votes should be included not just the vote itself. The General Counsel gave input that the minutes should just include the vote and avoid adding the reason for that vote to avoid potential litigation.

Several members of the Board liked the idea of having a time stamp for action items to make it easier for finding in the meeting video.

The public agreed with the Boards discussion and inquired how long the videos are accessible. The videos are accessible for 3 years.

A member of the Board requested hard copies of the meetings. Due to that technology being obsolete a member suggested downloading a copy of the meeting to a thumb drive.

*(1:00:22) It was moved by Director Gifford and seconded by Director Cline to adopt Policy 2.01.320 Format of the District Minutes. Directors Green, Gifford, Young, and Cline voted yes. Director Harris abstained. The motion carried with a roll call vote of 4-0-1*

##### **4.4.1 Consider approving the minutes of the 3-27-2023 Board Meeting.**

Comments/Questions – A Director requested to have the reason for the vote on an MOU contract reflected in the March 27, 2023 when brought back before the Board for approval. General Counsel responded that with new policy adopted by the Board that was not part of the new policy.

**The Board did not vote on this item. It was tabled for the June Board meeting.**

#### **4.5 Consider Response to a Claim for Damages from a Property Owner. (1:03:35)**

Comments/Questions – The Board discussed the claim from a customer of the District that had a plumber assess a leak. GM Shaw suggested that the Board negotiate and possibly look at paying a portion.

A public member had concerns about the number of staff at the customer's property assessing leak according to customers claim. It was also brought up about the leak not being noted on the districts Leak Report.

*(1:22:00) It was moved by Director Harris and seconded by Director Young to pay the customer's claim of \$1400 with proof of payment by the customer. Directors Gifford, Young, Green and Cline voted no. The motion failed. 1-4-0.*

*(1:23:05) It was moved by Director Young and seconded by Director Cline to authorize the District to negotiate the claim and have the customer provide proof. Directors Green, Young and Cline voted yes. Directors Gifford voted no. Directors Harris abstained. The motion carried with a roll call vote of 3-1-1.*

#### **4.6 Consider Approving the Annual List of Doubtful Recovery Debt. (1:25:42)**

Comments/Questions- Board member clarified if these customers still have water on. This list is mainly of customers who have sold homes and were not able to lien due to home selling.

*(1:38:00) It was moved by Director Cline and seconded by Director Gifford to approve the Annual List Doubtful Recovery. Directors Green, Harris, Gifford, Young, and Cline voted yes. The motion carried with a roll call vote of 5-0-0*

#### **4.7 Consider Authorizing Board Member Compensation for Late Submittals (more than 30-days after meeting date). (1:38:18)**

Comments/Questions –A member of the Board suggested changing the policy from 30 to 60 days. It was suggested to complete the compensation form directly after the meeting.

*(1:42:24) It was moved by Director Harris and seconded by Director Cline to authorize the Board Member Compensation for Late Submittals. Directors Green, Gifford, Cline and Harris voted yes. Director Young abstained. The motion carried with a roll call vote of 4-0-1.*

#### **4.8 Authorize any New Board Member Assignments (committees and other) Proposed by the Chair Pursuant to District Policy 2.01.065 (1:42:26)**

*The Board took no action on this item.*

#### **4.9 Consider Authorizing Expenditures for Legal Counsel to Meet with the Pressing Matters Advisory Ad Hoc Committee (Item requested by Director Harris)**

The Board members discussed this item may need to be brought back to a future meeting since it has to be discussed in a Closed Session.

*(1:46:26) It was moved by Director Gifford and seconded by Director Cline to decline authorization until the Board can get explanation of the legal fees. Directors Green, Gifford, Cline voted yes. Director Harris and Young voted no. The motion carried with a roll call vote of 3-2-0.*

### **5. INFORMATION ITEMS**

#### **5.1 District Activities Reports**

- 5.1.1 Water Operations Report – Written report provided.
- 5.1.2 Completed and Pending Items Report – Written report provided.
- 5.1.3 Conservation Report – Written report provided.
- 5.1.4 Leak Repair Report – Report provided.
- 5.1.5 Example RLECWD Zoom Meeting with Document in Screen Share – Director Harris expressed that her picture be removed and felt this was a form of harassment.

Comments/Questions – No comment

#### **5.2 Board Member Report**

- 5.2.1 Report any ad hoc committees dissolved by requirements in Policy 2.01.065 – No action taken.
- 5.2.2 Sacramento Groundwater Authority – Harris (primary) – No Meeting.
- 5.2.3 Executive Committee – Gifford, Cline – Minutes provided.
- 5.2.4 ACWA/JPIA – Cline – Nothing to report.
- 5.2.5 Pressing Matters Advisory Ad Hoc- Harris, Young – No Meetings to report on.

**6. Public Comment Prior to Closed Session** – A member of the Board felt that this item should have been in open session.

**7. CLOSED SESSION - The Board of Directors will meet in closed session to discuss the following item:**

**7.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION – General Manager:** The Board will conduct a performance evaluation of the General Manager pursuant to subdivision (b) of California Government Code Section 54957.

**8.RECONVENE IN OPEN SESSION**

8.1 Announce any reportable actions authorized in closed session.

**President Harris stated there was no reportable action from closed session.**

**9.DIRECTORS' AND GENERAL MANAGER COMMENTS – GM Shaw asked for Closed Session Documents. President Harris left with the documents stated she needed time to review them.**

**10. ADJOURNMENT** - The meeting was adjourned at 8:41pm.

Respectfully submitted,

Signature on File  
Timothy R. Shaw, Secretary

Signature on File  
Mary Harris, President of the Board