

**Minutes**  
**Rio Linda / Elverta Community Water District**  
**Executive Committee**

October 11, 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 Cline, Director Gifford, General Manager Tim Shaw and Mike Vasquez.

**Call to Order:** 6:00 P.M.

**Public Comment:** *There were no public members present*

**Items for Discussion:**

1.	Engineer's Update.
<i>The General Manager presented his written report and Mike Vasquez provided additional insights into the ongoing pipe replacement program.</i>	
2.	Discuss the Transition in Professional Services Agreements for Engineering Services.
<i>The General Manager presented his written report. The Executive Committee thoroughly explored the options available subsequent to the announcement from Mike Vasquez, that he is no longer affiliated with EKI.</i> <i>Current District policy (3.08.600 subset #5 Special Circumstances) addresses this situation and authorizes the Board to waive the competitive bid requirements. The Executive Committee further discussed the proposed changes to the EKI Professional Services agreement, the declaration of non-conflict of interest, and the late submitted invoices from EKI.</i> <i>The Executive Committee forwarded the items onto the October 23<sup>rd</sup> Board agenda with the following recommendations:</i> <ul style="list-style-type: none"><li>• <i>A Board finding that policy 3.08.600 (5) applies, thus enabling the District to engage Vasquez Engineering for Contract District Engineer Services.</i></li><li>• <i>Approve the proposed changes to the Professional Services Agreement with EKI to remove the responsibilities of Contract District Engineer.</i></li><li>• <i>Board consideration for paying the EKI invoices that are for Well 16 construction management services performed approximately 2.5 years ago.</i></li></ul>	
3.	Discuss Addendum to the Employment Agreement. with the General Manager.
<i>The General Manager presented his written report and provided clarifications requested by Director Gifford.</i> <i>The Executive Committee forwarded the item onto the October 23<sup>rd</sup> Board agenda with the Committee's recommendation for Board approval of the GM Employment Agreement Addendum.</i>	
4.	Discuss the Need to Form an Ad Hoc Committee to Negotiate Cost of Living Adjustment for 2023.
<i>The General Manager presented his written report and provided updates on the current status of inflation.</i> <i>The Executive Committee forwarded this item onto the October 23<sup>rd</sup> Board agenda with the Committee's recommendation that the Board authorize the formation of a 2023 COLA Negotiating Ad Hoc Committee.</i>	
5.	Discuss the Independent Auditor's Report for Fiscal Year Ending June 30, 2023.
<i>The General Manager presented his written report.</i> <i>The Executive Committee forwarded the item onto the October 23<sup>rd</sup> Board agenda with the Committee's recommendation that the Board accept the report.</i>	

6. Continue Reviewing the Capital Improvement Projects List Adopted April 2020.
<i>The General Manager presented his written report and summarized the sequence of events and Board direction that led to this item being brought back to the Committee.</i> <i>The Executive Committee did NOT forward this item onto the October 23<sup>rd</sup> Board agenda.</i>
7. Discuss Alternative Dates and Locations for December 2023 Public Meetings.
<i>The General Manager presented his written report and the Executive Committee reviewed the December calendar and correspondence with the Parks District.</i> <i>The Executive Committee forwarded the item onto the October 23<sup>rd</sup> Board agenda with the Committee's recommendation that the Board cancel the December Executive Committee and schedule the December Board meeting to be 12-13-2023 at the Parks District Community Center.</i>
8. Discuss Expenditures for August 2023.
<i>The Executive Committee forwarded the Expenditures Report onto the October 23<sup>rd</sup> Board agenda with the Committee's recommendation for Board approval.</i>
9. Discuss Financial Reports for August 2023.
<i>The Executive Committee forwarded the Financial Reports onto the October 23<sup>rd</sup> Board agenda with the Committee's recommendation for Board approval.</i>

**Directors' and General Manager Comments:**

X – Update on Board Member Mandatory Training.

*The Executive Committee reviewed the updated report on Board Member mandatory training.*

Y - Water Loss Audit for Calendar Year 2022 (due for submittal by 12/31/2023).

*The Executive Committee reviewed the preliminary Water Loss Audit.*

**Items Requested for Next Month's Committee Agenda:** *None*

**Adjournment:** 6:40 P.M.