

**MINUTES OF THE
NOVEMBER 18, 2019
BOARD OF DIRECTORS REGULAR MEETING
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

1. CALL TO ORDER, ROLL CALL

The November 18, 2019 meeting of the Board of Directors of the Rio Linda/Elverta Community Water District called to order at 6:30 p.m. at the Visitor's Depot Center located at 6730 Front Street, Rio Linda, CA 95673. General Manager Tim Shaw took roll call of the Board of Directors. Director Harris, Director Jason Green, President John Ridilla, Director Chris Gifford, Director Robert Reisig and General Manager Tim Shaw were present. Director Ridilla led the pledge of allegiance.

2. PUBLIC COMMENT

Public member Stephanie Suela made a comment about a report she had made with the District staff regarding a truck pulling water from a hydrant who did not have a hydrant permit with the District. GM Shaw updated the Board on the corrective action taken for this incident.

3. CONSENT CALENDAR

3.1 Minutes

October 21, 2019

3.2 Expenditures

3.3 Financial Reports

3.4 Payroll Administration Policy Revisions

The Board is being asked to approve revisions commensurate with the transition to biweekly pay periods and alternative work schedules, e.g. 9/80s.

No public comment.

It was moved by Director Harris and seconded by Director Ridilla to approve the consent calendar. Directors Green, Harris, Gifford and Reisig and Ridilla voted yes. The motion carried with unanimous vote of 5-0-0.

REGULAR CALENDAR

4. ITEMS FOR DISCUSSION AND ACTION

4.1. General Manager's Report

GM Shaw provided a written report.

No public comment.

The Board made no action on this item

4.2 District Engineer's Report – Mike Vasquez

District Engineer Mike Vasquez provided a written report to the Board of projects in the works since the last meeting of the Board. The report highlighted topics of General District Engineering, Well 16 Pumping Station Equipping and Site Design Project, Well 16 Proposition 84 RWA/DWR \$505 Grant Agreement.

No public comment on this item.

The Board made no action on this item

4.3 Consider approving the bid specifications for the Well #16 Pumping Station and authorize solicitation of bids. (entire package of bid documents is too large for copying. Documents can be viewed at the District Office, 730 L Street, Rio Linda and WWW.RLECWD.COM)

The Well 16 project design is complete and ready for the bid process. The entire bid specifications including design drawings and the above described voluminous text documents are not easily copied, distributed and posted. Accordingly, copies of the entire bid specification can be viewed at the District office, 730 L Street, Rio Linda, CA and online at www.RLECWD.COM. The normal bid process will be about 6 weeks.

Mike Vasquez will not be available for the December Board Meeting but could provide a replacement for that meeting if needed. The Board did not feel that was necessary.

It was moved by Director Harris and seconded by Director Ridilla to approve the bid specifications for the Well #16 Pumping Station and authorize solicitation of bids. Directors Green, Harris, Ridilla, Reisig and Gifford voted yes. The motion carried with unanimous vote of 5-0-0.

4.4 Consider approving Resolution 2019-09 to revise the fee charged for Non-Sufficient Funds (NSF) checks and establishing a fee for declined Automated Clearing House (ACH) payments.

Ordinance 2013-1 establishes (among other fees) a fee assessed to customers for Non-Sufficient Funds (NSF) on a returned check. Because the District did not offer Automated Clearing House (ACH) payment methods in 2013, there is no fee listed for Non-Sufficient Funds in an ACH payment.

Pursuant to the California Constitution and Proposition 26, there must be a reasonable relationship between the fee charged and the cost of providing the service. The fee the District charges for NSF returned checks and declined ACH payments should be equal to the charge the District receives from the Bank plus the staff time consumed in providing the notifications to the Customers and any billing software data entries required by staff in response to the NSF condition.

Our current bank, Umpqua charges approximately \$5 for each NSF returned check or NSF declined ACH transaction. The matrix of staff time equated to \$14.24.

No public comment on this item.

It was moved by Director Harris and seconded by Director Ridilla approving Resolution 2019-09 to revise the fee charged for Non-Sufficient Funds (NSF) checks and establishing a fee for declined Automated Clearing House (ACH) payments of \$20.00. Directors Green, Harris, Ridilla, Reisig and Gifford voted yes. The motion carried with roll call vote of 5-0-0.

4.5 Consider authorizing revisions to the Operations Foreman position description and associated pay scale.

The process of updating the Operations Foreman position description and pay scale is subject to meet and confer requirements. Teamster Local 150 has responded to my request for meet and confer, which is scheduled for November 18th at noon. During the meet and confer there was not an agreement due to the proposed salary for the position.

This position is intended to be offered to a current employee as part of the Lateral Transfer-Promotion Policy. The State of California requires a designated representative when the Operations Superintendent is unavailable, and the District currently does not have an individual in that current capacity.

No public comment on this item.

It was moved by Director Ridilla and seconded by Director Harris to take no action on this item and go back to the meet and confer process with the Union. Directors Green, Harris, Ridilla, Reisig and Gifford voted yes. The motion carried with unanimous vote of 5-0-0.

4.6 Consider authorizing revisions to the Sick Leave Policy in the Personnel Handbook.

There is a sentence in the existing Sick Leave policy that was necessary prior to the MOU renewal. The sentence provided 8-hours of sick leave to first-day new employees to comply with the California Labor Code. The previous 48-hours of sick leave per year accrual rate did not comply with code. Now that the new MOU provides 96-hours per year of sick leave accrual, the 8-hour award of sick leave for new employees is unwarranted and unjustified. The sentence needs to be deleted.

No public comment on this item.

It was moved by Director Ridilla and seconded by Director Harris to approve the revised sick leave policy by removing the sentence providing 8-hours of sick leave to first-day new employees. Directors Green, Harris, Ridilla, Reisig and Gifford voted yes. The motion carried with unanimous of 5-0-0.

4.7 Consider adopting a new Alternative Work Schedule Guideline in the Personnel Handbook.

The MOU renewal negotiations process, which concluded with a new MOU in May 2019, included contemplation of alternative work schedules. Specifically, the language included in various sections of the new MOU was inserted to provide flexibility for the anticipated changes associated with alternative work schedules, including but not limited to pay dates, biweekly pay periods, etc.

The proposed new section in the Personnel Handbook, Alternative Work Schedule Guidelines is intended for clarification of infrequent, yet anticipatable circumstances commonly encountered when transitioning to enable alternative work schedules. This should not be at all controversial. The clarifications and guidelines address how observed holidays, paid leave and traditional work schedules integrate with alternative work schedules.

No public comment on this item.

It was moved by Director Harris and seconded by Director Ridilla to adopt the new Alternative Work Schedule Guideline in the Personnel Handbook. Directors Green, Harris, Ridilla, Reisig and Gifford voted yes. The motion carried with unanimous of 5-0-0.

4.8 Consider approving the Comprehensive Annual Financial Report (CAFR) for fiscal year 2018/2019.

The CAFR is a report that discloses data on the District's financial position and operations in a manner designed to enable the reader to gain an understanding of the District's financial activities. This report includes the independent auditor's report, management discussion, statistical data, regional economic data and compliance report. Several members of staff and management compiled the information being represented in this report and feel it fairly represents the financial position of the District.

No public comment on this item.

It was moved by Director Ridilla and seconded by Director Jason Green to approve the CAFR, and further recommend directing staff submit the CAFR to the Government Finance Officers Association (GFOA) for consideration of District recognition for its financial reporting. Directors Green, Ridilla, Reisig and Gifford voted yes. Director Harris voted no. The motion carried with vote of 4-1-0.

4.9 Authorize any new Board Member Assignments (committees and other) announced by the Chair pursuant to District Policy 2.01.065.

No public comment on this item.

President Ridilla did not make any changes.

5. INFORMATION ITEMS

5.1. DISTRICT ACTIVITY REPORT

1. Water Operations Report
2. Conservation Report

5.2. BOARD REPORTS

1. Report any ad hoc committees dissolved by requirements in Policy 2.01.065
2. Regional Water Authority –Gifford – Agenda Provided.
3. Sacramento Groundwater Authority – Harris, Reisig – No Meeting.
4. LAFCO – No Representative
5. Executive Committee – Harris, Green - Minutes provided.
6. ACWA/JPIA – Ridilla - No Report
7. Ad Hoc Committee - None
8. Other Reports, e.g

6. DIRECTORS' AND GENERAL MANAGER COMMENTS – Director Reisig asked GM Shaw if the District was receiving very many complaints about the return envelopes no longer being supplied by the District. GM Shaw response was about half a dozen a month.

Director Harris received a customer complaint letter and forwarded the letter on to GM Shaw. She inquired with GM Shaw if the customer received a response. GM Shaw responded that Kim spoke with the customer and apologized for the District's error.

7. ADJOURNMENT

Direct Ridilla adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Signature on File
Timothy R. Shaw, Secretary

Signature of File
John Ridilla, President of the Board