

**MINUTES OF THE JANUARY 17, 2023  
BOARD OF DIRECTORS REGULAR MEETING  
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

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

The January 17, 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 will be physically open to the public with some reasonable limitations pursuant to current state and county guidelines. All in-person attendees are required to wear masks pursuant to the Sacramento County public health order and the federal Americans with Disabilities Act. Director Gifford led the pledge of allegiance.

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

**2. PUBLIC COMMENT** – No Public comment.

**3. CONSENT CALENDAR**

**3.1. Minutes December 19, 2022**

**3.2 November Expenditures**

**3.3 November Financials**

Comments/Questions – No comments.

*It was moved by Director Gifford and seconded by Director Green to approve the consent calendars. Directors Green, Harris, Gifford, Cline and Young voted yes. The motion carried with a roll call vote of 5-0-0.*

**4. REGULAR CALENDAR**

**ITEMS FOR DISCUSSION AND ACTION**

**4.1 GM Report.**

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

Comments/Questions – Director Green asked about the status of the tree at Well 10. GM Shaw gave update.

Public member asked about who is reporting the drought information. GM Shaw responded the report is prepared by the Operations Superintendent, Pat Goyet. Public member distributed drought information from San Juan Water District.

*The Board took no action on this item.*

**4.2 District Engineer's Report.**

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 – Director Green inquired about Fox Hollow Development. Engineer stated no movement.

*The Board took no action on this item.*

**4.3 Discuss Options for Increasing District Focus on Finances and Accounting**

At the December 19<sup>th</sup> Board meeting, the newly elected Board Chair declared a need to increase focus on finances / accounting. Specifically, the Chair indicated the need to form a new standing committee to focus exclusively on finance / accounting.

However, the agenda for the December 19<sup>th</sup> did not enable such Board action. Further, staff was not made aware of this objective and had not prepared any documents to assist the Board in making an informed decision. As such, the concept was placed on the January 3<sup>rd</sup> Executive Committee agenda.

The Executive Committee engaged in thorough discussion on the concept and alleged need for additional focus on finance / accounting. The Committee also discussed the requirements of a standing committee; including increased costs, reliable/reasonable meeting location, and the existing scope of the Executive Committee (includes finances/accounting).

Ultimately, the Executive Committee did not recommend forming a new committee and commensurately revising the scope of the Executive Committee. Instead, the Executive Committee director staff to place an item onto the January 17<sup>th</sup> agenda to enable Board discussion on alternatives to increase Board Member participation in the finance / accounting topics to be discussed at the Executive Committee. Some examples discussed at the January 3<sup>rd</sup> Executive Committee included:

- Seeking subject matter input from Board Members who are not assigned to the Executive Committee.
- Continuing to keep Board Members informed about public agency finance/accounting training opportunities.
- Encouraging Board Members to direct question on finances/accounting to the GM and/or the Accounting Specialist.
- Emailing copies of the upcoming Executive Committee agenda to Board Members not assigned to the Executive Committee to allow those Board Members to seek clarification and request specific aspects / details to be included at the Executive Committee discussion.

Comments/Questions – Director Harris clarified that she wants an Ad Hoc Committee to discuss the overall District issues and not just Finances. She’s proposing the Executive Committee consist of the President, VP and GM to look at the overall District Finances. Director Young wants more general description of the finances. GM Shaw offered that the Accounting Specialist is available to meet with Director Young for clarification of the Financial Reports to obtain a better understanding.

Comments/Questions – No public comment.

***It was moved by Director Young and seconded by Director Green to table this item until the February Board Meeting. Directors Green, Gifford, Harris, Cline and Young voted yes. The motion carried with a roll call vote of 5-0-0.***

#### **4.4 Consider Scheduling Alternative Date and Location (if necessary) for the February Board Meeting (third Monday is Presidents Day).**

The District’s regular public Board meetings are typically held on the third Monday of each month. However, in February the third Monday is an observed holiday (Presidents Day). Accordingly, it is necessary to scheduled alternative meeting dates, and if necessary, alternative meeting locations.

Staff has reached out to the RLE Parks District to seek Visitors / Depot available days in February. Parks responded with available dates for use of the Visitors / Depot on Tuesday, February 21st and Thursday, February 23rd.

Comments/Questions – Director Cline inquired about how often we have conflicting Mondays. GM Shaw responded with several and may be reasonable to look at changing the meeting dates. President Harris asked GM Shaw to place an item for the standing committees meeting dates to be changed on the next agenda.

***It was moved by Director Gifford and seconded by Director Cline to move the February Board Meeting to Tuesday, February 21<sup>st</sup>. Directors Green, Gifford, Harris, Cline and Young voted yes. The motion carried with a roll call vote of 5-0-0.***

#### **4.5 Consider Nominating a Representative to Serve on Sacramento County Local Agency Formation Commission Special Districts Advisory Committee**

All pertinent details and background are included in the package the District received from Sacramento County LAFCo.

Comments/Questions – No public comment.

*It was moved by Director Harris and seconded by Director Gifford to not nominate a representative to serve on Sacramento County LAFCo Special Districts Advisory Committee. Directors Green, Gifford, Harris, Cline and Young voted yes. The motion carried with a roll call vote of 5-0-0.*

#### **4.6 Discuss Steps the District Could Take to Encourage Paperless Billing**

The District has been discussing this goal for several years. The first iteration of the process was linked to Fathom software, a sub-component of the Advanced Metering Infrastructure (AMI) project in 2015. However, Fathom never produced the contracted software. The current manifestation of the program entails establishing an incentive for those customers who opt into a paperless billing program.

The California Constitution precludes charging more than the cost of providing service, and further requires a defensible relationship between the fee or charge for a service and the cost of that same service. Pointedly, the cost of printing, folding, stuffing, and mailing bills should not be charged to customers who opt into a paperless billing program.

The same customers who prefer online and/or automated payment options tend to also prefer paperless billing. The fulcrum to this paperless billing option is to establish that the cost avoidance of paperless billing is approximately equivalent to the convenience fee charged by the third-party credit/debit card payment processor.

A Resolution is needed to enable the Board to authorize a finding that the cost avoidance of paperless billing is approximately equal to the convenience fee charged to credit/debit payment customers. The following outliers need to be addressed:

- What will the District policy be for customers who opt into the paperless billing, but do not tend to use credit/debit cards for payment, e.g., Automated Clearing House (ACH) payments. The simple approach would be to reduce these customers (customers who opt into paperless billing, but don't normally pay via credit/debit card) fixed charge by the same amount as credit/debit card convenience fees. However, tracking and handling a change by the customer (from ACH or check to credit/debit payment) would be infeasible.
- There may be challenges in the CUSI billing software. Essentially the District would be establishing two fixed charge amounts, one for paperless billing and one traditional billing. Reconciling via posting credits to the accounts for paperless billing customers may be labor intensive for front office personnel.
- Establishing a credit (reversal of charges) for paperless billing customers on a frequency less than every bimonthly billing cycle may be the appropriate mitigation to the billing challenges described in items 1 and 2 above. The person-hours expended by reconciling credits for paperless billing performed once or twice each year instead of 6-times each year helps keep the program manageable.

The January 3<sup>rd</sup> Executive Committee recommends the Board consider authorizing a survey to gage the public's appetite for paperless billing and incentives therefor.

Comments/Questions – Directors discussed including an insert in the next mailing of the water bills.

*It was moved by Director Young and seconded by Director Cline to direct staff to draft a Resolution for issuing a credit to customers who elect Paperless Billing. Directors Green, Gifford, Cline and Young voted yes. Director Harris voted no. The motion carried with a roll call vote of 4-1-0.*

#### **4.7 Discuss Scheduling of Public Workshop on Emergency Drought Rates Implementation**

At the November 21st Board meeting, the Board provided direction to staff to use Doodle Poll as a tool to determine Board Members' collective availability for a public workshop.

The date and time of a workshop is one of the necessary logistics. However, unless the workshop is scheduled for the same day as a Board Meeting (e.g., starting at 5:30 P.M.), additional logistics will include finding a suitable location for the workshop.

The Doodle Poll invitations to Board Members was distributed on January 5th. As of the writing of this report, three of the five Board Members have participated in the Doodle Poll. The remaining two Board Members have been emailed reminders.

Comments/Questions – Director Harris strongly expressed not moving forward with a public workshop and the item should be tabled. Public member expressed to table the item.

*It was moved by Director Harris and seconded by Director Young to table the item. Directors Green, Gifford, Cline. No Director Harris and Young voted yes. The motion failed 2-3-0.*

Comments/Questions- Directors discussed doing a mailer with the next billing proposing a rate workshop in April.

**4.8 Authorize any New Board Member Assignments (committees and other) Proposed by the Chair Pursuant to District Policy 2.01.065.**

Comments/Questions – Director Harris inquired about the importance of having a member of the Board on the Water Forum.

**President Harris appointed herself to the Water Form.**

*It was moved by Director Harris and seconded by Director Young to appoint Director Harris to the Water Forum. Directors Green, Gifford, Cline, Harris and Young voted yes. The motion carried with a roll call vote of 5-0-0.*

**President Harris appointed herself and Director Young to an Ad Hoc Advisory Committee to address important issues of the District.**

*It was moved by Director Harris and seconded by Director Young to appoint Harris and Young to the Ad Hoc Advisory Committee. The Directors failed to not follow through with a vote.*

**President Harris appointed Director Young and Cline to the Executive Committee.**

Legal Counsel stated there would be no change of the Executive Committee. Board member Gifford and Green strongly disagreed with having two new committee members on the Executive Committee. Director Cline agreed with keeping a current member on from the current committee.

President Harris concurred with keeping the Executive Committee Director Gifford and Director Cline.

## **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 Leak Repair Report – Report provided.
- 5.1.4 New Drought Reporting Requirements - Information provided.
- 5.1.5 Hex Chrome MCL Adoption Documents
- 5.1.6 Surcharge #1 Accounting Documents

Comments/Questions – No comments.

### **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 – None.
- 5.2.5 Ad Hoc – COLA Committee – Ongoing. No movement.

## **6. DIRECTORS' AND GENERAL MANAGER COMMENTS –NONE.**

### **7. ADJOURNMENT** - The meeting was adjourned at 8:48pm.

Respectfully submitted,

Signature on File \_\_\_\_\_  
Timothy R. Shaw, Secretary

Signature on File \_\_\_\_\_  
Mary Harris, President of the Board