

Minutes
Rio Linda / Elverta Community Water District
Executive Committee

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

October 4, 2021
 6:00 p.m.

Attendance: The meeting was called to order at 6:00 P.M. The meeting was attended by Director Reisig, Director Green, General Manager Tim Shaw, and Contract District Engineer Mike Vasquez.

Call to Order: 6:00 P.M.

Public Comment: None (no public members attended)**Items for Discussion:**

1.	Update from Contract District Engineer.
	<i>The Contract District Engineer presented his written report and expounded on the two projects having paid their plan check fees. Mr. Vasquez also reported that Sacramento Metro Fire has indicated it will be requiring a hydrant installation for one of the projects. Mr. Vasquez further explained that the District has received indications of interest for two of the eight consulting firms known to have received the Request for Proposals for the 2020 Urban Water Management Plan.</i>
2.	Discuss the Status of the Annual Pipe Replacement RFP.
	<i>The Contract District Engineer presented his written report and the Committee discussed the timing of the Contract award with respect to weather and regulatory requirements during the defined rainy season. (storm water pollution prevention plan or SWPPP). Mr. Vasquez further characterized the current, temporary in-house staffing limitations on the potential for a relatively lower-cost project consequent to the mix of in-house and outsourced tasks.</i>
3.	Discuss the addendum to the General Manager’s Employment Agreement.
	<i>The General Manager presented his written report and further explained that the Board has the privilege of discussing this matter in closed session. Eventually, however, the addendum to the General Manager Employment Agreement, would have to be approved by the Board in open session or at least reported and publicly posted subsequent to Board approval. The General Manager indicated that the Districts past GMs and less than optimal transparency inspires his recommendation to consider the addendum in open session.</i> <i>The Executive Committee forwarded the item to the October 18th Board agenda, open session. The Committee further recommends Board approval of the simple addendum to the General Manager’s Employment Agreement.</i>
4.	Status Report on State Water Resources Control Board Arrearages Funding.
	<i>The General Manager presented his written report along with the excerpt from the State Water Resources Control Board (SWRCB) recently adopted Program Requirements. The General Manager further conveyed the tone he perceived from the SWRCB Board Members social reform agenda. The General Manager believes there are pre-existing taxpayer advocacy statutes that preclude public agencies from charging some ratepayers/taxpayers for the benefit of other ratepayers/taxpayers. The SWRCB Program Requirements stipulate that participating agencies must waive all late fees to be eligible for arrearages funding.</i> <i>The Executive Committee forwarded this item onto the October 18th Board agenda. The Committee intentionally withheld its recommendation for Board action, citing the need for additional analysis, e.g., informal legal opinion and written clarifications from SWRCB staff on the definition of “late fees”.</i>

5.	Discuss the Report from the Sacramento Regional Water Utilities Collaboration Study (continuing from 9-7-2021 Executive Committee).
<p><i>The General Manager presented his written report. Directors Green and Reisig provided observations including the potential benefits for Human Resource capacity at RLECWD via collaboration. Director Reisig conveyed having spent considerable time reviewing the voluminous report. Director Reisig's comments were context for his recommendation that the eventual Board discussion be scheduled for a Board Meeting with a relatively light agenda, which would better accommodate a lengthy Board discussion.</i></p> <p><i>The Executive Committee directed staff to place an item on the November 1st Executive Committee agenda to discuss the timing of forwarding this item to a future Board meeting agenda.</i></p>	
6.	The status of leak repairs on service lines.
<p><i>The General Manager presented the written report and the leak repairs report. The General Manager explained the timing associated with generating these monthly reports in context with the timing of posting agendas and documents for public meetings. The Executive Committee documents are often finalized prior to the end of the reporting period. Accordingly, the monthly reports should be part to the monthly Board meeting documents, similar tot the Operations Report and Production Report.</i></p> <p><i>The Executive Committee agreed and directed staff to include the monthly Leak Repairs Report on regular Board meeting agendas.</i></p>	
7.	Billing Software (CUSI) Agreement Required for Rate Restructuring Implementation.
<p><i>The General Manager presented his written report and explained that this awkward tactic by Continental Utility Systems Inc. (CUSI) are not unprecedented. CUSI initiated a similar untimely requirement when the District changed credit/debit processing vendors. The General Manager shared that he had expressed the Districts dissatisfaction then and now.</i></p> <p><i>The Executive Committee forwarded an item onto the October 18th Board agenda to enable the Board to consider ratifying the agreement with CUSI. The Committee recommends Board ratification of the agreement.</i></p>	
8.	Discuss Expenditures for August 2021.
<p><i>The Executive Committee forwarded this item onto the October 18th Board agenda with the Committee's recommendation for Board approval.</i></p>	
9.	Discuss Financial Reports for August 2021.
<p><i>The Executive Committee forwarded this item onto the October 18th Board agenda with the Committee's recommendation for Board approval.</i></p>	

Directors' and General Manager Comments:

The General Manager explained that at the time the October 4th Executive Committee agenda was written, staff and the Independent Auditor believed that the 2020/2021 audit report would be ready for Board consideration at the October 18th meeting. However, the Independent Auditor's firm has experienced some unforeseen staff vacancies, and the personnel shortage has impacted their schedule.

Items Requested for Next Month's Committee Agenda

Adjournment: 7:26 P.M.