

Rio Linda/Elverta Community Water District
Finance and Administrative Committee Meeting Minutes
September 10, 2018

Attendees: Director Mary Henrici, Director John Ridilla, and General Manager Tim Shaw were present.

Meeting was called to order by Director Henrici at 6:32 PM.

Public Comment. There was none.

Agenda Items

1. Review and discuss expenditures of the District for the month of August 2018.

Director Ridilla asked if the Coleman Engineering costs were higher or lower than and is the quality of service higher or lower than the past engineering firm. GM Shaw noted that Coleman Engineering charges have been less but they are also doing less work as no projects are currently funded. All items were in order.

The committee recommends approval to the full Board of Directors.

2. Review and discuss Financial Reports of the District for the month of August 2018.

Director Henrici asked where the 2017/18 year end financials were. GM Shaw said they would be emailed to the committee as they did not get into the packet.

The committee recommends approval of the financial reports to the full Board of Directors.

3. Personnel Handbook Policy addition: Administrative leave for FMLA- exempt employees.

The committee requested legal review before the policy goes to the full Board.

The committee recommends approval to the full Board of Directors.

4. Personnel Handbook Policy addition: Sick Leave

The changes included in the revision are those necessary to comply with the current California Labor Code, Division 2. Director Ridilla inquired about the feasibility of other changes to the sick leave policy. The GM advised that other changes (other than code compliance may be worthy of consideration, but the process for consideration must be through the meet and confer or

negotiations process. The committee requested legal review before the policy goes to the full Board. The GM responded that Legal Counsel review is already in progress.

The committee recommends approval to the full Board of Directors.

5. Update on the proposed change to hours of operation.

The committee was updated on the status of this item. Staff has contacted their union since the last meeting of the Board regarding this issue. The union rep opined that this item is subject to meet and confer because the management rights clause in the current MOU is specific to changes in hours for operational needs. The union rep believes this request falls beyond the scope of operational needs because the employees initiated the request. GM Shaw then noted that he has received an email this afternoon from the union stating they may not be including this item in their negotiations. GM Shaw noted he intends to seek legal counsel on the union response to the change in hours before any other action is taken.

The committee has no recommendation regarding this item.

Directors' and General Manager comments not on the agenda.

There were none

Meeting adjourned at 7:03 p.m.