

**MINUTES OF THE
FEBRUARY 25, 2019
BOARD OF DIRECTORS REGULAR MEETING
OF THE RIO LINDA/ELVERTA COMMUNITY WATER DISTRICT**

1. CALL TO ORDER, ROLL CALL and PLEDGE OF ALLEGIANCE

The February 25, 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 Depot/Visitor Center located at 6730 Front Street, Rio Linda, CA. General Manager Tim Shaw took roll call of the Board of Directors. Director Dills, Director Harris, Director Ridilla, Director Green and General Manager Tim Shaw were present. Director Harris led the pledge of allegiance.

2. PUBLIC COMMENT

No public comment.

3. PUBLIC HEARING

3.1 Open Public Hearing

President Ridilla opened the public hearing to discuss Ordinance No. 2019-01.

3.2 Ordinance No. 2019-01 An Ordinance of The Board of Directors Of The Rio Linda/Elverta Community Water District To Establish Permanent Disconnection Fees And Policy For Permanent Disconnection

3.3 Public Comment

Public member Stephanie Suela asked for clarification on the fees associated with the ordinance. GM Shaw addressed the public members question.

3.4 Close Public Hearing

President Ridilla closed the public hearing at 6:32 p.m.

4. ITEMS FOR DISCUSSION AND ACTION

4.1 Consider of Ordinance No. 2019-01 An Ordinance of The Board of Directors of The Rio Linda/Elverta Community Water District To Establish Permanent Disconnection Fees And Policy For Permanent Disconnection for adoption.

It was moved by Director Harris and seconded by Director Dills to adopt Ordinance No. 2019-01 to Establish Permanent Disconnection Fees and Policy for Permanent Disconnection. Directors Dills, Green, Harris and Ridilla voted yes. The motion carried with a roll call vote of 4-0-0.

5. CONSENT CALENDAR

5.1 Minutes

January 28, 2019

5.2 Expenditures

5.3 Financial Reports

It was moved by Director Dills and seconded by Director Ridilla to approve the consent calendar. Directors Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 4-0-0.

ITEMS FOR DISCUSSION AND ACTION

6.1 GM Report

GM Shaw provided his written report to the Board.

No public comment on this item.

The Board made no action on this item

6.2 District Engineer's Report

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, Development Plan Review, Well 16 Equipping and Site Design Request for Proposals, Well 10 Hexavalent Chromium Treatment Project

Director Dills asked about Well #17. GM Shaw stated we issued a contract for destruction of the monitor wells as required.

No public comment on this item.

The Board made no action on this item

6.3 Consider appointing a Board Member to fill the vacancy created by the resignation of Director Henrici.

Director Mary Henrici resigned as Director of the RLECWD Board of Directors. Director Henrici's letter of resignation stipulated an effective date of January 13, 2019.

California Government Code §1780 stipulates requirements for filling Board Member Vacancies and the Sacramento County Elections Office publishes a guide, including sample forms, to assist Boards in complying/documenting the proper execution of the process. All requirements have been met to enable the Board to fill the vacancy via appointment.

The District received applications from Mel Griffin and Jason Green before the beginning of the Board Meeting. Mel Griffin and Jason Green attended the Board meeting. No further applications were received.

Public member, Stephanie Suela attested that Mel Griffin voted for lifetime medical benefits for Jerry Wickham and Mike Phelan during his reign on the Board.

Mel Griffin introduced himself to the Board and gave background on his experiences and work history.

Jason Green introduced himself to the Board and gave background on his work history, experiences and community involvement.

The Board excused the two candidates and deliberated the information presented by the potential candidates.

It was moved by Director Harris and seconded by Director Paul Green to appoint Jason Green to the RLECWD Board of Directors. Directors Dills, Green, Harris and Ridilla voted yes. The motion carried with a roll call vote of 4-0-0.

6.4 Consider Re-establishing District Financial Policies and completing Accounting Procedures.

Adoption of Resolution 2012-12 and the corresponding additions to the District Policy Manual, the Finance policies were deleted from the District Policy Manual. Based on the intentions of the Financial policies being removed to a separate policy manual e.g. create a “RLECWD Accounting Procedures Manual” Creation of a new Accounting Procedures Manual was completed, but had not been updated.

No public comment on this item.

It was moved by Director Dills and seconded by Director Green to approve restoring the Financial Policies in Resolution No. 2012-12 back into the District Policy Manual and forward those policies to the Finance and Administrative committee to be updated. Directors Dills, Green, Harris and Ridilla voted yes. The motion carried with unanimous vote of 4-0-0.

6.5 Consider approving a professional services agreement with Domenichelli and Associates for engineering design of the Well #16 groundwater pumping station.

Staff completed the Request for Proposals (RFP) process. Proposals were received from four firms and were reviewed by the proposal review committee consisting of the General Manager, Operations Superintendent, and District Engineer. The proposal review committee determined that Domenichelli & Associates, Inc. was the most qualified. Domenichelli & Associates’ fee is \$197,425, and the District’s budget is \$104,519, a difference of \$92,906.

The overage, or difference between what Affinity estimated as the cost for engineering and Domenichelli’s bid, was anticipated. Affinity prepared the cost estimates in February 2018 for the loan process. Affinity assumed Affinity would be completing their design and their cost estimate reflected such.

The General Manager has informed Fieldman Rolapp and Opus Bank (municipal finance team) about the substantial difference between estimated cost for design in February 2018 and the actual cost being considered tonight. Opus understands the District’s explanation, and Opus Bank will make a memo for their files. As discussed with Opus and Fieldman, the loan amount is fixed. If this \$92,906 overage cannot be sufficiently mitigated somewhere in the construction and/or engineering cost for Well #16 and/or Well #10. The feasibility of the second project (Well #10) may be at risk. We need to factor this into the Board’s future decision on or before September 2019, when the Board will decide how much of the remaining \$3.7 million to draw from the construction account for the loan.

Approval of the professional services agreement enables the District to prepare plans and specifications to solicit bids for construction of the Well #16 Groundwater Pumping Station. The timing associated with this approval allows for design plans and specification to be 100% complete in August 2019, and will include a vetted engineer’s estimate of probable construction costs to be used to determine next steps in assessing utilization of the Opus Bank loan for construction of hexavalent chromium mitigation facilities.

No public comment on this item.

It was moved by Director Dills and seconded by Director Green to approve the professional services agreement with Domenichelli and Associates for engineering design of Well #16 groundwater pumping station. Directors Dills, Green, Harris and Ridilla voted yes. The motion carried with unanimous vote of 4-0-0.

6.5.a Accept the Irrevocable Offer of Dedication for the Well #16 parcel.

Resolution No. 2019-03 was originally considered in draft form at the May 2018 Board meeting. The latest efforts to obtain the irrevocable offer of dedication for the Well #16 parcel entailed a letter from Legal Counsel to the property manager.

No public comment on this item.

It was moved by Director Dills and seconded by Director Ridilla to approve Resolution No. 2019-03 to accept the irrevocable offer of dedication for the Well #16 parcel and further authorize all documentation and steps necessary to record the deed. Directors Dills, Green, Harris and Ridilla voted yes. The motion carried with a roll call vote of 4-0-0.

6.6 Consider approving Master Service Agreement with California Bank and Trust to enable Automated Clearing House (ACH) method of payment (fee free alternative for credit/debit card customers).

California Bank and Trust regarding the transition to Automated Clearing House (ACH) payment method as a fee free alternative to credit/debit card payments by customers requires the District sign this Master Services Agreement, which contains clauses that must be reviewed by Legal Counsel prior to Board approval of the agreement.

No public comment on this item.

It was moved by Director Dills and seconded by Director Ridilla to authorize the Master Service Agreement with California Bank and Trust to enable processing of ACH payments subject to legal review. Directors Dills, Harris, Green, and Ridilla voted yes. The motion carried with a unanimous vote of 4-0-0.

6.7 Consider Resolution No. 2019-01 Nominating Director Paul Green to serve as ACWA-JPIA Executive Committee.

No public comment on this item.

It was moved by Director Harris and seconded by Director Ridilla to approve Resolution 2019-01 to nominate Director Paul Green to serve on the ACWA/JPIA Executive Committee. Directors Dills, Harris, and Ridilla voted yes. Director Paul Green abstained. The motion carried with a vote of 3-0-1.

6.7.a. Consider Resolution No. 2019-02 to concur with Yuba Water Agency's nomination of Brent Haste to serve on ACWA-JPIA Executive Committee.

No public comment on this item.

It was moved by Director Ridilla and seconded by Director Harris to concur with the nomination of Brent Haste to service on the ACWA-JPIA Executive Committee. Directors Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 4-0-0.

6.8 Consider authorizing a revision to the District Policy on Termination of Service.

No public comment on this item.

It was moved by Director Harris and seconded by Director Ridilla to delete Policy 4.07.725 and the amendment of Policy 4.31.285 subject to legal counsel review. Directors Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 4-0-0.

6.9 Consider confirming any new Board Member assignments (committees and other) announced by the Chair pursuant to District Policy 2.01.065.

6.9.a Consider Board authorization of the RWA Withdrawal Evaluation Ad Hoc Committee.

It was moved by Director Ridilla and seconded by Director Harris to create an Ad Hoc Committee to Evaluate keeping membership in RWA and SGA consisting of Director Dills and Director Paul Green. Directors Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 4-0-0.

7. INFORMATION ITEMS

7.1. DISTRICT ACTIVITY REPORT

- a. Water Operations Report
- b. Conservation Report

7.2 Reminders regarding mandatory Board Members' training and reporting requirements

It was moved by Director Dills and seconded by Director Ridilla to authorize the attendance of up to five directors to the SDRMA Education Day. Directors Dills, Green, Harris and Ridilla voted yes. The motion carried with a unanimous vote of 4-0-0.

7.3. BOARD REPORTS

- a. Report any ad hoc committees dissolved by requirements in Policy 2.01.065.
- b. Regional Water Authority – Special Meeting verbal report by GM Shaw
- c. Sacramento Groundwater Authority – Agenda, Executive Summary, written report provided
- d. LAFCO – Green – Green stated nothing to report meeting was canceled.
- e. Planning Committee – Dills, Harris – Minutes provided.
- f. Finance / Administrative Committee – Minutes provided.
- g ACWA/JPIA – Green, Ridilla – Nothing to report.
 - h. AD Hoc Committees
 - 1. MOU Negotiations – Dills, Harris
 - i. Other Reports

8. DIRECTORS' AND GENERAL MANAGER COMMENTS

GM Shaw and the Board discussed canceling the upcoming Planning Committee Meeting.

9. ADJOURNMENT

President Ridilla adjourned the meeting at 8:30p.m.

Respectfully submitted,

Timothy R. Shaw, Secretary

John Ridilla, President of the Board