

Rio Linda/Elverta Community Water District
Finance and Administrative Committee Meeting Minutes

July 9, 2018, 2018

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

Meeting was called to order by Director Henrici at 6:33 PM.

Public Comment. There was none.

Agenda Items

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

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 June 2018.

Director Ridilla questioned the other revenue category in the profit and loss budget performance document. Manager Shaw noted that the correct account number for Other Revenue is not reflected in the report and that in reality the District has received over 100% of the amount budgeted for the item. Manager Shaw will have the report corrected for the next meeting of the committee.

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

3. Discuss request of employees to consider changing hours of operation.

General Manager Shaw provided the committee with a request signed by all staff members requesting the work schedule be changed from the existing 5 8 hour work days to 4 10 hour work days. The committee requested the Manager prepare a response to the staff and draft options for review by the finance/admin committee.

There is no current committee recommendation on this item.

4. Discuss proposed revisions to policy 2.01.150.

The committee was presented with 2 options for the revision of section 2.01.150 of the policy manual. It was also noted that Resolution 2002-08 should probably be rescinded as many parts of the Resolution have changed over the years causing a conflict in policy.

The committee recommends Option 1 to become the new section 2.01.150 of the District policy manual and that Resolution 2008-08 is rescinded at the next meeting of the Board.

5. Discuss needed changes to District policies 3.06.600 through 3.06.800 disposition of surplus items.

Upon review of the District's surplus property policy it has been determined that the current policy is out of date. The General Manager provided the committee with an updated policy. A small revision regarding the opening of bids was noted. The committee asked that the policy be reviewed by legal counsel before being provided to the full Board.

The committee recommends the proposed revisions to sections 3.06.600 through 3.06.800 be approved by the Board after legal review.

6. Discuss the need for Personnel handbook employment process changes.

Manager Shaw noted that the District's current drug testing policy of new hires is not current. The proposed revised wording for the selection process section of the manual was reviewed and it was asked that psychological testing be removed. It was asked that the Manager revise a sample drug and alcohol program document provided by ACWA JPIA and have legal review the program before Board approval.

7. Discussion of means for changes to GM contract.

It was noted an ad hoc committee needs to be formed in order to discuss the Manager's contract per new District policy.

The committee recommends the Board appoint an ad hoc committee for the Manager's contract negotiation and also form an ad hoc committee for Memorandum of Understanding negotiations.

Directors' and General Manager comments not on the agenda.

The past rate structures of the District were discussed with a timeline of when tiered rates were removed and the effect it has had on district revenue.

Meeting adjourned at 7:30 p.m.

