

**MINUTES OF THE REGULAR MEETING OF THE
FLORIN RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS**

Tuesday, August 17, 2021

The regular meeting of the Florin Resource Conservation District Board of Directors was called to order at 6:02 p.m. by Chair Sophia Scherman via Zoom.

Call to Order, Roll Call, and Pledge of Allegiance.

Directors Present: Sophia Scherman, Tom Nelson, Bob Gray, Lisa Medina, Elliot Mulberg
Directors Absent: None
Staff Present: Bruce Kamilos, General Manager; Patrick Lee, Finance Manager/Treasurer; Stefani Phillips, Human Resources Administrator/Board Secretary; Donella Murillo, Finance Supervisor; Travis Franklin, Program Manager; Amber Kavert, Administrative Assistant II (Confidential)
Staff Absent: None
Associate Directors Present: Paul Lindsay
Associate Directors Absent: None
General Counsel Present: Ren Nosky, JRG Attorneys at Law

Public Comment

Nothing to report.

1. Proclamations and Announcements

Administrative Assistant II (Confidential) Amber Kavert announced that the Florin Resource Conservation District (FRCD)/Elk Grove Water District (EGWD) (District) received a wellness grant from the Association of California Water Agencies/Joint Powers Insurance in the amount of \$1,020.

2. Consent Calendar

- a. Minutes of Special Board Meeting July 13, 2021
- b. Minutes of Regular Board Meeting of July 20, 2021
- c. Accounts Payable Check History – July 2021
- d. Board and Employee Expense/Reimbursements – July 2021
- e. Active Accounts – July 2021
- f. Bond Covenant Status for FY 2021-22 – July 2021
- g. Revenues and Expenses – Actual vs Budget FY 2021-22 – July 2021
- h. Cash Accounts – July 2021
- i. Consultants Expenses – July 2021
- j. Major Capital Improvement Projects – July 2021

MSC (Nelson/Medina) to approve Florin Resource Conservation District Consent Calendar items a-j.
5/0: Ayes: Gray, Medina, Mulberg, Nelson and Scherman.

3. Elk Grove Water District Fiscal Year 2020-21 Quarterly Operating Budget Status Report

Finance Manager Patrick Lee presented the item to the FRCD Board of Directors (Board).

In summary, staff has previously provided the Board with a Quarterly Financial Summary and a Quarterly Budget Review report every month immediately following the close of the quarter. At the regular board meeting on July 20, 2021, staff presented the quarter ending June 30, 2021, financial status reports to the Board. The Board requested staff to bring both reports back during the August regular board meeting with financial information updated to reflect any Fiscal Year 2020-21 revenue and expense accruals captured through July 30, 2021.

There was a discussion as to the timing, frequency, and amount of detail to be included in future financial status reports. In the end, the Board agreed to keep the time, frequency, and amount of detail the same for future financial status reports.

4. Resumption of Penalties and Shutoffs

Mr. Lee presented the item to the Board.

In summary, Executive Order N-42-20, which established the moratorium on water shutoffs due to nonpayment as a result of the COVID-19 pandemic, is set to expire on September 30, 2021. Staff requested direction from the Board on when the District should resume the assessment of over the phone payment fees, door tag fees, late payment penalties and water shutoffs due to nonpayment. Assembly Bill (AB) 148, which includes a provision allocating \$985 million to the State Water Board for water arrearages due to COVID-19, was also mentioned. The funds from AB 148 will be administered by the State Water Board and distributed to water systems throughout the state of California based on arrearages between the COVID-19 relief period of March 4, 2020, through June 15, 2021. This information will be collected through a survey expected to be released in August. The funds will be distributed by State Water Board no later than November 1, 2021, with complete distribution no later than January 31, 2022.

Director Elliot Mulberg asked what staff recommends on the topic. Mr. Lee stated everything circles around AB 148 and that staff recommends to not move forward on establishing an effective date to resume penalties and shut offs until any funds the District is eligible to receive is received and has been applied to customer accounts to eliminate the need to go back and shut off customers who might have been eligible to have credits on their accounts.

Mr. Lee mentioned he will be attending a webinar by the State Water Board on the program. He will come back to the Board with more information at the next meeting

5. Records Retention and Disposal Policy

Human Resources Administrator/Board Secretary Stefani Phillips presented the item to the Board.

In summary, in January of 2021, the District began working with Gladwell Governmental Services, Inc. (Gladwell) to complete a document management needs assessment. This was one of the District's key objectives in 2021. Gladwell provided the District with recommendations on file naming, storing, maintaining, and disposing documents. Through review of the recommendations contained in the needs assessment, staff learned that the District's current document management system is sufficient. However, the current policy needed to be updated and an internal SOP needed to be developed and implemented. Staff, with the assistance of Gladwell and Solutions by BG (Mr. Dainat), amended and renamed the Records Retention Policy to Records Retention and Disposal Policy. The notable changes to the policy are: 1) Changed title; 2) Revised authorization to dispose of records from General Manager to Human Resources Administrator/Board Secretary; 3) Added unalterable media language; 4) Removed duplication contained in the policy/retention schedule; and 5) Removed references/citations not applicable to special districts contained in the retention schedule.

MSC (Nelson/Scherman) to adopt Resolution No. 08.17.21.01, amending and replacing Resolution No. 10.17.18.02, the Records Retention Policy with the Records Retention and Disposal Policy. 5/0: Ayes: Gray, Medina, Mulberg, Nelson and Scherman.

6. Fiber Optic Line Project Contract

Mr. Kamilos presented the item to the Board.

In summary, EGWD received bids for the Fiber Optic Line Project on August 5, 2021. Three (3) contractors submitted bids for the project. Arrow Drillers, Inc. was the lowest responsive, responsible

bidder with a bid amount of \$290,547.17. The Board approved budget for the Fiber Optic Line Project for fiscal year 2021-22 is \$300,000.

MSC (Nelson/Medina) to authorize the General Manager to execute a construction contract in the amount of \$290,547.17 with Arrow Drillers, Inc. for the Fiber Optic Line Project. 5/0: Ayes: Gray, Medina, Mulberg, Nelson and Scherman.

7. Compact Track Loader with Cold Planer Purchase

Mr. Kamilos presented the item to the Board.

In summary, the proposed compact track loader with cold planer purchase is needed to perform pavement grinding as part of pavement restoration. This equipment is key to being able to restore pavement to city standards that the EGWD has damaged when doing work. The Board approved purchasing a compact track loader with cold planer as part of the FY 2021-22 Capital Improvement Program (CIP) budget. The approved budget for the equipment was \$105,000. The Purchase of Goods and Services from Outside Vendors policy (Policy) requires that major purchases of items costing more than \$50,000 be competitively bid and approved by the Board. In accordance with the Policy, staff requested and received bids from three (3) qualified vendors. The lowest responsive, responsible bidder was Bobcat of Sacramento at \$91,385.15.

MSC (Medina/Mulberg) to authorize the General Manager to execute a purchase order in the amount of \$91,385.15, including tax and license, with Bobcat of Sacramento to purchase a compact track loader with cold planer. 5/0: Ayes: Gray, Medina, Mulberg, Nelson and Scherman.

8. Juneteenth National Independence Day Holiday

Mr. Kamilos presented the item to the Board.

In summary, Juneteenth National Independence Day (Juneteenth Day) became a federally recognized holiday when President Joe Biden signed it into law on June 17, 2021. The new holiday commemorates the end of slavery in the United States.

EGWD observes 12 paid holidays. Many of EGWD's observed holidays are consistent with federal holidays observed. EGWD's observed holidays are contained in the Employee Policy Manual, which is adopted by the Board, by way of resolution. Staff recommended that Columbus Day be removed, and Juneteenth Day be added to the holiday schedule starting in 2022.

MSC (Medina/Mulberg) to adopt Resolution No. 08.17.21.02, amending the Elk Grove Water District Employee Policy Manual Section 5.2 Holidays, 5.2.1 Observed Holidays, whereby Columbus Day is removed, and Juneteenth National Independence Day is added. 5/0: Ayes: Gray, Medina, Mulberg, Nelson and Scherman.

9. General Manager's Report

Mr. Kamilos presented the item to the Board.

Mr. Kamilos spoke about the American Rescue Plan Act (ARPA) and that the District has asked the Elk Grove City Council to be a part of the ARPA funds, which is around \$22 million dollars total. The council was receptive of the District's participation in receiving the funds for new water mains. Mr. Kamilos was directed to submit proposals to the City Council that details the projects. He mentioned he is going to send a joint proposal to the city and the county that details the projects that the District is requesting funding for from ARPA.

Director Mulberg asked why not send different proposals to the city and the county for different projects. Mr. Kamilos says he is pondering that idea.

Mr. Kamilos mentioned that John Woodling has asked the District to nominate him for the Association of California Water Agencies Groundwater Committee. The Board showed full consensus of support.

10. Elk Grove Water District Operations Report – July 2021

Mr. Kamilos presented the EGWD Operations Report – July 2021 to the Board.

11. Directors Comments

Director Mulberg mentioned the California Special Districts Association Legislative Committee talked about their deadline for a legislative proposal on board member stipends being due September 30, 2021.

Adjourn to Regular Board Meeting on September 21, 2021.

Respectfully submitted,

Stefani Phillips

Stefani Phillips, Board Secretary

AK/SP