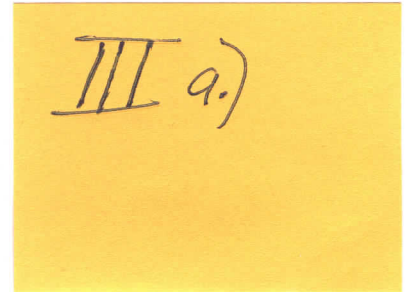


Directors
Chris Calvert, President
Robert Whitehouse, Vice President
Elizabeth Miles, Secretary
Michael Bianco, Director
Joe Gates, Director



Staff
Gordon Stankowski, General Manager
Brenda Kane, Billing Manager
Rick Trites, Meter Reading/Backflow
Nancy Veerkamp, Clerk/Admin
Solano Irrigation District, Operation & Maintenance



BOARD OF DIRECTORS REGULAR
MEETING MINUTES
February 13, 2018 at 7:00 pm
Vacaville Fire Protection District, Fire
Station #67 4135 Cantelow Road,
Vacaville CA 95688

I. Call to order/ Roll Call/ Approval of the Agenda

Chris Calvert called to order the Regular Meeting of the Rural North Vacaville Water District at 7:00 pm on February 13, 2018 at Vacaville Fire Protection District, Fire Station #67, 4135 Cantelow Road, Vacaville, CA 95688.

Roll Call: The following Directors were present: Chris Calvert, President; Mike Bianco, Director; Elizabeth Miles, Secretary; Joseph Gates, Director; Absent: Robert "Bob" Whitehouse, Vice President.

Others present were: Gordon Stankowski, General Manager (GM) and Nathan Stankowski assistant to the GM; Nancy Veerkamp, Clerk/Administrator; Justin Hopkins, Solano Irrigation District (SID); and Justin Shobe, Luhdorff & Scalmanini Consulting Engineers (LSCE).

Chris called for a motion to approve the Agenda. Joe made a motion to approve the Agenda, Mike seconded the motion. Motion carried with the following votes: Chris – Aye, Mike – Aye, Elizabeth – Aye, and Joe – Aye.

II. Public Comment –

Chris reminded attendees that this public comment period is for items not on the Agenda. Public Speakers that identified themselves: James Cordry, Eileen Smith, Roberta Brusher-Sullivan, Jim Miles.

III. Consent Items

- a) Approval of the Board Regular Meeting Minutes for January 9, 2018
- b) Approval of the Financial Reports for December 2017 and Adjustments for January 2018.

Joe made a motion to approve all the consent items, Mike seconded the motion. Motion carried with the following votes: Chris –Aye, Mike- Aye, Elizabeth- Aye, and Joe – Aye.

IV. General Manager's Report

Public comment Questions presented:

1. **Can the District expand beyond 533 connections?** Answer: No, not without a new engineering study. There are currently no plans to do this.
2. **Can a developer be charged more for a water right?** Currently there is one price from the District of \$40,000 to purchase a water right. New pricing could be considered by the board in the future.
3. **Will a new development affect the water pressure for current customers?** No, the District and SID will work together to assure that any building plan presented by the developer will not affect service to current customers.
4. **Was the system designed for this development?** Yes. The existing 12" main allows for development. All cost of the system improvements for a development will be paid for by the developer.
5. **Is the aquifer for RNVWD the same as the water source for the City of Vacaville?** The Solano County Water Agency (SCWA) is responsible for tracking and can provide this information.
6. **Is there a policy and procedure in place for purchase or transfer of a water right?** Yes, there are forms on the website. The General Manager works with each customer individually as each scenario is different. The current policy and procedure can be reviewed and updated as part of the ongoing policy update process.
7. **Does anyone own a fully paid water right?** Yes there are a few.
8. **How does one go about paying off a water right?** This is a process though "NBS", the company the District has hired to track the balance of assessments for each customer.
9. **How often is the Sphere of Influence updated?** Not certain, however it was recently updated.
10. **How often is the Municipal Service Review (MSR) updated and what is the cost?** It was recently updated and don't recall the cost.
11. **In August 2016 meeting minutes the General Manager disclosed that he may request to annex a parcel in the future is that still true?** Yes. A request for annexation is not being processed at this time. The parcel is not in the District.
12. **Does the District charge an Administration fee for sale/or transfers of water rights?** It was identified that RNVWD does not receive any of the administrative fees and the set fee is forwarded to the RNVWD General Manager. GM would have to look at the fee schedule to verify the fee amount. The District Fee Schedule is on the website.
13. **Is the District privately owned or a public entity?** It is a public entity, a Community Service District, governed by the RNVWD board of directors.
14. **There was a question about fire hydrants.** Fire hydrants in the district are defined as Fire Fills for use by the Fire Department as points of access for water in fire fighting. New Fire Hydrants will be a requirement of the proposed development.
15. **Would the District consider water storage vs. arsenic removal for Well #2?** Yes, feasibility of storage vs. arsenic removal will be considered.

- a) **Inform board on application by developer to Solano County Resource Management for 43 new single family lots with RNVWD Water.**
- Gordon presented a spreadsheet that explained the 533 Service Connections within the district. Customers that use water regularly are 226; customers that use water seasonally are 75; Customers that never use water are 83; Customers that have no connection are 14; Supplemental water rights owned by customers are 98; Water rights for sale by the district are 37. Totaling 301 regular and occasional users and 232 users who never use, have no connection, have a supplemental(s) or District water rights for sale. Yearly usage summary: the district is pumping water 24% of the year, for a total of about 45M gallons.
- b) **Update: Policy for Agenda, Meeting Minutes, Teleconferencing and Website Posting (second draft)**
- A spreadsheet was handed out with proposed policies to be worked on in the coming year using templates from California Special Districts Association (CSDA). Drafts will be presented to the board for the following policies: Minutes, Agenda, Web page, Teleconferencing, Basis of Authority, Board Secretary duties, Board/Staff Communications, Correspondence to Board, Overview of General Manager's Role, Duties of Board President, Board Actions and Decisions, Board Meeting Conduct, Brown Act Compliance and Review of Decisions. A copy of the draft policy for Basis of Authority was passed out. Added to that will be Transfer and/or Purchase of Water Rights and Elections per Elizabeth's request.
- c) **New Operations and Maintenance Plan prepared by Solano Irrigation District (SID), required by Department of Drinking Water.**
- RNVWD Operations and Maintenance Plan was received from SID and is now posted on the website.
- d) **Review mid-year District Financials and comparison to District Budget.**
- It was agreed by all board members to move this item to the next meeting. Elizabeth identified that contracts are being increased without board review and after the budget is approved.

V. Continuing Business

Public Comments:

1. **Are there other options the District is considering for Well #2?** It seems that the arsenic level has always been a problem per a conversation with a member of the Solano County Board of Supervisors? Could a storage system provide the backup the district

- needs? Answer from Justin Hopkins (SID) – Storage is a massive project. Currently they are building a 2M gallon storage facility and it is costing around \$2.4 M. Another problem with storage is the water has to be treated before being dispensed if it “sits” too long.
2. **If Well #1 shuts down what could be the repair time?** Per Justin of SID it could range from 1 week to 2 months depending on the issue. Well #2 can be used 5 days three times per year.
 3. **Do we have a backup pump on site?** No, the pumps are specific per well and would probably not be interchangeable. When Well #2 pump is pulled all specs will be documented as the District does not have any information from the original installation from Solano County files.
 4. **How much is a new well?** \$1M is the estimate with no guarantee that the Arsenic will not be a problem in a new location.
 5. **Do we have funds available at this time for the total project?** Per the October Board meeting an estimate was handed out that we have \$400,000 for a down payment and would need to finance approximately \$600,000. It may or may not require an increase in the Capitol Recovery Charge, CRC, from the current \$15 to \$20 per month.
 6. **How many other wells are currently being treated for Arsenic with the proposed system?** LSCE evaluated 5 other districts in California who are using the proposed AdEdge media adsorption system. None have the same level of silica. There are currently two systems undergoing bench testing.
 7. **What is the target level for Arsenic this system is designed for?** Not to exceed 5 parts per billion, ppb, and under the 10 ppb limit. As the media breaks down the ppb will increase until the media is replaced.
 8. **How can the media last longer?** We can experiment with mixing to lengthen the life of the media.
 9. **What is the cost of media replacement?** It is approximately \$30,000 per change. The pilot bench testing is needed to determine the life of the media.
 10. **Where is the media disposed of?** Justin Shobe stated that he is unsure of the exact location. Disposal by vendors is included in the price of the media.

a) Consider for Approval Well #2 Arsenic removal facility selection of vendor and approval of the next phase of work for consultant Luhdorff and Scalmanini and pilot testing by Vendor. Presentation by LSCE and SID.

- Justin Shobe explained that adsorption is a feasible alternative over coagulation. There are significantly lower labor costs, less waste requiring less disposal. Bench testing by vendor AdEdge will confirm media performance assumptions.

Joe made a motion to approve the Task 2 work for LSCE of \$11,290. and Bench Testing by AdEdge of \$15,000. Mike seconded the motion. Motion carried with the following votes: Chris – Aye, Mike – Aye, Joe – Aye. Elizabeth – Nay.

Chris asked SID to evaluate what the cost would be for extra storage in lieu of arsenic treatment and get back to the district within 60 days.

b) Update board on estimated costs for removal and repair of Well #2 pump and schedule for this work.

- An updated excel spreadsheet was passed out showing the repair estimate budget as of 2/13/18 is \$50,000. The new column has been shipped and the pump will be pulled February 27-28th. At that time a video camera will be used to inspect the well. There are three possible issues causing the lack of pump performance: pump bowls are damaged, column pipe has holes, or plugging of the well. Mike wanted to know if the \$50,000 comes out of the Capitol Reserve Fund, answer by GM Yes.

Joe made a motion to approve the work. Mike seconded the motion. Motion carried with the following votes: Chris – Aye, Mike – Aye, Joe – Aye, Elizabeth – Aye.

VI. New Business

Public Comment: None

a) Consider for Approval use of Station 4, tank site, off Bucktown Road for installation of a communication tower for use by SID in managing non-district facilities in Pleasants Valley.

Clarification: It is not a communication tower it is a 20' pole.

Chris made a motion to approve the pole. Joe seconded the motion. Motion carried with the following votes: Chris – Aye, Mike – Aye, Joe – Aye, Elizabeth – Aye. In addition to the meeting minutes a form of agreement will be processed with SID for this action.

VII. Public Comments –

- Eileen Smith thanked the board for their information and listening to their concerns. If the District has knowledge of any other upcoming developments please let us know.

VIII. Board Member Comments

Elizabeth- emphasized that we need to look at cost increases in our budget before we consider increasing charges to our members. She stated to all that whether you have a well or a Rural North Vacaville Water District connection, the decision of this Board impacts all of our lives and community. Please communicate with us at any time. The water district is here for you. Thank you for coming.

Chris – Be sure to attend the Board of Supervisors meetings regarding planned developments in the District they are on the 1st and 3rd Tuesdays at 8:30 am.

Joe – We are all in this together. Thank you- Eileen. At the next meeting let's all introduce ourselves.

XI. Adjourn – Meeting adjourned 9:03 pm.

The next regular meeting is scheduled for March 13, 2018 @ 7:00 pm.

Minutes submitted by Nancy Veerkamp, Clerk of the Board

Minutes approved by: Chris Calvert, President

Signed

Date

Adjustments Detail Report

From: 2/1/2018

To: 3/1/2018

III b.)

These Adjustments Have NOT Been Posted to the Customer's Balance:

These Adjustments Haven't Been Billed.

Implement Date	Account Number	Account Status	Revenue	Amount	User	Comment
2/27/2018	42201	OFF AND PAID	BA	\$87.32	ADMI	Credit moved to new homeowners
Total Number of Adjustments =			1	Total =	\$87.32	

Total Number of Adjustments =			1	Total =	\$87.32	
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These Adjustments Have Been Posted to the Customer's Balance:

These Adjustments Haven't Been Billed.

Implement Date	Account Number	Account Status	Revenue	Amount	User	Comment
2/5/2018	22601	OFF AND BILLABLE	BA	(\$87.61)	ADMI	Late fees waived. Death in family. H
2/5/2018	11101	ACTIVE	CFEE	\$5.00	ADMI	
2/9/2018	14701	ACTIVE	BA	(\$50.00)	ADMI	Adjustment approved by GM
2/9/2018	5001	ACTIVE	BA	(\$50.00)	ADMI	Adjustment approved by GM for leak
2/13/2018	5001	ACTIVE	LC1	\$24.70	ADMI	
2/13/2018	19201	ACTIVE	LC1	\$13.97	ADMI	
2/13/2018	18501	ACTIVE	LC1	\$9.63	ADMI	
2/13/2018	18202	ACTIVE	LC1	\$16.28	ADMI	
2/13/2018	15901	ACTIVE	LC1	\$8.50	ADMI	
2/13/2018	15601	ACTIVE	LC1	\$13.60	ADMI	
2/13/2018	15201	ACTIVE	LC1	\$11.23	ADMI	
2/13/2018	10401	ACTIVE	LC1	\$34.31	ADMI	
2/13/2018	10103	ACTIVE	LC1	\$11.75	ADMI	
2/13/2018	8701	ACTIVE	LC1	\$13.32	ADMI	
2/13/2018	8401	ACTIVE	LC1	\$13.01	ADMI	
2/13/2018	5401	ACTIVE	LC1	\$27.18	ADMI	
2/13/2018	22701	ACTIVE	LC1	\$11.77	ADMI	
2/13/2018	4502	ACTIVE	LC1	\$11.30	ADMI	
2/13/2018	4101	ACTIVE	LC1	\$16.90	ADMI	
2/13/2018	3801	ACTIVE	LC1	\$13.72	ADMI	
2/13/2018	2701	ACTIVE	LC1	\$11.87	ADMI	
2/13/2018	2602	ACTIVE	LC1	\$10.27	ADMI	
2/13/2018	1601	ACTIVE	LC1	\$9.30	ADMI	
2/13/2018	1401	ACTIVE	LC1	\$15.63	ADMI	
2/13/2018	8201	ACTIVE	LC1	\$40.43	ADMI	
2/13/2018	38601	ACTIVE	LC1	\$24.94	ADMI	
2/13/2018	44602	ACTIVE	LC1	\$10.90	ADMI	
2/13/2018	42201	OFF AND PAID	LC1	\$12.68	ADMI	
2/13/2018	19901	ACTIVE	LC1	\$13.61	ADMI	
2/13/2018	40301	ACTIVE	LC1	\$11.44	ADMI	

2/13/2018	22402	ACTIVE	LC1	\$15.82	ADMI	
2/13/2018	36801	ACTIVE	LC1	\$17.93	ADMI	
2/13/2018	35901	ACTIVE	LC1	\$11.20	ADMI	
2/13/2018	34002	ACTIVE	LC1	\$6.99	ADMI	
2/13/2018	31701	ACTIVE	LC1	\$13.87	ADMI	
2/13/2018	30001	ACTIVE	LC1	\$9.30	ADMI	
2/13/2018	26601	ACTIVE	LC1	\$8.50	ADMI	
2/13/2018	24301	ACTIVE	LC1	\$14.10	ADMI	
2/13/2018	24002	ACTIVE	LC1	\$8.90	ADMI	
2/13/2018	34402	ACTIVE	LC1	\$9.36	ADMI	
2/13/2018	40901	ACTIVE	LC1	\$12.53	ADMI	
2/22/2018	11101	ACTIVE	CFEE	\$5.00	ADMI	
2/22/2018	26101	ACTIVE	CFEE	\$5.00	ADMI	
2/22/2018	22402	ACTIVE	CFEE	\$5.00	ADMI	
2/22/2018	30001	ACTIVE	CFEE	\$5.00	ADMI	
2/22/2018	1401	ACTIVE	CFEE	\$5.00	ADMI	
2/27/2018	47202	TURN -ON PENDING	BA	\$170.00	ADMI	Jan and Feb water bill not entered
2/27/2018	47201	OFF AND PAID	BA	(\$170.00)	ADMI	Should have been billed to new owne
2/27/2018	42202	ACTIVE	BA	(\$87.32)	ADMI	Credit from Martinez
2/27/2018	26601	ACTIVE	ADMIN	(\$8.50)	ADMI	Courtesy removal of late fee.

Total Number of Adjustments = 50 Total = \$287.31

Total Number of Adjustments = 50 Total = \$287.31

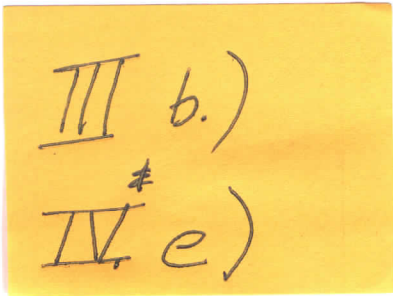
Total Number of Adjustments for Group: 1 = 51 Total = \$374.63

Total Number of Adjustments for Area: 1 = 51 Total = \$374.63

Total Number of Adjustments for All Areas: = 51 Total = \$374.63

**RNVWD - Operating Fund
Balance Sheet
As of January 31, 2018**

Jan 31, 18



ASSETS

Current Assets

Checking/Savings

160.020 · Cash WFB Checking #3799	39,554
160.015 · Cash WFB - Op Fund #6169	270,155
160.021 · Cash WFB-Cap Maint Fund #4202	540,897

- POLICY AMOUNT
- POLICY AMOUNT

Total Checking/Savings 850,606

Other Current Assets

160.110 · Accounts Receivable	56,020
160.130 · Accounts Receivable - Other	2,995
160.119 · Due from Other Fund	16,695

Total Other Current Assets 75,710

Total Current Assets 926,316

Fixed Assets

160.315 · Infrastructure	12,826,854
160.340 · Equipment	42,816
160.370 · Allowance For Depreciation	(6,273,109)

Total Fixed Assets 6,596,561

TOTAL ASSETS 7,522,877

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

160.600 · Wells Fargo Visa Card	146
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Total Credit Cards 146

Other Current Liabilities

160.510 · Accounts Payable	29,717
160.550 · Deposits Payable	11,500

WEST - 5000
ABBREWS - 5000
ATKINSON - 1500

Total Other Current Liabilities 41,217

Total Current Liabilities 41,363

Total Liabilities 41,363

Equity

160.740 · Fund Balance Available	653,441
160.770 · Investment in Fixed Assets	6,596,562
32000 · Retained Earnings	213,786
Net Income	17,726

Total Equity 7,481,515

TOTAL LIABILITIES & EQUITY 7,522,877

RNVWD - Operating Fund
Profit & Loss Budget Performance
 January 2018

	Jan 18	Budget	\$ Over Budget	Jul '17 - Jan ...	YTD Budget	\$ Over Budget	Annual Bud...
Ordinary Income/Expense							
Income							
60.9000 · Revenues							
60.9005 · Base Fee	27,860	27,720	140	194,390	194,040	350	332,640
60.9010 · Supplemental Fees	1,666	1,717	(51)	11,866	12,019	(153)	20,604
60.9015 · Tier 1	4,788	6,000	(1,212)	48,720	42,000	6,720	72,000
60.9020 · Tier 2	654	1,583	(929)	17,130	11,083	6,047	19,000
60.9025 · Tier 3	1,644	1,083	561	14,936	7,583	7,353	13,000
60.9027 · Capital Recovery Charge	5,970	5,940	30	41,655	41,580	75	71,280
60.9030 · Hydrant Water Usage	0	250	(250)	510	1,750	(1,240)	3,000
60.9035 · Backflow Testing	0	0	0	14,920	15,160	(240)	15,160
60.9060 · New Connection Fees	0	417	(417)	990	2,917	(1,927)	5,000
60.9075 · Admin Fees, Late Fees & Int.	179	360	(181)	1,138	2,518	(1,380)	4,316
Total 60.9000 · Revenues	42,761	45,070	(2,309)	346,255	330,650	15,605	556,000
Total Income	42,761	45,070	(2,309)	346,255	330,650	15,605	556,000
Expense							
60.2000 · Operating Expenses							
60.2005 · General Manager	5,000	4,937	63	34,600	34,562	38	59,250
60.2010 · Administration & Board Clerk	300	542	(242)	3,565	3,792	(227)	6,500
60.2015 · Billing Manager	3,100	3,090	10	21,400	21,630	(230)	37,080
60.2020 · Meter Reading	1,100	1,100	0	7,700	7,700	0	13,200
60.2025 · Backflow Testing	0	0	0	14,800	15,160	(360)	15,160
60.2028 · Plant & Facilities Operations	7,602	7,500	102	62,024	52,500	9,524	90,000
60.2033 · Weed Abatement	0	204	(204)	0	1,429	(1,429)	2,450
60.2035 · Legal	0	375	(375)	950	2,625	(1,675)	4,500
60.2040 · Engineering	1,686	375	1,311	6,905	2,625	4,280	4,500
60.2045 · Audit	0	667	(667)	9,209	4,667	4,542	8,000
60.2050 · Accountant CPA	800	708	92	5,247	4,958	289	8,500
60.2065 · USA Marking	491	625	(134)	3,211	4,375	(1,164)	7,500
60.2070 · Webmaster	735	417	318	2,375	2,917	(542)	5,000
60.2075 · Office Supplies	390	167	223	1,815	1,167	648	2,000
60.2080 · Records Storage & Office Space	300	300	0	900	2,100	(1,200)	3,600
60.2090 · Postage & PO Box Rental	400	292	108	2,113	2,042	71	3,500
60.2105 · Ins. Gen. Liab., Prop., & Bond	0	333	(333)	3,014	2,333	681	4,000
60.2115 · Electricity, PGE	3,717	966	2,751	31,190	29,248	1,942	45,000
60.2125 · Office Equipment	0	63	(63)	0	438	(438)	750
60.2130 · Bank & Bankcard Fees	263	333	(70)	2,211	2,333	(122)	4,000
60.2145 · Phone Service	0	33	(33)	0	233	(233)	400
60.2150 · Tank Access Rd. Maint. & Gate	0	1,000	(1,000)	486	7,000	(6,514)	12,000
60.2160 · CORE SW Lic., Data Stg, Trng.	0	62	(62)	750	438	312	750
60.2175 · Publications & Legal Notices	0	42	(42)	174	292	(118)	500
60.2185 · Trade Memberships & Training	0	542	(542)	5,909	3,792	2,117	6,500
60.2190 · Licenses, Permits & Fees	2,046	175	1,871	2,046	1,225	821	2,100
60.2200 · ITRON Mobile Reader SW & Warr.	0	93	(93)	2,399	653	1,746	1,120
60.2205 · New Connections	308	417	(109)	4,697	2,917	1,780	5,000

**RNVWD - Operating Fund
Profit & Loss Budget Performance
January 2018**

	<u>Jan 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul '17 - Jan ...</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Bud...</u>
60.2208 · Underground Leak Repairs	19,351	4,167	15,184	55,750	29,167	26,583	50,000
60.2210 · Routine Maintenance & Minor Rep	1,500	1,750	(250)	17,002	12,250	4,752	21,000
60.2235 · Contingency	0	428	(428)	0	2,998	(2,998)	5,140
60.2246 · Arsenic Study, Valve Ex., Hydrn	10,449	5,833	4,616	26,087	40,833	(14,746)	70,000
60.2250 · Depreciation Expense	0			(0)	0	(0)	0
60.2300 · Capital Improvements, CRC Resv.	0	4,750	(4,750)	0	33,250	(33,250)	57,000
Total 60.2000 · Operating Expenses	<u>59,537</u>	<u>42,286</u>	<u>17,251</u>	<u>328,530</u>	<u>333,649</u>	<u>(5,119)</u>	<u>556,000</u>
Total Expense	<u>59,537</u>	<u>42,286</u>	<u>17,251</u>	<u>328,530</u>	<u>333,649</u>	<u>(5,119)</u>	<u>556,000</u>
Net Ordinary Income	<u>(16,776)</u>	<u>2,784</u>	<u>(19,560)</u>	<u>17,726</u>	<u>(2,999)</u>	<u>20,725</u>	<u>0</u>
Net Income	<u>(16,776)</u>	<u>2,784</u>	<u>(19,560)</u>	<u>17,726</u>	<u>(2,999)</u>	<u>20,725</u>	<u>0</u>

Rural N. Vacaville Water Dist.-DSF
Balance Sheet
As of January 31, 2018

	<u>Jan 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
164.010 · Cash in Treasury	1,639,088
Total Checking/Savings	<u>1,639,088</u>
Total Current Assets	1,639,088
Other Assets	
164.230 · Long-Term Receivables	51,084
164.250 · Future Loan Redempt Req	3,938,571
Total Other Assets	<u>3,989,655</u>
TOTAL ASSETS	<u>5,628,743</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
164.520 · Due to Other Fund	16,695
164.550 · Deferred Revenue	39,407
164.605 · Current Portion of LT Debt	791,299
Total Other Current Liabilities	<u>847,400</u>
Total Current Liabilities	847,400
Long Term Liabilities	
164.610 · Bond & Other LT Debt	3,147,272
Total Long Term Liabilities	<u>3,147,272</u>
Total Liabilities	3,994,672
Equity	
164.700 · Reserve for LT Assets	14,485
164.730 · Reserve-Other	645,216
164.740 · Fund Balance	(9,025)
164.790 · Fund Balance - Designated	908,903
32000 · Retained Earnings	79,020
Net Income	(4,529)
Total Equity	<u>1,634,071</u>
TOTAL LIABILITIES & EQUITY	<u>5,628,743</u>

Rural N. Vacaville Water Dist.-DSF
Profit & Loss Budget Performance
 January 2018

	Jan 18	Budget	\$ Over Budget	Jul '17 - Jan 18	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
64.9014 · Taxes - Special Assessments	0	0	0	456,975	463,325	(6,350)	926,649
64.9100 · From Pre Payment Assmt Res Acct	0	693	(693)	0	4,850	(4,850)	8,314
64.9401 · Interest Income	4,448	667	3,781	9,645	4,667 <i>GOOD</i>	4,978 ✓	8,000 <i>GOOD</i>
Total Income	4,448	1,360	3,088	466,621	472,842	(6,221)	942,963
Expense							
64.2005 · General Manager	459	521	(62)	3,295	3,646	(351)	6,250
64.2008 · Administration	190	166	24	1,346	1,163	183	1,993
64.2009 · Legal	0	42	(42)	246	292	(46)	500
64.2010 · NBS Administration Fee	0	529	(529)	3,200	3,704	(504)	6,350
64.2012 · NBS Delinq, Tx Rolls and Late	0	42	(42)	500	292	208	500
64.2045 · Auditor	0	417	(417)	5,000 ✓	2,917	2,083	5,000 ✓
64.2050 · Accountant Services	475	292	183	2,645	2,042	603	3,500
64.2075 · NBS Administrative Expenses	0	30	(30)	91	214	(123)	367
64.2190 · County Collection Fees	0	800	(800)	376	5,600	(5,224)	9,600 <i>COUNTY CHANGE</i>
64.3200 · Debt Service Expenditures							
64.3230 · Long-Term Loan Redemption	0	0	0	393,823	393,823	0	793,273
64.3244 · Interest on LT Debt	0	0	0	60,629	60,629	(0)	115,630
Total 64.3200 · Debt Service Expenditures	0	0	0	454,452 ✓	454,452 ✓	(0)	908,903
Total Expense	1,124	2,839	(1,715)	471,150	474,322	(3,172)	942,963
Net Ordinary Income	3,324	(1,479)	4,803	(4,529)	(1,480)	(3,049)	0
Net Income	3,324	(1,479)	4,803	(4,529)	(1,480)	(3,049)	0



Solano County Department of Resource Management
 675 Texas Street, Suite 5500, Fairfield, CA 94533
 Ph: (707) 784-6765 Fax: (707) 784-4805

IV a)

PROJECT NOTIFICATION AND REQUEST FOR REVIEW

The Planning Division of the Solano County Department of Resource Management has received the application referenced below. This application is subject to the deadlines of the California Permit Streamlining Act. Please review this application from the perspective of your agency's jurisdiction, area of expertise, or interest and submit comments as appropriate to the project planner at the above address, or email N. Ferrario @solanocounty.com. If you have any questions, please call (707)-784-6765.

THIS PROJECT IS SCHEDULED FOR THE DEVELOPMENT REVIEW COMMITTEE (DRC) MEETING ON MARCH 7, 2018. YOU MAY PROVIDE ANY COMMENTS DIRECTLY TO THE PROJECT PLANNER AT THE EMAIL ADDRESS LISTED ABOVE OR BY FAX OR BY MAIL BEFORE MARCH 15, 2018.

File Name: LANDS OF MORGAN Project Planner N. FERRARIO
 Application Number(s) GP-18-01, MS-18-01 Application Date: Feb 20, 2018
Z-18-01, S-18-02

DECISIONMAKER FOR THIS APPLICATION:

- Administrative Zoning Administrator Planning Commission Board of Supervisors

ITEMS ENCLOSED:

- Application Assessor's Parcel Map Site Plan Tentative Map
 Development Plans Photos
 Other PRELIM: TITLE REPORT - SEE R DRIVE FOR PDF COPIES.
PH

Planner Notes: AMEN GP - REMOVE SPECIFIC PROJECT AREA DESIGNATION.
DIVIDE 305.5 gross acres into 15-20 acre ± lots, rezone 2.9 gross acres
to RR2.5. WELL & SEPTIC, NEARBY DOVE CREEK 2018.

TO: Solano County Departments
 Large maps (if submitted) *

- County Counsel * Agricultural Commissioner
 Public Works Division - Engineering Environmental Health Services Division - Technical
 Public Works Division - County Surveyor * County Supervisor's Office (District # _____)
 Public Works Division - Flood Mapping Airport Land Use Commission (Jim Leland)
 Building Division * LOP (Misty)

(X) KRISTINE
 Date Mailed: 3/1/18
 By: KS

* See Other Side for Outside Agency Referrals

IV b.)

RURAL NORTH VACAVILLE WATER DISTRICT

Assessment District

Fiscal Year 2017/18 Annual Report

February 2018

OFFICE LOCATIONS:


Temecula – Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592

San Francisco – Regional Office
870 Market Street, Suite 1223
San Francisco, CA 94102

California Satellite Offices
Escadero, Davis,
Huntington Beach,
Joshua Tree, Riverside,
Sacramento, San Jose

www.nbsgov.com

Prepared by:

 **NBS** helping communities fund tomorrow

IV c)

New Policy Log						
THE SPECIFIC RESPONSIBILITIES OF THE BOARD ARE:						
1. SETTING THE DIRECTION FOR THE DISTRICT						
2. ESTABLISHING AND SUPPORTING THE STRUCTURE OF THE DISTRICT						
3. HOLDING THE DISTRICT ACCOUNTABLE ON BEHALF OF THE COMMUNITY						
4. SERVING AS COMMUNITY LEADERS						
#	Policy Title	Prepared by	Reviewed by	Draft to Board	Approved	Notes
4220	Minutes of Board Meeting					
4205	Board Meeting Agenda					
2420	District Web Page					
4101	Teleconferencing					
1010	Basis of Authority	Gordon	Gordon	2/13/2018		no board comments for 30 days
1015	Board Secretary					
1020	Board / Staff Communications	Gordon	Nancy	3/13/2018		
1040	Correspondance to Board					
1050	Overview of General Manager's Role					
4110	Duties of Board President					
4200	Board Actions and Decisions					
4210	Board Meeting Conduct					
4215	Brown Act Compliance					
4225	Review of Decisions					
1011	Elections and How to Fill a Vacancy	Nancy				
2120	Contracts (Contractors and Consultants)					
2170	Water Right Transfers					
2171	Water Right Purchase from District					
Other Work Pending						
	FAQ for website					
	Website contract terms					
	Organizational Chart					



RURAL NORTH VACAVILLE WATER DISTRICT

III c.)

POLICY TITLE: Board/Staff Communications
POLICY NUMBER: 1020
ADOPTED: Pending
REVISIONS: None

Objectives: Effective governance of the District relies on the cooperative efforts of the District's elected Board, who set policy and priorities, and the District's staff members, who analyze problems and issues, to make appropriate recommendations, and implement and administer Board policies. At this time the District has no employees. The District staff is comprised of skilled Independent Contractors including the General Manager, Bookkeeper, Meter Reader, Operator, Accountant, Webmaster, and Clerk. The General Manager is responsible to manage all the independent contractors. It is the responsibility of District staff to ensure Board members have access to information and to insure such information is communicated completely and with candor to those making the request. However, Board members should avoid intrusion into those areas that are the responsibility of District staff. Individual Board members must avoid intervening in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities. This is necessary to protect District staff from undue influence and pressure from individual Board members and to allow the General Manager and staff to execute priorities without fear of reprisal.

Role of the Board: As the legislative body for the District, the Board is responsible for approving the District's budget, setting policy goals and objectives and adopting strategic plans. The primary functions of the District staff members are to execute Board policy and other Board actions and to keep the Board well informed.

Individual members of the Board should not make attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities. If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Board to do so.

Board members also have a responsibility of information flow. It is critical that they make use of staff and other reports and Board meeting minutes. Board members should come to meetings prepared; having read the agenda packet materials and supporting documents, as well as any additional information or memoranda provided on District projects or evolving issues. Additional information may be requested if necessary.

Individual Board members, as well as the Board as a whole, are permitted complete freedom of access to any information, as requested of staff and shall receive the full cooperation and candor of staff in being provided with any requested information. The General Manager will pass critical information to all Board members at the same time.

There are limited restrictions when information cannot be provided. Draft documents (e.g. staff reports in progress, etc.) are under review and not available for release until complete and after review by District staff. In addition, there are legal restrictions on the District's ability to release certain personnel information even to members of the Board. Any concerns Board members may have regarding the release of information or the refusal of staff to release information, should be discussed with the President for clarification.

There shall be mutual respect from both staff and Board members of their respective roles and responsibilities at all times.

Purpose: The purpose of the policies listed below is to facilitate Board/staff communications consistent with these principles.

1020.1 All requests for information or questions by Board Directors outside of a Board or Committee meeting, shall be directed to the General Manager and shall include the desired time and date for receiving the information. Staff will confirm the date they can provide the information. So that all Board members are equally informed, all written informational material requested by any Director shall be submitted by the General Manager to all Board members with the notation indicating which Board member requested the information.

1020.2 Individual Directors cannot directly assign work to the General Manager or other staff members. Board initiated projects will follow organizational channels, through the General Manager, unless there is an emergency. As no formal procedure will answer all cases, the following should be considered as a guide and used with restraint and judgment:

- a) Directors should make requests of staff through the Board President who will contact the General Manager for handling the request.
- b) For long-term, involved studies or where the matter includes confidential material, the President should be contacted and the subject matter discussed with the full Board at a Board meeting prior to staff working on the assignments.
- c) In the event that staff is a participant or representative of a Committee or Work Group of the Board, the Board may contact the staff member directly to request or provide information or confer regarding matters of the Committee or Work Group.

1020.3 At Board meetings and other public meetings, respectful communication is expected. Staff is encouraged to give their professional recommendations, and the Board should recognize that staff may make recommendations that could be viewed as unpopular with the public and with individual Board members. Board members may request clarification and ask questions of staff at public meetings, and Directors are encouraged to participate in healthy discussions amongst each other regarding items under discussion on the Agenda. However, Directors should refrain from debate with staff at Board meetings about staff recommendations or other items being discussed. Staff must recognize that the Board, as the decision maker, is free to reject or modify a staff recommendation and that the Board's wishes will be implemented by staff even if it was contrary to a staff recommendation.

1020.4 Directors shall not attempt to coerce or influence staff, included in the making of recommendations, the awarding of contracts, the selection of consultants, the processing of any projects or applications, or the granting of permits. Directors shall not attempt to change or interfere with the operating policies and practices of any District department through interaction with staff. Individual Directors may discuss these items with the General Manager to get clarification or raise concerns.

1020.5 Board members should not make public comments critical of the performance of a District staff member or staff consultant. Any concerns by a Director over the behavior or work of a District employee or staff should be submitted privately to the Board President.

1020.6 Staff will respect the right of Directors to refuse to provide information or answers to staff and recognize that Directors may be bound by other rules of law or procedure that do not permit the Director to speak about the subject matter presented. If a Director violates any of the policies regarding communications as stated in this policy, any member of staff has the right to request that the Director speak directly with the General Manager about the subject matter presented without any fear of reprisal.



RURAL NORTH VACAVILLE WATER DISTRICT

POLICY TITLE: Basis of Authority POLICY

NUMBER: 1010

ADOPTED: Pending

REVISIONS: None

1010.1 The Board of Directors is the legislative body and unit of authority within the District. Power is centralized in the Board collectively and not in an individual Director. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

1010.2 Directors do not represent any fractional segment of the community but are, rather, a part of the body that represents and acts for the community as a whole. Routine matters concerning the operational aspects of the District are delegated to District staff members.

IV d.)

Resolution No. 2018- 30

**Resolution of the Solano County Board of Supervisors
Approving Resolution No. 2017-38 and
Consolidation Request of the Rural North Vacaville Water District
[Elections Code, § 10404]**

WHEREAS, the Solano County Board of Supervisors shall approve or disapprove a resolution and a request to consolidate the elections of its governing body members with statewide general elections when presented with a resolution of a special district as provided for in Elections Code section 10404; and

WHEREAS, on October 10, 2017, the Rural North Vacaville Water District Board of Directors adopted Resolution No. 2017-38, moving the date of its board member elections to the date of the statewide general elections held in even-numbered years. The resolution also extends the term of office of each currently elected board member; and

WHEREAS, Solano County's ballot style, voting equipment and computer capacity can handle the additional elections and materials of the requested consolidation.

RESOLVED, the Solano County Board of Supervisors approves the Rural North Vacaville Water District's Resolution No. 2017-38 and its request for consolidation of its governing board members' elections with the statewide general elections, effective in 2020.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on February 27, 2018 by the following vote:

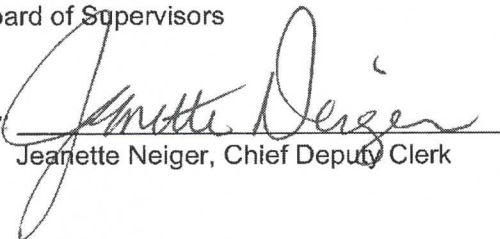
AYES: SUPERVISORS: Brown, Thomson, Vasquez

NOES: SUPERVISORS None

EXCUSED: SUPERVISORS Hannigan, Spering

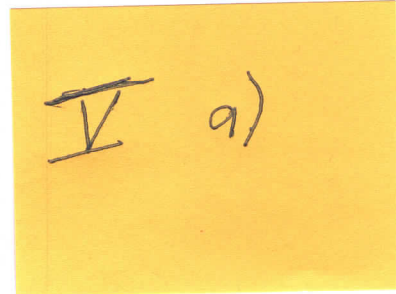

JOHN M. VASQUEZ, Chair
Solano County Board of Supervisors

ATTEST:
BIRGITTA E. CORSELLO, Clerk
Board of Supervisors

By 
Jeanette Neiger, Chief Deputy Clerk

March 8, 2018

Gordon T. Stankowski
Rural North Vacaville Water District
P.O. Box 5097
Vacaville, CA 95696



RE: Quote for Repair of Well Pump 2

1 – 1-1/2" Head Shaft and Nut	\$ 515.00
41 – 8" x 2-1/2" x 1-1/2" Retainers with Rubber Bearings	\$ 6,560.00
1 – 1-11/16" Stainless Steel Bowl Shaft	\$ 772.00
2 – 1-11/16" Suction/Discharge Bowl Bearings	\$ 502.00
6 – 1-11/16" Intermediate Bowl Bearings	\$ 1,040.00
6 – 12" Bowl Wear Ring	\$ 1,672.00
1 – 3/4" x 500' 100 PSI Poly Pipe	\$ 280.00
Sales Tax (7.625%)	\$ 864.75
Refurbish Discharge Head, Rebuild Packing Assembly	\$ 860.00
Labor to Clean Couplings and Clean and Straighten Line Shafts	\$ 1,920.00
Machine Bowls for Wear Rings	\$ 600.00
Labor to Clean and Assemble Bowl	\$ 720.00
Labor to Reinstall Pump	\$ 2,800.00
Start-Up	\$ 600.00

Total Price \$19,705.75

Thank you for your continued confidence in Commercial Pump and Mechanical.

A handwritten signature in black ink, appearing to read "Grant Stanley".

Grant Stanley
Commercial Pump & Mechanical, Inc.

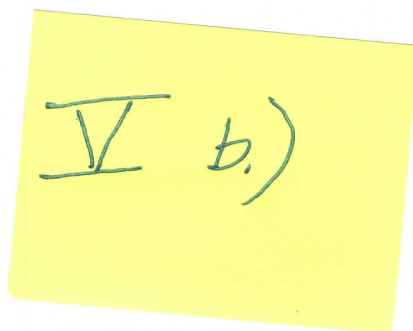


COMMERCIAL
PUMP & MECHANICAL INC.

11254 Midway | 530.899.1583v
Chico CA 95928 | 530.899.7225f

March 8, 2018

Gordon T. Stankowski
Rural North Vacaville Water District
P.O. Box 5097
Vacaville, CA 95696



RE: Quote for New 6 Stage Pump Bowl

1 – 6 Stage Hydroflo 12CC water Lube, 500 GPM @ 370' TDH \$ 8,995.00
6 Trims @ 8.93", 8" Suction, 8" Discharge

Sales Tax (7.625%) \$ 685.87

Total Price \$ 9,680.87

Thank you the opportunity to quote and for your continued confidence in Commercial Pump and Mechanical.

Grant Stanley
Commercial Pump & Mechanical, Inc.