



RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696

Phone: 707-447-8420

RNVWDGM@gmail.com

www.rnvwd.com

BOARD OF DIRECTORS REGULAR MEETING AGENDA

Tuesday, January 14, 2014, at 7:00 pm

**Vacaville Fire Protection District, Fire Station #67
4135 Cantelow Road, Vacaville CA 95688**

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment.
This is the public's opportunity to address the RNVWD Board of Directors on any matter within the jurisdiction of the District but not listed on the agenda. Comments will be limited to five minutes per speaker.
- III. Approval of Agenda
- IV. Consent Items
The Board considers all matters listed under the Consent Calendar to be non-controversial or routine and will adopt them in one motion. There will be no discussion on these items before the Board votes on the motion unless Board members request specific items be discussed and/or removed from the Consent Calendar.
 - a) Approval of the minutes from the December 10, 2013 regular meeting.
 - b) Approval of the Financial Reports for month ending December 31, 2013. IFAS Reports and Journal Vouchers; Wells Fargo Bank Checking and Savings Accounts Statements; Accountant Financial Reports and Check Register Detail.
- V. General Manager's Report and Budget Review

VI. Continuing Business

- a) Improvements for the gate and access road to Cantelow Tank Station #3 and Correction of Easement documents. Certified mail undeliverable.

VII. New Business

- a. Approve Resolution 2014-20 for Sphere of Influence, SOI, update.
- b. Approve reimbursement of insurance premium for General Manager.
- c. Approve recording a Notice of Intent to remove delinquent assessment installments from the tax roll.
- d. Approve update of the Municipal Services Review, MSR, by LAFCO.

VIII. Board Member Comments

IX. Adjourn – The next regular meeting is scheduled for February 11, 2014.

The Rural North Vacaville Water District, in compliance with the Americans with Disabilities Act of 1990, will provide accommodations for persons with disabilities who attend public meetings and/or participate in District-sponsored programs, services, and activities. If you have the need for an accommodation, such as interpreters or materials in alternative format, please contact the RNVWD at P.O. Box 5097, Vacaville CA 95696. Phone: (707) 447-8420.



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BOARD OF DIRECTORS REGULAR MEETING AGENDA

Tuesday, February 11, 2014, at 7:00 pm

Vacaville Fire Protection District, Fire Station #67
4135 Cantelow Road, Vacaville CA 95688

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment.
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 - a) Approval of the minutes from the January 14, 2014 regular meeting.
 - b) Approval of the Financial Reports for month ending January 31, 2014. IFAS Reports and Journal Vouchers; Wells Fargo Bank Checking and Savings Accounts Statements; Accountant Financial Reports and Check Register Detail.
- V. General Manager's Report

VI. Continuing Business

- a. Improvements for the gate and access road to Cantelow Tank Station #3 and Correction of Easement documents.
- b. Approve recording a Notice of Intent to remove APN 0105-110-590 delinquent assessment installments from the tax roll.

VII. New Business

- a. None

VIII. Board Member Comments

IX. Adjourn – The next regular meeting is scheduled for March 11, 2014.

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BOARD OF DIRECTORS REGULAR MEETING AGENDA

Tuesday, March 11, 2014, at 7:00 pm

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 - a) Approval of the minutes from the February 11, 2014 regular meeting.
 - b) Approval of the Financial Reports for month ending February 28, 2014. IFAS Reports and Journal Vouchers; Wells Fargo Bank Checking and Savings Account Statements; Shaw Accountant Financial Reports and Check Register Detail.
- V. General Manager's Report

VI. Continuing Business

- a. Improvements for the gate and access road to Cantelow Tank Station #3 and Correction of Easement documents.

VII. New Business

- a. Approval of Code of Conduct and Professional Ethics Policy

VIII. Board Member Comments

- IX. Adjourn – The next regular meeting is scheduled for April 8, 2014.

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BOARD OF DIRECTORS REGULAR MEETING AGENDA

Tuesday, April 8, 2014, at 7:00 pm

**Vacaville Fire Protection District, Fire Station #67
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- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment.
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 - a) Approval of the minutes from the March 11, 2014 regular meeting.
 - b) Approval of the Financial Reports for month ending March 31, 2014. IFAS Reports and Journal Vouchers; Wells Fargo Bank Checking and Savings Account Statements; Shaw Accountant Financial Reports and Check Register Detail.
- V. General Manager's Report, Discuss Cal Water Contract Renewal Proposal.

VI. Continuing Business

- a. Improvements for the gate and access road to Cantelow Tank Station #3 and Correction of Easement documents.

VII. New Business

- a. **Adopt resolution establishing civil fine for theft of or other unauthorized use of water and revise Rules and Regulations to add section for Restrictions, Wrongful Acts, and Enforcement**
- b. Appoint a Board Director to fill vacancy.

VIII. Board Member Comments

IX. Adjourn – The next regular meeting is scheduled for May 13, 2014.

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BOARD OF DIRECTORS REGULAR MEETING AGENDA

Tuesday, May 13, 2014, at 7:00 pm

**Vacaville Fire Protection District, Fire Station #67
4135 Cantelow Road, Vacaville CA 95688**

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment.
This is the public's opportunity to address the RNVWD Board of Directors on any matter within the jurisdiction of the District but not listed on the agenda. Comments will be limited to five minutes per speaker.
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 - a) Approval of the minutes from the April 8, 2014 regular meeting.
 - b) Approval of the Financial Reports for month ending April 30, 2014. IFAS Reports and Journal Vouchers; Wells Fargo Bank Checking and Savings Account Statements; Shaw Accountant Financial Reports and Check Register Detail.
- V. General Manager's Report

VI. Continuing Business

- a. Improvements for the gate and access road to Cantelow Tank Station #3 and Correction of Easement documents.

VII. New Business

- a. Review Draft budget for fiscal year 2014/2015
- b. Approve to not process with LAFCO a detachment for APN 105-250-040; 4115 Peaceful Glen. Renata Szegedy property.
- c. Vote for Vice President Position.

VIII. Board Member Comments

IX. Adjourn – The next regular meeting is scheduled for June 10, 2014.

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BOARD OF DIRECTORS REGULAR MEETING AGENDA

Tuesday, June 10, 2014, at 7:00 pm

**Vacaville Fire Protection District, Fire Station #67
4135 Cantelow Road, Vacaville CA 95688**

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment.
This is the public's opportunity to address the RNVWD Board of Directors on any matter within the jurisdiction of the District but not listed on the agenda. Comments will be limited to five minutes per speaker.
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- IV. Consent Items
The Board considers all matters listed under the Consent Calendar to be non-controversial or routine and will adopt them in one motion. There will be no discussion on these items before the Board votes on the motion unless Board members request specific items be discussed and/or removed from the Consent Calendar.
 - a) Approval of the minutes from the May 13, 2014 regular meeting.
 - b) Approval of the Financial Reports for month ending May 31, 2014. IFAS Reports and Journal Vouchers; Wells Fargo Bank Checking and Savings Account Statements; Shaw Accountant Financial Reports and Check Register Detail.
- V. General Manager's Report

VI. Continuing Business

- a. Improvements for the gate and access road to Cantelow Tank Station #3 and Correction of Easement documents.
- b. Review comments on draft budget for fiscal year 2014/2015 which will be for approval at the July 8, 2014 board meeting.
- c. Approve not processing Detachment of property from the District through LAFCO.

VII. New Business

- a. Approve General Manager to negotiate terms and conditions of an Operating and Maintenance Agreement with Solano Irrigation District, (SID), subject to Board review and approval at the July 8, 2014 board meeting.
- b. Review current draft of delinquent accounts to be put on Tax Roll at the July 8, 2014 board meeting.
- c. Approve President's e mail approval for checks over \$15,000, in lieu of two signatures as Wells Fargo will not track two signature policy.

VIII. Board Member Comments

IX. Adjourn – The next regular meeting is scheduled for July 8, 2014.

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Tuesday, July 8, 2014, at 7:00 pm

**Vacaville Fire Protection District, Fire Station #67
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 - a) Approval of the minutes from the June 10, 2014 regular meeting.
 - b) Approval of the Financial Reports for month ending June 30, 2014. IFAS Reports and Journal Vouchers; Wells Fargo Bank Checking and Savings Account Statements; Shaw Accountant Financial Reports and Check Register Detail.
- V. General Manager's Report

VI. Continuing Business

- a. Approve Budget for fiscal year 2014/2015.
- b. Approve draft Operations and Maintenance Agreement with Solano Irrigation District.
- c. Approve the Delinquent Accounts to be put on the Tax Rolls

VII. New Business

- a. Consider the General Manager's request for extra services relating to search, award, contracting and coordination with new operator during 4 month period May 1, 2014 to August 31, 2014.
- b. Vote to elect a representative to the CSDA Board of Directors in our Region 3, Seat C.
- c. Not to Approve California Water Operations and Maintenance Termination Agreement.
- d. Approval Work Order to proceed with SCADA upgrades for integration to SID SCADA.

VIII. Board Member Comments

IX. Adjourn – The next regular meeting is scheduled for August 12, 2014.

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BOARD OF DIRECTORS REGULAR MEETING AGENDA

Tuesday, August 12, 2014, at 7:00 pm

**Vacaville Fire Protection District, Fire Station #67
4135 Cantelow Road, Vacaville CA 95688**

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment.
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 - a) Approval of the minutes from the July 8, 2014 regular meeting.
 - b) Approval of the Financial Reports for month ending July 31, 2014. IFAS Reports and Journal Vouchers; Wells Fargo Bank Checking and Savings Account Statements; Shaw Accountant Financial Reports and Check Register Detail.
- V. General Manager's Report

VI. Continuing Business

- a. Tank #3 road and gate improvements.
- b. (Detachment Policy on hold for discussion at September Board meeting)

VII. New Business

- a. Approve Resolution 2014-23 Restricting Landscape Irrigation.
- b. Approve General Manager Contract Update
- c. Approve Transfer of Operating Funds from Solano County to Wells Fargo Operations Reserve.
- d. Approve Updated District Fee Schedule
- e. Approve District Reimbursement Policy

VIII. Board Member Comments

IX. Adjourn – The next regular meeting is scheduled for September 9, 2014.

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BOARD OF DIRECTORS REGULAR MEETING AGENDA

Tuesday, September 9, 2014, at 7:00 pm

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 - a) Approval of the minutes from the August 12, 2014 regular meeting.
 - b) Approval of the Financial Reports for month ending August 31, 2014. IFAS Reports and Journal Vouchers; Wells Fargo Bank Checking and Savings Account Statements; Shaw Accountant Financial Reports and Check Register Detail.
- V. General Manager's Report

VI. Continuing Business

- a. Tank #3 access road and gate improvements.

VII. New Business

- a. Consider for Approval annual update of the Rules and Regulations
- b. Consider for Approval a Reserve Policy
- c. Consider for Approval a Capitalization Policy
- d. Consider for Approval "By-Laws" update.
- e. Consider for Approval Transfer of Water Rights, Neal to Pippo, and West to Pippo.

VIII. Board Member Comments

IX. Adjourn – The next regular meeting is scheduled for October 14, 2014.

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BOARD OF DIRECTORS REGULAR MEETING AGENDA

Tuesday, October 14, 2014, at 7:00 pm

**Vacaville Fire Protection District, Fire Station #67
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 - a) Approval of the minutes from the September 9, 2014 regular meeting.
 - b) Approval of the Financial Reports for month ending September 30, 2014.
- V. General Manager's Report
- VI. Continuing Business
 - a. Tank #3 access road and gate improvements.

VII. New Business

- a. Consider for Approval Public Records Act Policy and Request Form

VIII. Board Member Comments

- IX. Adjourn – The next regular meeting is scheduled for November 11, 2014.

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Public Records Act Policy

Under the California Public Records Act, Government Code sections 6250-6276.48, the public may review certain District records upon request. A request to review District records must reasonably identify the records sought for review in order to enable District staff to locate and make them available for review or copying.

The District will advise the requester within 10 calendar days after receiving a records request whether the District will provide the requested records. The District also will advise when the records will be available for review or when copies will be available for pick up. In certain cases, the District may extend the time to respond to a records request for up to 14 additional days. Also, certain District records are not considered public records and may be withheld from public review. For example, employee personal information is not a public record.

If requested, the District will make photocopies of public records in accordance with Government Code section 6253(b). The copying charge is ten cents per page, which reflects the District's direct costs. Payment is required at the time copies are provided. A deposit may be required for copying a large volume of material.

Submit a Hard Copy

To submit a [Public Records Request Form](#), please download at RNVWD.com and print out the form, complete by hand and submit to RNVWD at the address on the form, Attn: General Manager

PUBLIC RECORDS ACT REQUEST FORM - Sample

CERTIFIED MAIL

DATE:

General Manager
Rural North Vacaville Water District
P.O. Box 5097
Vacaville, CA 95696

Re: Public Records Act Request

Dear General Manager:

This is a request pursuant to the California Public Records Act, Government Code Section 6250, *et seq.* Copies of the following documents are requested:

[List with as much specificity as possible the documents needed. They must be documents that already exist. You cannot ask the government to create documents that do not already exist, or to answer questions or perform calculations.]

Please let me know in advance if there is a charge for copying these documents. Pursuant to Govt. Code § 6256, your written response within ten days will be appreciated.

Sincerely,

Name:
Street Address:
City, State, Zip Code:



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 - a) Approval of the minutes from the September 9, 2014 regular meeting.
 - b) Approval of the Financial Reports for month ending September 30, 2014.
- V. General Manager's Report
- VI. Continuing Business

VII. New Business

- a. Consider for Approval Public Records Act Policy and Request Form

VIII. Board Member Comments

- IX. Adjourn – The next regular meeting is scheduled for December 9, 2014.

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PUBLIC RECORDS ACT REQUEST FORM - Sample

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Please let me know in advance if there is a charge for copying these documents. Pursuant to Govt. Code § 6256, your written response within ten days will be appreciated.

Sincerely,

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 - a) Approval of the minutes from the November 11, 2014 regular meeting.
 - b) Approval of the Financial Reports for month ending October, 2014.
- V. General Manager's Report
- VI. Continuing Business
 - a) None

VII. New Business

a) Consider for Approval authorization of an amount not to exceed \$30,000 for the hire of an engineering consulting firm to determine why Well #2 has an arsenic level of approximately 17 parts per billion, (ppb), which is 7 ppb above the state and federal water quality limit of 10 ppb. Also included in these engineering services is a determination of the most efficient method for arsenic removal, estimated budgetary cost for arsenic removal improvements, availability of grant monies or other financing options, and a schedule time line to design, finance, and construct an arsenic removal treatment facility. This information is needed for the upcoming rate study which is planned to commence in January 2015.

b) Consider for Approval authorization of an amount not to exceed \$15,000 for the purchase of a stainless steel shaft for pump #1. This new shaft is to be used in the event of a shaft failure or shaft replacement at a future scheduled outage as preventative maintenance.

VIII. Board Member Comments

IX. Adjourn – The next regular meeting is scheduled for January 13, 2015.

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