



## RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696  
Phone: 707-447-8420

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### BOARD OF DIRECTORS SPECIAL MEETING MINUTES

Thursday, December 15, 2011, at 5:00 p.m.  
Vacaville Fire Protection District, Fire Station #67  
4135 Cantelow Road, Vacaville CA 95688

#### **Present**

Chris Calvert  
Trish Landis  
Bob Whitehouse  
Reed McLaughlin

#### **Absent**

Martin Joye

- I. Call to Order/Roll Call 5:10 p.m.
- II. Public comments - None
- III. Approval of Agenda - Reed McLaughlin moved, Trish Landis seconded and the Board unanimously approved the agenda.
- IV. Review and adopt Resolution 2011-4 for annexation of APN 123-010-270 (Becker) to the RNVWD. Reed McLaughlin moved, Bob Whitehouse seconded and the Board unanimously approved Resolution 2011-4, Resolution of Application by the Rural North Vacaville Water District Requesting the Solano Local Agency Formation Commission to Initiate Proceedings for the Change of Organization of Territory.
- V. Review and adopt Resolution 2011-5 for the proposal by Wells Fargo Bank to hold and maintain the checking account for incoming billing from the RNVWD account holders. Reed McLaughlin moved, Bob Whitehouse seconded and the Board unanimously approved Resolution 2011-5, Resolution of Application by the Rural North Vacaville Water District Requesting that Wells Fargo Bank Initiate a Checking Account for the Purpose of its Customer Billing of Water Services.
- VI. Review and approve purchase of 40 ERT reader units to replace faulty units (estimated cost \$100 each, including installation). Dieter Teschke, general manager, stated that 25 plus units are not working at this time. Reed McLaughlin moved, Bob Whitehouse seconded and the Board unanimously approved purchase of 40 ERT reader units.
- VII. Approve General Manager contract extension for six additional months (January, 2012 through June, 2012. Reed McLaughlin moved, Bob Whitehouse seconded and the Board

unanimously approved extending the contract with Dieter Teschke to work as General Manager of the RNVWD.

VIII. Board member comments – None

IX. Meeting adjourned at 5:22 p.m. until the next regular meeting on Tuesday, January 10, 2012 at 7:00 p.m.

Approved: Chris Calvert Date: JAN 10, 2012  
Chris Calvert, President  
Rural North Vacaville Water District



# RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696  
Phone: 707-447-8420

## BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, November 15, 2011, at 7:00 p.m.

The meeting of the Board of Directors was held at the Vacaville Fire Protection District, Fire Station #67, 4135 Cantelow Road, Vacaville, CA.

Present	Absent
Chris Calvert	Martin Joye
Bob Whitehouse	Reed McLaughlin
Trish Landis	

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment None
- III. Approval of Agenda – Approved with the deletion of Items II, III and IV.
- IV. Consent Items
  - a) Approved and adopted minutes of October 11, 2011 regular meeting.  
Trish Landis moved, Bob Whitehouse seconded and the Board unanimously approved this item.
- V. General Manager's Report
  - a. Received
    1. Monthly Status - Fund report FY2010-11
    2. Delinquency Report update
    3. Budget vs. Actual - Tracking
    4. Excessive water user report and water status report -
    5. Action list
- VI. Continuing Business
  - a) Report on RNVWD web page Chris Calvert stated that Solano county will maintain the link under RNVWD. The District web page under GoDaddy should be available by the end of November.

- b) Update process to take over accounting from Solano county and billing services from CWSC. Brenda Kane showed the Board samples of billing type styles and reviewed payment possibilities for consumers.
- c) Review and approval of Solano County invoice for Gibson Canyon project. Bob moved, Trish seconded and the Board unanimously approved payment of this invoice.

VII. New Business

- a) Review updated Rules and Regulations. After a thorough review, Bob moved, Trish seconded and the Board unanimously approved the Rules and Regulations as corrected.
- b) Discussed the possible release of ownership of 11 supplemental connections by Allan and Linda Held.

VIII. Board Member Comments

Trish noted that she had directed Charles Dawes to make a line item payment of the supplemental connections assessment under the Solano County Tax Collector's bill to Don Pippo, in order to keep the assessment current, as the transfer is still ongoing. Chris told the Board that he is taking applications for a new Board member to replace Trish. Bob proposed writing a newsletter regarding the billing changes.

- IX. Adjourned at 8:30 p.m. The next regular meeting is scheduled for Tuesday, December 13, 2011 at 7:00 p.m.

Approved: Chris Galvert

Chris Galvert, President

Date: Dec 15, 2011

Rural North Vacaville Water District



# RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696  
Phone: 707-447-8420

## BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, October 11, 2011, at 7:00 p.m.

The meeting of the Board of Directors was held at the Vacaville Fire Protection District, Fire Station #67, 4135 Cantelow Road, Vacaville, CA.

Present	Absent
Chris Calvert	None
Trish Landis	
Martin Joye	
Reed McLaughlin	
Bob Whitehouse	

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment None
- III. Approval of Agenda – Approved with the addition of the minutes from the August 9, 2011 regular meeting to Item IV a. and movement of IV b. to V d.
- IV. Consent Items
  - a) Approved and adopted minutes of August 9, 2011 and September 13, 2011 regular meetings and September 29, 2011 special meeting  
Reed McLaughlin moved, Bob Whitehouse seconded and the Board unanimously approved this item.
- V. General Manager's Report
  - a. Reviewed the 3-year Budget vs. Actuals for FY08/09, 09/10 & 10/11 –  
Dieter Teschke, general manager, noted that he will make a recommendation to the Board at the November meeting to designate some portion of Tiers 2 and 3 to their respective reserve pools. He will create a formula for the three holding funds.
  - b. Received
    1. Monthly Revenue Analysis year end FY08/09, 09/10 & 10/11
    2. Monthly Status - Fund report FY2010-11

3. Delinquency Report August update
4. Budget vs. Actual - Tracking
5. Excessive water user report and water status report -

A letter was sent to 5 property owners who exceeded 100 CCF usage in September.

6. Action list

c. Status report on effects of PG&E rate reduction –

The first analysis of PG&E billing at the original A1 rate vs. the A6 rate has been completed for FY 2010/11. We began the A6 rate September, 2010. Through the following 10 month period of FY 2010/11 the District has saved \$1,494 over the same period of time of the prior fiscal year.

d. Updated 2010/11 water system status report summary –

The District distributed 7,017 CCF water in September, 2011

VI. Continuing Business

- a) Report on RNVWD web page. Chris Calvert and Phil Jones continue to work on this
- b) Approve a contract with Teschke Consulting for up to \$48,000 to provide general manager services. After much discussion, the Board determined that monies intended to be saved from payment under the CWS contract have, instead, continued to be paid to them. The contract general manager payment is, therefore, over budget. Martin Joye directed staff to delete the \$32,000 payment to CWS and notify them in writing that contract costs have been reduced regarding the Customer Service costs charged to the District. Reed McLaughlin moved, Bob Whitehouse seconded and the Board unanimously approved the contract with Teschke Consulting for Dieter Teschke to provide General Manager services from July 1, 2011 through December 31, 2011 at the rate of \$4,000 per month. The Board will re-evaluate this contract at the December meeting.

VII. New Business

- a) Reviewed process to take over accounting from Solano County and billing services from CWS. The Board determined this should be accomplished by December 31, 2011 at the latest
- d) Adopted a one-time exemption for water overuse due to a leak at 7125 Solitude Court (Tereshchenko). Reed moved, Martin seconded and the Board unanimously approved this exemption.

VIII. Board Member Comments

Reed offered to set up a workshop with CWS, Dieter and Brenda regarding transfer of responsibilities for customer service, billing and meter reading. The meetings will be accomplished prior to the next general meeting. Reed also asked that counsel verify the Board is not in violation of any State laws to date.

Bob recommended sending a newsletter in November regarding changes in billing, the new website and the fact that consumers will now be charged for backflow device testing with the District billing.

Trish Landis asked the status of this testing being performed by Rick Trites. Dieter responded that all testing for the system has been accomplished. Chris told the Board that monthly financial reports will be generated by the Solano County Auditor's office.

- IX. Adjourned at 8:45 p.m. The next regular meeting is scheduled for Thursday, November 10, 2011 at 7:00 p.m., to avoid conflict with Election Day held on the regular Tuesday.

Approved: Chris Calvert Date: Nov. 15, 2011

Chris Calvert, President

Rural North Vacaville Water District



## RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696  
Phone: 707-447-8420

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### BOARD OF DIRECTORS SPECIAL MEETING MINUTES

Thursday, September 29, 2011, at 7:00 p.m.  
Vacaville Fire Protection District, Fire Station #67  
4135 Cantelow Road, Vacaville CA 95688

#### **Present**

Chris Calvert  
Trish Landis  
Bob Whitehouse

#### **Absent**

Martin Joye  
Reed McLaughlin

- I. Opening Procedures
  - A. Call to Order/Roll Call 7:05 p.m.
  - B. Approval of Agenda Approve
- II. Public comments None
- III. Received recommendation from the Selection Committee regarding hiring of the RNWWD Accountant. Bob Whitehouse reported that he and Reed McLaughlin interviewed each of the candidates who had submitted written interest in the position. Carrie Scarlata advised proceeding with the monthly billing for a minimum two month period at an hourly rate. A contract would be drawn after this initial period. Responsibilities would be to transfer accounting from Solano County staff first, then proceed with billing. As an hourly employee State law requires that the District also pay workmen's compensation. See attached information regarding job description and applicants.
  - A. Board approval – Bob Whitehouse moved, Trish Landis seconded and the Board unanimously approved hiring Brenda Kane, principal of BK Bookkeeping, LLC, as the District Accountant, commencing immediately.  
Brenda Kane thanked the Board and discussed utilizing a billing program offered by Clarity Mutual Water Billing. The Board agreed that any programming purchase would be at the cost of the District and would remain the property of the District.



- IV. Adjourn – The next regular meeting is scheduled for October 11, 2011 at 7:00 at the Cantelow Road Fire Station.

Approved: Chris Calvert Date: Oct 11, 2011  
Chris Calvert, President  
Rural North Vacaville Water District



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P.O. Box 5097, Vacaville, CA 95696  
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### BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, September 13, 2011, at 7:00 p.m.

The meeting of the Board of Directors was held at the Vacaville Fire Protection District, Fire Station #67, 4135 Cantelow Road, Vacaville, CA.

Present	Absent
Chris Calvert	
Trish Landis	
Martin Joye	
Reed McLaughlin	
Bob Whitehouse	

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment None
- III. Approval of Agenda – Approved with the deletion of the minutes from the August 9, 2011 regular meeting.
- IV. Consent Items
  - a) Approval and adoption of minutes of June 30, 2011 special meeting.  
Reed McLaughlin moved, Bob Whitehouse seconded and the Board unanimously approved this item.
- V. General Manager's Report
  - a) Updated 2011/12 water system status report summary report for August 2011.
  - b) Review the August 2011 financial status report – Dieter Teschke stated the County needs to provide recap reports for the Auditor's assessment funds. He will follow up on this.
  - c) Report on effects of PG&E rate reduction – Dieter will provide this information at the November general meeting.
  - d) Review status of Gibson Canyon project – The District was billed for a cost overrun of more than \$6,000 to cover a change order and needed survey work. Reed McLaughlin suggested that in the future the Board negotiate more proactively.

- e) Received
  - 1. Monthly Revenue Analysis year end FY2010-11
  - 2. Monthly Status - Fund report FY2010-11
  - 3. Delinquency Report August update
  - 4. Budget vs. Actual - Tracking
  - 5. Excessive water user report
  - 6. Action list

VI. Continuing Business

- a) Report on RNVWD web page. Chris Calvert stated that Phil Jones is prepared to work on this and that costs through Yahoo for the page is only \$12.00 per month.
- b) Approve a contract with Teschke Consulting for up to \$48,000 to provide general manager services. This item was deferred until the October meeting to address additional questions.

VII. New Business

- a) Discussed contracting for accounting & billing services. Chris appointed a special committee comprised of Reed and Bob Whitehouse, who will interview all candidates who submitted resumes or bids. They will make a recommendation to the Board within a few weeks.
- b) Considered using local contractors, either on a contract or rotational basis, for on-call emergency and non-emergency repairs and services.
- c) Approved transfer of two supplemental water connections from Don Pippo to Charles and Patricia Dawes.
- d) Adopted a one-time exemption for water overuse due to leak at 3849 Joslin Ln. (J. Rojas). Reed moved, Bob seconded and the Board unanimously approved this exemption.

VIII. Board Member Comments

Bob expressed concern that the Board appointment a new member to replace Trish Landis, who did not run for reelection. He also asked about verification that temporary meters are removed from construction sites and returned to California Water Service Company. Chris stated the Board should produce a newsletter after a new bookkeeper has been hired.

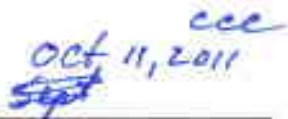
IX. Adjourned at 8:23 p.m. The next regular meeting is scheduled for October 11, 2011 at 7:00 p.m.

Approved: \_\_\_\_\_



Chris Calvert, President

Date: \_\_\_\_\_



Rural North Vacaville Water District



## RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696  
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### BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, August 9, 2011, at 7:00 p.m.

The meeting of the Board of Directors was held at the Vacaville Fire Protection District, Fire Station #67, 4135 Cantelow Road, Vacaville, CA.

Present  
Chris Calvert  
Trish Landis  
Martin Joye  
Reed McLaughlin

Absent  
Bob Whitehouse

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment - Steve Cusenza presented his background as an engineer and manager for water systems in the Pleasanton area and asked to be considered for work the District may need regarding review of arsenic issues, as well as revenue and rates.
- III. Approval of Agenda – Approved with the deletion of all Consent Items, except the minutes from the July 12, 2011 regular meeting, as well as Item VI.c.
- IV. Consent Items
  - a) Approval and adoption of minutes  
Reed McLaughlin moved, Chris Calvert seconded and the Board unanimously approved this item.
- V. General Manager's Report
  - a) Updated 2011/12 water system status report summary report for July 2011.

VI. Continuing Business

- a) Review status of Gibson Canyon project. A final invoice has not yet been received.
- b) Discussed plans for a new independent RNVWD web page. Chris Calvert told the Board that Captain Phil Jones of the Solano County Fire Department is willing to work with the Board to create a web page. It will take another month to get it going. Dieter Teschke stated that creation of an online payment option would be helpful.

VII. New Business

- a) Considered process for hiring a part-time RNVWD accountant. The Board decided it will run an ad for 10 days, with a response deadline of 8/31/11. The position will be responsible for monthly billing, accounting and reports to the Board.
- b) Adopt a one-time exemption for water overuse due to leak at 4267 Peaceful Glen (Peterkin). Reed moved, Martin seconded, and the Board unanimously approved this exemption.

VIII. Board Member Comments

Trish Landis asked that an ad be placed for possible contractors for system repairs, which Dieter agreed to do.

Reed asked that the agenda and background information be sent to the Board members one week prior to each meeting. Dieter committed to doing this. Reed also asked for resolution of past billing liability with California Water Service Company, as we now operate under the new contract.

- IX. Adjournment – The meeting adjourned at 8:27 p.m. The next regular meeting is scheduled for September 13, 2011 at 7:00.

Approved: Chris Calvert Date: Sept. 13, 2011

Chris Calvert, President

Rural North Vacaville Water District



## RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696  
Phone: 707-447-8420

### BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, July 12, 2011, at 7:00 p.m.

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

The meeting of the Board of Directors was held at the Vacaville Fire Protection District, Fire Station #67, 4135 Cantelow Road, Vacaville, CA.

Present  
Chris Calvert  
Bob Whitehouse  
Trish Landis  
Martin Joye

Absent  
Reed McLaughlin

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment - Clif Poole stated that his water bills are still incorrect, due to Cal Water billing estimated usage amounts on inactive connections. Dieter will verify when the estimates occurred. Clif also expressed concern regarding the protest vote number calculation. Carrie Scarlata will send him information.
- III. Approval of Agenda – Approved with the deletion of IV.d from Consent Items.
- IV. Consent Items
  - a) Approval and adoption of minutes  
Action: Consider adoption and approval of minutes from the June 14, 2011 regular meeting  
And June 30, 2011 special meeting.
  - b) Integrated Fund Accounting Report (IFAS)  
Action: Consider adoption of the IFAS Reports for June, 2011
  - c) Monthly Revenue Analysis  
Action: Consider adoption of the Monthly Analysis Report for June, 2011

Bob Whitehouse moved, Martin Joye seconded and the Board unanimously approved these items.

V. Continuing Business

- a) Review of water contaminant levels as reported by Cal Water. Since CWS has not tested since November, 2010, Chris Calvert asked Dieter Teschke to verify the legal requirements of the State of California Department of Health Services.
- b) Review and discuss the Unbilled Accounts status. Dieter reported that letters have been sent to 35 owners of delinquent accounts owing a total of \$42,298.
- c) Review and discuss the rate increase workshop and public hearing.
- d) Review the legal rules regarding protest eligibility. Dieter noted that only one protest vote per parcel will be counted. Supplemental connections have no vote.
- e) Review status of Gibson Canyon project. Of the \$32,000 bid, costs to date have been \$28,000. All five water service connections have been moved.

VI. New Business

- a) Review and approve the purchase of additional ERTs units to replace 30 inoperable units for reading water meters. Dieter told the Board that purchase of 40 units at \$100 each would address the present problem. Reed McLaughlin asked that labor costs be included in the replacement calculations and that approval be deferred until an approved budget is in place, as this item was not included in budget projections. Dieter will contact CWS regarding obtaining the Xcel spread sheet of meters and ERTS.

VII. Board Member Comments

Bob Whitehouse asked Dieter to provide Board reports in an 8 1/2" x 11" size format. Trish Landis asked about the status of the long awaited CWS addenda list, showing what is outstanding and what has been paid. Carrie Scarlata will send a letter to CWS addressing this. Reed asked that comments from the General Manager be included as an agenda item. Chris stated that the Solano County Fire Department is interested in adding GPS information regarding hydrant locations throughout the district. Dieter stated that Stan Schram, County Surveyor, has a map that locates each hydrant. He will pursue obtaining a copy.

- VIII. Adjournment – The meeting adjourned at 7:42 p.m. The next special meeting is scheduled for June 30, 2011 at 7:00 and the next regular meeting is scheduled for July 12, 2011 at 7:00.

Approved: Chris Calvert  
Chris Calvert, President  
Rural North Vacaville Water District

Date: Aug 9, 2011



## RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696  
Phone: 707-447-8420

### BOARD OF DIRECTORS SPECIAL MEETING MINUTES

Thursday, June 30, 2011, at 7:00 p.m.  
Vacaville Fire Protection District, Fire Station #67  
4135 Cantelow Road, Vacaville CA 95688

#### **Present**

Chris Calvert  
Trish Landis  
Bob Whitehouse  
Reed McLaughlin

#### **Absent**

Martin Joye

- I. Opening Procedures
  - A. Call to Order/Roll Call 7:00 p.m.
  - B. Approval of Agenda Approved
- II. Current Matters
  - A. Budget Review: Presentation and discussion of the FY2011/12 budget, basic monthly charges, rate structure and District history. The Board responded during an extensive question and answer period.
  - B. Public hearing on adoption of 2011/12 water rates per the May 12, 2011 Public Notice. Protest votes against the proposed increases in water rates were counted and there was not a majority. Bob Whitehouse moved that the rate increase be adopted, Reed McLaughlin seconded this motion and the Board approved it unanimously.
- III. Adjourn – The next regular meeting is scheduled for July 12, 2011 at 7:00 at the Cantelow Road Fire Station.

Approved:

  
Chris Calvert, President  
Rural North Vacaville Water District

Date:







# RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696

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## **BOARD OF DIRECTORS REGULAR MEETING MINUTES**

**Tuesday, June 14, 2011, at 7:00 p.m.**

The meeting of the Board of Directors was held at the Vacaville Fire Protection District, Fire Station #67, 4135 Cantelow Road, Vacaville, CA.

Present	Absent
Chris Calvert	Martin Joye
Bob Whitehouse	
Trish Landis	
Reed McLaughlin	

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment - Clif Poole stated that his water bills are still incorrect and that neither he nor his son received notice of the rate increase and protest vote timeline
- III. Approval of Agenda – Approved with the deletion of approval of minutes from June 7, 2011 special meeting
- IV. Consent Items
  - a) Approval and adoption of minutes  
Action: Consider adoption and approval of minutes from the May 10, 2011 regular meeting
  - b) Integrated Fund Accounting Report (IFAS)  
Action: Consider adoption of the IFAS Reports for May, 2011
  - c) Monthly Revenue Analysis  
Action: Consider adoption of the Monthly Analysis Report for May 2011
  - d) Delinquency Report  
Action: Consider adoption of the Delinquency Report for May 2011
  - e) Water System Status Report  
Action: Review and adopt water system status report for May 2011.

Reed McLaughlin moved, Bob Whitehouse seconded and the Board unanimously approved these items.

V. Continuing Business

- a) Review of water contaminant levels as reported by Cal Water. Since CWS has not tested since November, 2010, Chris Calvert asked Dieter Teschke to verify the legal requirements of the State of California Department of Health Services.
- b) Review and discuss the Unbilled Accounts status. Dieter reported that letters have been sent to 35 owners of delinquent accounts owing a total of \$42,298.
- c) Review and discuss the rate increase workshop and public hearing.
- d) Review the legal rules regarding protest eligibility. Dieter noted that only one protest vote per parcel will be counted. Supplemental connections have no vote.
- e) Review status of Gibson Canyon project. Of the \$32,000 bid, costs to date have been \$28,000. All five water service connections have been moved.

VI. New Business

- a) Review and approve the purchase of additional ERTs units to replace 30 inoperable units for reading water meters. Dieter told the Board that purchase of 40 units at \$100 each would address the present problem. Reed McLaughlin asked that labor costs be included in the replacement calculations and that approval be deferred until an approved budget is in place, as this item was not included in budget projections. Dieter will contact CWS regarding obtaining the Xcel spread sheet of meters and ERTS.

VII. Board Member Comments

Bob Whitehouse asked Dieter to provide Board reports in an 8 ½" x 11" size format. Trish Landis asked about the status of the long awaited CWS addenda list, showing what is outstanding and what has been paid. Carrie Scarlata will send a letter to CWS addressing this. Reed asked that comments from the General Manager be included as an agenda item. Chris stated that the Solano County Fire Department is interested in adding GPS information regarding hydrant locations throughout the district. Dieter stated that Stan Schram, County Surveyor, has a map that locates each hydrant. He will pursue obtaining a copy.

- X. Adjournment – The meeting adjourned at 7:42 p.m. The next special meeting is scheduled for June 30, 2011 at 7:00 and the next regular meeting is scheduled for July 12, 2011 at 7:00.



Approved: \_\_\_\_\_  
Chris Calvert, President  
Rural North Vacaville Water District

Date: 7/12/11



## **RURAL NORTH VACAVILLE WATER DISTRICT**

**P.O. Box 5097, Vacaville, CA 95696**

**Phone: 707-447-8420**

**[RNVWDGM@gmail.com](mailto:RNVWDGM@gmail.com)**

### **BOARD OF DIRECTORS SPECIAL MEETING MINUTES**

**Tuesday, June 7, 2011, at 7:00 p.m.**

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

#### **Members Present**

Chris Calvert  
Trish Landis  
Bob Whitehouse  
Reed McLaughlin

#### **Members Absent**

Martin Joye

- I. Meeting was called to order at 7:00 p.m.  
Item IV was deleted from the Agenda.
- II. Public Comments –  
Clif Poole stated he had not received notification of the Board raising the rates to address the 2011/12 budget shortfall and asked the general manager to bring a copy of the mailing list to the next Board meeting.  
Don Pippo also stated that he received no notice or newsletter and asked when the 45 day period started for notification of time to collect protest votes. The Board mailed a letter of notification to all District members May 12, 2011. The protest hearing will be held June 30, 2011 at 7:00 at the Cantelow Road fire station.  
Clark and Barbara Schuyler expressed their frustration at the lax notification, suggesting publication of a notice in the newspaper.
- III. Budget Workshop.  
Reviewed, explained and discussed the District's FY2011/2012 revised preliminary budget, the make-up of the basic monthly charges and determination of the rate structure.
  1. Annual Estimates vs. Actual O&M Costs Worksheet
  2. Updated draft budget figures & changes from prior years
  3. Water Service Charge rate structure concepts
  4. Water Usage – Base Rate

IV. Board Member Comments –

Bob Whitehouse reminded everyone that we are all owners of this water system. We want to make this District operate as efficiently and inexpensively as possible.

V. The meeting adjourned at 8:43 p.m. until the next regular meeting on Tuesday, June 14, 2011 at 7:00.



Approved: \_\_\_\_\_

Chris Calvert, President  
Rural North Vacaville Water District

Date: 6/14/11



# RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696

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## **BOARD OF DIRECTORS REGULAR MEETING MINUTES**

**Tuesday, May 10, 2011, at 7:00 p.m.**

The meeting of the Board of Directors was held at the Vacaville Fire Protection District, Fire Station #67, 4135 Cantelow Road, Vacaville, CA.

Present	Absent
Chris Calvert	None
Bob Whitehouse	
Martin Joye	
Trish Landis	
Reed McLaughlin	

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment - None
- III. Approval of Agenda - Approved
- IV. Gibson Canyon relocation project update by Matt Tuggle, Solano County engineering. - Matt anticipates completion of the road relocation project by the end of July, including relocation of five water connections. He needs written authorization from the District, which Dieter Teschke will provide.
- V. Consent Items
  - a) Approval and adoption of minutes  
Action: Consider adoption and approval of minutes from the April 12, 2011 regular meeting and April 19, 2011 Special meeting.
  - b) Integrated Fund Accounting Report (IFAS)  
Action: Consider adoption of the IFAS Reports as of April 30, 2011
  - c) Monthly Revenue Analysis  
Action: Consider adoption of the Monthly Analysis Report for March 2011

- d) Delinquency Report  
Action: Consider adoption of the Delinquency Report for March 2011
- e) Water System Status Report  
Action: Review and adopt water system status report for March 2011.
- f) Review summary of water sales to date.
- g) Monthly revenue and expenditure financial report as of April 30, 2011.

Reed McLaughlin moved, Bob Whitehouse seconded and the Board unanimously approved these items.

#### VI. Continuing Business

- a) Review of water contaminant levels as reported by Cal Water. Dieter told Jack Caldwell, California Water Service Company, that the company is required to test quarterly for contaminants. CWS has not tested since November, 2010.
- b) Review and discuss the Unbilled Accounts status. As of April 1, 2011, \$51,926 remains outstanding of the monthly billing. NBS will send out letters of delinquency regarding the assessment bond delinquencies, as well. Dieter noted that all real property tax payments must be paid current, in order to sell a supplemental connection.
- c) Review updates on Draft Business Plan. This item was tabled until the June meeting.
- d) Review approved preliminary Budget for 2011/2012 for public release. Dieter will send out a form letter with the budget information by May 15, 2011, to meet the State requirements. In order for the rate increase is to be approved and effective for the July billing, the District will hold an information workshop on Tuesday, June 7<sup>th</sup> and a protest vote on Thursday, June 30<sup>th</sup>.

#### VII. New Business

- a) Adopt Resolution 2011-1 for election of three Board members, whose term ends Dec. 2011. Reed moved, Trish Landis seconded and the Board unanimously approved this resolution.

#### VIII. Board Member Comments

Trish stated concerns about the following items:

- a. The need for Carrie Scarlata to follow up with the consultant services contract for the general manager position now being administered by Dieter Teschke.
- b. The proposed 2011/12 budget to set out the amount of monies collected over the past three years as set asides for long term maintenance and for water treatment facilities.
- c. Resolution of the billing addenda with CWS. Dieter has requested a list of outstanding obligations, so that the Board knows how much money needs to be paid in order to close out the old contract. The Board should sign the new contract with no recourse.

Dieter will accompany Jack Caldwell to read meters next month. Rick Trites is now under contract for care of the backflow devices. As a follow up to John Crawford's concern at the previous meeting, Dieter has asked for copies of letters from CWS to Phillippi Engineering and to Dr. Crawford.

- X. Adjournment – The meeting adjourned at 8:15 p.m. The next regular meeting is scheduled for June 14, 2011.



Approved: \_\_\_\_\_

Chris Calvert, President  
Rural North Vacaville Water District

Date: 6/14/11



# RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696

Phone: 707-447-8420

RNVWDGM@gmail.com

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## **BOARD OF DIRECTORS SPECIAL MEETING MINUTES**

Tuesday, April 19, 2011, at 7:00 p.m.

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

### **Members Present**

Chris Calvert  
Trish Landis  
Bob Whitehouse  
Martin Joye  
Reed McLaughlin

### **Members Absent**

None

- I. Meeting was called to order at 7:00 p.m.
- II. Public Comments - None
- III. 2011-2012 Budget Workshop.
  - a) Reviewed, explained and discussed the District's FY2011/2012 revised preliminary budget.
  - b) Discussed the makeup of the basic monthly charges and the proposed rate structure and how it was determined. Su Krishnan gave printed materials to Dieter Teschke regarding billing software for small water districts. The board also discussed investigating whether the City of Vacaville could be interested in contracting with the District for billing services. Dieter will make inquiries and report back to the Board regarding viable options.

Reed McLaughlin moved to approve the preliminary budget, Martin Joye seconded the motion and the Board voted unanimously to approve this motion.
- IV. Board Member Comments –

Bob Whitehouse asked Dieter Teschke, general manager, to review the cost of the two pumps replaced in 2009 at Well Site 1



and subtract that cost from the Reserve Deferred Maintenance monies that have accrued in the past three years.

Trish Landis asked Dieter to prepare a list for the Board of the outstanding addenda with California Water Service Company, showing the date, repair/maintenance, cost and location of item.

- V. Adjourned to the next regular meeting on Tuesday, May 10, 2011 at 7:00.



Approved: \_\_\_\_\_

Chris Calvert, President  
Rural North Vacaville Water District

Date: 5/10/12



# RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696

Phone: 707-447-8420

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## BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, April 12, 2011, at 7:00 p.m.

The meeting of the Board of Directors was held at the Vacaville Fire Protection District, Fire Station #67, 4135 Cantelow Road, Vacaville, CA.

Present	Absent
Chris Calvert	None
Bob Whitehouse	
Martin Joye	
Trish Landis	
Reed McLaughlin	

I. Call to Order/Roll Call 7:01 p.m.

II. Public Comment.

Dr. John Crawford told the Board that plans for a waterline across his property that is intended to extend service to two adjacent parcels have been in the hands of California Water Service Company (CWS) engineers for the past year with no comments issued. Dieter Teschke will pursue bringing this item to resolution.

III. Approval of Agenda – The Agenda was approved as amended to include the Minutes to the Special Meeting March 24, 2011 under Item V.a and to delete Items VII.a, c, d, e and g.

IV. Special Actions

a) Statement of qualification of Reed McLaughlin to fill governing board vacancy was submitted to the Board.

b) Bob Whitehouse moved that the Board appoint Reed as a Director on this Board to fill the seat vacated by Dieter Teschke. Martin Joye seconded this motion and the Board approved it unanimously.

c) Chris Calvert administered the oath of office to Reed.

V. Consent Items

a) Approval and adoption of minutes

Action: Consider adoption and approval of minutes from the March 8, 2011 regular meeting and March 1, 2011 Special meeting.

b) Integrated Fund Accounting Report (IFAS)

Action: Consider adoption of the IFAS Report for March 2011

c) Monthly Revenue Analysis

Action: Consider adoption of the Monthly Analysis Report for March 2011

d) Delinquency Report

Action: Consider adoption of the Delinquency Report for March 2011

e) Water System Status Report

Action: Review and adopt water system status report for March 2011.

Bob Whitehouse moved, Martin Joye seconded and the Board unanimously approved these items.

VI. Ad Hoc Committee Reports (Informational Reports)

a) Water Usage – System Operation (Dieter Teschke) Highest individual water usage in March was only 63 ccf. A total of 2594 ccf was billed.

b) Review of Customer Records (Dieter Teschke) Payment delinquencies will be put on the tax rolls in July, 2011.

VII. Continuing Business

a) Consider adoption of backflow and cross-connection control ordinance. This will be deferred until a later meeting to make several bylaw changes at one time.

b) Review of water contaminant levels as reported by Cal Water. No report at this time.

c) Review Action list and Lien procedure. Dieter was asked to pursue the status of payment for those bills that had not been part of the billing prior to about February, 2009.

d) Review updates on Draft Business Plan. No report at this time.

VIII. New Business

a) Review of levels of RNVWD system insurance – Martin will contact David Serrano, the Solano County risk manager.

b) Review Final Budget for 2011/2012 for presentation to the public - A special meeting was set for April 19, 2011 at 7:00 for this purpose.

c) Review performance & tracking of maintenance cycles - Trish Landis will get the names of the engineers with CWS for the purpose of creating a District maintenance manual.

d) Approve biennial Conflict of Interest Code amendment – Bob Whitehouse moved, Martin Joye seconded and the Board unanimously approved adoption of the Conflict of Interest Code.

e) Review April Newsletter – Bob Whitehouse will finalize the May newsletter.

- f) Approve one-time tier rate relief of for Sonja Abel – Martin Joye moved, Bob Whitehouse seconded and the Board unanimously approved one time rate relief for Sonja Abel for her property at 3675 Cantelow Road.
- g) Review & approve \$16,800 fund transfer from reserve to cover the Consulting cost for the new GM for the period March through June 2011. Carrie Scarlata will draft a Consultant Services Agreement between the District and Dieter Teschke. Bob Whitehouse moved, Martin Joye seconded and the Board unanimously approved payment from the Contingency Fund to pay Dieter Teschke for the period March through June, 2011.

IX. Board Member Comments

Bob stated that the Board needs to contract with Rick Trites for backflow work. Reed McLaughlin thanked the Board for selecting him to serve and told the Board he is ready to work as opportunity presents itself.

- X. Adjournment – The meeting adjourned at 8:12 p.m. The next regular meeting is scheduled for May 10, 2011.



Approved: \_\_\_\_\_

Chris Calvert, President  
Rural North Vacaville Water District

Date: 5/11/2011



# RURAL NORTH VACAVILLE WATER DISTRICT

675 Texas Street, Suite 5500, Fairfield, CA 94533 (707) 784-6064

## **BOARD OF DIRECTORS** **Meeting of Tuesday, March 8, 2011, at 7:00 P.M.** **Minutes**

The meeting of the Board of Directors was held at the Vacaville Fire Protection District, Fire Station #67, 4135 Cantelow Road, Vacaville, CA.

### **Members Present:**

Chris Calvert  
Trish Landis  
Bob Whitehouse  
Martin Joye

### **Members Absent:**

None

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment – Rick Trites has handled the annual backflow prevention device (bpd) at the request of Cal Water for the District over the past four years. He discussed his qualifications, timing and costs, as the Board would like to consider contracting with him specifically for bpd, as Cal Water has relinquished that responsibility in their new contract.
- III. Approval of Agenda – Approved with deletion of V.b and VII.a. IV.d was pulled for discussion.
- IV. Consent Items:
  - a. Approval of Minutes from the February 8, 2011 regular meeting and the February 17, 2011 and March 1, 2011 special meetings
  - b. Integrated Fund Accounting Reports (IFAS)
  - c. Monthly Revenue Analysis
  - d. Delinquency Report
  - e. Water System Status Report

Martin Joye moved, Trish Landis seconded and the Board unanimously approved these items.
- V. Ad Hoc Committee Reports
  - a. Water Usage – Dieter reported that four customers used over 50 ccf in February. \$252,621 in charges was billed for water usage and base costs.
- VI. Continuing Business/Pending Items

- a. SCWA membership – Chris Calvert will give contact information to Dieter and write a letter to the Agency staff and to the California Rural Water Association, which has information regarding grants for arsenic treatment.
- b. Unbilled Accounts status – The Board will review and take action at the April meeting on the unbilled \$22,000. As of the December 2010 report, there were \$36,589 in delinquencies system wide, per Sue Krishnan's report. There is presently no penalty or late fee provision in the District rules. Dieter will ask Carrie Scarlata for her opinion regarding this.
- c. Review of water contaminant levels as reported by Cal Water – No report
- d. Review Action list and Lien procedure – Dieter reported on several accounts.
- e. Review of updates of Draft Business Plan – Dieter will distribute an update to each of the Board members later this week.

VII. New Business

Review Budget for 2011/2012 – Dieter will include the District budgets for the past two years with the information for the proposed budget at a Special Budget Meeting to be held Thursday, March 24, 2011 at 7:00

VIII. Board Member Comments –

Bob Whitehouse would like the District to work with a bank that will process payments from direct mail. Chris will get information from other jurisdictions regarding electronic payments. Trish asked that the Settlement Agreement be put on the April agenda for a report by Carrie. Chris and Dieter will review future agendas with Carrie for approval. Chris asked Dieter to pursue bonding. Chris will find out the status of the CWS contract signing.

IX. Adjourn – The meeting adjourned at 8:45 p.m. The next special meeting is scheduled for March 24, 2011 at 7:00 p.m. at the Cantelow Road Fire Station.



Approved: \_\_\_\_\_

Date: 4/12/11

Chris Calvert, President  
Rural North Vacaville Water District



# RURAL NORTH VACAVILLE WATER DISTRICT

675 Texas Street, Suite 5500, Fairfield, CA 94533 (707) 784-6064

## **BOARD OF DIRECTORS SPECIAL MEETING MINUTES**

**Tuesday March 1, 2011 at 7:00 P.M.**

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

### **Members Present**

Chris Calvert  
Trish Landis  
Bob Whitehouse  
Martin Joye

### **Members Absent**

None

- I. Meeting was called to order at 7:08 p.m.
- II. Public Comments – Cliff Poole offered his services to the Board as the next General Manager without charge for a period of one year. He would set up the accounting and billing system properly, installing checks and balances to avoid the issues the Board has endured to date. He stated his experience with contract negotiation and budgets. Dieter Teschke spoke of his own experience acting as the interim manager of the RNVWD over the last year, as Birgitta Corsello had less time to devote to District issues. He affirmed his management experience in business for thirty years and the good rapport he is able to establish.
- III. Closed Session. Public Employee Appointment. Title: General Manager
- IV. Reconvene
- V. Report of Action in Closed Session – Board President Chris Calvert reported that the Board acted to appoint Dieter Teschke as the Rural North Vacaville Water District General Manager effective March 1, 2011.
- VI. Review and Approve Costs of California Water Service Company Domestic Water Operations Agreement – No action has yet been taken by the CWS vice president who has the proposed contract.
- VII. Review and update Preliminary Budget for FY2011/2012 – Chris asked Dieter and Carrie Scarlata to review ownership of the Backflow Prevention Devices within the

system. The Board will review the proposed 10% base rate increases and discuss at the next regular meeting.

VIII. Consider and Elect Option to Fill Vacancy Created by Dieter Teschke's Resignation from the Board – The Board has the option to order a special election or fill the position by appointment, which would save considerable cost. Notice of Vacancy and Intent to Fill would be posted in three places and published 15 days prior to an appointment.

IX. Board Member Comments – Congratulations and thanks were offered to Dieter by various Board members.

X. Meeting adjourned at 8:31 p.m. until the next general meeting March 8, 2011 at 7:00 p.m. at the Cantelow Fire Station.



Approved: \_\_\_\_\_

Date: 3/8/11

Chris Calvert, President  
Rural North Vacaville Water District





# RURAL NORTH VACAVILLE WATER DISTRICT

675 Texas Street, Suite 5500, Fairfield, CA 94533 (707) 784-6064

## **BOARD OF DIRECTORS SPECIAL MEETING MINUTES**

**Thursday February 17, 2011 at 7:00 P.M.**

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

### **Members Present**

Dieter Teschke  
Trish Landis  
Bob Whitehouse  
Chris Calvert  
Martin Joye

### **Members Absent**

None

- I. Meeting was called to order at 7:02 p.m.
- II. Maintenance and Services Contract Agreement with California Water Service Company – Bob Whitehouse moved, Martin Joye seconded and the Board unanimously approved the contract with California Water Service Company.
- III. Proposed Rural North Vacaville Water District Business Plan – Dieter Teschke previously submitted a Business Plan at the January Board meeting. Chris Calvert moved, Bob seconded and the Board unanimously accepted the plan with corrections as discussed as a working management document.
- IV. Consider accepting the resignation of Dieter Teschke as Board President – Because of the resignation of Birgitta Corsello as General Manager and the desire of Dieter Teschke to apply for that position, Chris moved, Martin seconded and the Board approved acceptance of the resignation of Dieter as President of the Board. Dieter left the meeting at this time.
- V. Discuss hiring a General Manager – The board discussed logistics regarding transitioning the billing and meter reading out of the charge of Cal Water and into the responsibility of the general manager. A special meeting will be held Tuesday, March 1, 2011 at 7:00 to appoint a new general manager.
- VI. Appoint new Board President – Bob moved, Martin seconded and the Board unanimously approved Chris Calvert as the new Board President.

VII. Board Member Comments – Martin told the Board the parameters of the Cal Water disaster procedures in the event of a calamity. He also reported that a \$20,000 chlorinator is needed, according to Jack Caldwell, CWS. Bob thanked Chris for taking on the Board presidency.

VIII. Meeting adjourned at 8:35 p.m. until the next special meeting March 1, 2011 at 7:00 p.m. at the Cantelow Fire Station.



Approved: \_\_\_\_\_

Chris Calvert, President  
Rural North Vacaville Water District

Date: 3/8/11