



RURAL NORTH VACAVILLE WATER DISTRICT

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, January 10, 2012, 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	
Trish Landis	
Martin Joye	
Reed McLaughlin	

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment - Clif Poole noted his bills are still incorrect, but he is willing to wait for the new system to begin billing and deal with any issues locally, rather than via California Water Service Company.
- III. Approval of Agenda - Bob Whitehouse moved, Martin Joye seconded and the Board unanimously approved the Agenda with the deletion of Item IVa.
- IV. Consent Items -
 - a) Approval of the minutes from the December 15, 2011 special meeting
 - b) Updated the 2010-11 water system status report summary
- V. General Manager's Report
 - a. Received
 1. Monthly Status Fund report FY2010-11 will be available next month
 2. Delinquency Report update – Dieter Teschke noted that the District has received about \$4,000 in delinquent payments from individuals. Delinquent charges totaling \$46,978.20 are now being billed on property tax bills.
 3. Budget vs. Actual - Tracking

4. Excessive water user report and water status report – No owners exceeded 100 ccf in December. A total of 3,321 ccf were pumped in December 2011.

Dieter noted that 21 boxes of District files need to be moved out of the Solano County offices.

VI. Continuing Business

- a) Report on RNVWD web page. The Board discussed the need to contract with another individual to create the needed website. Two have offered their services. Martin Joye and Dieter Teschke will work together and make a recommendation to the Board at the February Board meeting.
- b) Updated process to take over accounting from Solano County and billing services from CWSC. Brenda Kane stated that she just received final information from California Water Service Company. Bills will go out this week that she generates on behalf of the District.

VII. New Business

- a) Adopt the transfer of one supplemental connection from Pippo (APN 105-110-590) to St Mary's Catholic Church (APN 105-160-230). Both parcels are within the District. Approval of this transfer was tabled until the February meeting to address questions regarding full payment of all delinquent taxes affecting the parcel presently holding the connection.

VIII. Board Member Comments

Martin expressed concern regarding initiating the search for a new General Manager with Dieter's departure in June. The Board agreed to hold a special meeting January 17th at 7:00 to discuss this.

Trish asked Dieter to contact Sean, a former California Water Service employee, and request the Excel list of ERTs, APNS and Meter Numbers. She would also like CWS to produce a written response to Dr. John Crawford regarding his submitted water line plans. Finally, she would like a system maintenance status from CWS.

- IX. Adjourned at 8:38 p.m. The next special meeting is scheduled for Tuesday, January 17, 2012 at 7:00 p.m. and the next regular meeting is scheduled for Tuesday, February 14, 2012 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
Phone: 707-447-8420

BOARD OF DIRECTORS SPECIAL MEETING MINUTES

Tuesday, January 17, 2012, 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
Martin Joye

Absent

None

- I. Call to Order/Roll Call 7:00 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 outline job requirements for hiring the next RNVWD General Manager.
- V. Board member comments – None
- VI. Meeting adjourned at 8:00 p.m. until the next regular meeting on Tuesday, February 14, 2012 at 7:00 p.m.

Approved: _____

Chris Calvert, President
Rural North Vacaville Water District

Date: _____

2/14/2012



RURAL NORTH VACAVILLE WATER DISTRICT

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, February 14, 2012, 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
Bob Whitehouse
Trish Landis
Martin Joye
Reed McLaughlin

Absent
None

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment - Dean Brown, 7646 English Hills Road, shared his concern about a PG&E pole leaning severely within the water line location. Susan Magliano expressed her frustration that no easement is yet in place to serve water to her property since she annexed into the District in 2005. Trish Landis asked Dieter Teschke, general manager, to request a copy of the conditions of approval for the Nelson land subdivision. Rudi Buriani asked Dieter to look at the records for his property and verify whether he has a Reservation for a water connection or an active water connection. Chris Calvert directed Dieter to research any paperwork the Buriani's have signed. Tom Pecotte, 4150 Shelley Lane, had issues with his water bills. Brenda Kane, District bookkeeper, reviewed his bills with him.
- III. Approval of Agenda - Bob Whitehouse moved, Martin Joye seconded and the Board unanimously approved the Agenda.
- IV. Consent Items –
 - a) Approval of the minutes from the January 10, 2011 regular meeting.

- b) Updated the 2010-2011 water system status report summary.

V. General Manager's Report

Received

1. Monthly Status - Fund report FY2010-11
2. Delinquency Report January '12 update
3. Budget vs. Actual - Tracking
4. Excessive water user report

Dieter noted that 21 boxes of District files need to be moved out of the Solano County offices.

VI. Continuing Business

- a) Selection and adoption of a webmaster for the RNVWD web page. Tabled until the March meeting
- b) Reappointment of Trish Landis as a Board Member of the Rural North Vacaville Water District effective February 7, 2012. The reappointment was tabled until legal publication has occurred.
- c) Adopt the transfer of one supplemental connection from Pippo to St Mary's Catholic Church APN 105-160-230, which is within the district. Bob Whitehouse moved, Martin Joye seconded and the board unanimously approved the transfer.
- d) Update of the status of the Crawford/Nelson connection issues.

VII. New Business

- a) Review and adoption of CWSC suggested equipment maintenance needs. Dieter reported that the District has \$358,000 in funds available for the following maintenance:

A) The following maintenance items are due, according to CWSC:

1. 1 - RNVWD station 3 and 4 tanks cleaning and inspection are due this year. The budget estimate is \$10,000 for station 3 and \$15,000 for station 4.
2. The pressure regulating valves in the system are due for maintenance this year. 4 locations with 5 valves total. The budget estimate is \$7500.

B) The following item needs replacement

The disinfection/chlorination system at station 1 needs to be replaced. The budget estimate is \$15,000. Jack Caldwell says it is inadequate. Chris Calvert will make inquiries.

C) The following items are recommended by CWSC:

1. Installation of components to allow plug in of a generator at station 1. The budget estimate is \$5,000.
2. Installation of a transfer switch and components to allow plug in of a generator at station 3. The budget estimate is \$10,000.

VIII. Board Member Comments

Bob expressed his appreciation to all the members that came to the meeting. Chris stated that he wants the Board to have a good relationship with the new Solano Irrigation District general manager. Rick Trites stated that the last bad ERT has been replaced. Brenda Kane advised that there are 30 ghost accounts. Three hundred seventy-five bills have been sent out for District water.

- IX. Adjourned at 8:34 p.m. The next regular meeting is scheduled for Tuesday, March 13, 2012 at 7:00 p.m.

Approved: Chris Calvert Date: 3/13/2012

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, March 13, 2012, 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	
Trish Landis	
Martin Joye	
Reed McLaughlin	

- I. Call to Order/Roll Call 7:02 p.m.
- II. Public Comment - Don Stalker requested that his water bill of \$63,000 be corrected!
- III. Approval of Agenda - Reed McLaughlin moved, Martin Joye seconded and the Board unanimously approved the Agenda.
- IV. Consent Items –
 - a) Approval of the minutes from the February 14, 2012 regular meeting.
 - b) Updated the 2011-2012 water system status report summary.
- V. General Manager's Report
Received
 1. Monthly Status - Fund report FY2011-2012
 2. Delinquency Report February '12 update
 3. Budget vs. Actual - Tracking
 4. Excessive water user report

Dieter Teschke, general manager, noted that \$17,000 in delinquent billing charges have been added to the Solano County tax bills. The District is no longer filing liens at this time. One account needs to have the water turned off. Either Dieter or Rick Trites will address this.

VI. Continuing Business

- a) Selection and adoption of a webmaster for the RNVWD web page. Randall Larson-Maynard, Auspicious Web Designs, was selected as webmaster, as moved by Reed McLaughlin, seconded by Bob Whitehouse and unanimously approved by the Board.

VII. New Business

- a) Review options for the RNVWD to take ownership of unwanted water connections. Dieter told the Board that members with multiple supplemental connections would like to relinquish them back to the Board. Trish Landis stated that the District does not have income to make payments for the bond assessments of these connections. Chris Calvert said the Board cannot entertain this request.
- b) Adopt one-time exemption for Valle Escondido, Acct. #35401 for excessive use of water due to water line break. Martin Joye moved, Reed McLaughlin seconded and the Board unanimously approved giving Valle Escondido this one time exemption.

VIII. Board Member Comments

Martin reported that he at looked at the leaning power pole by Dean Brown's connection. It does not appear to be the responsibility of the District.

Bob asked Dieter how the billing was going. Dieter said there are still problems with meter readings. Fifty-four accounts did not have readings for the March billing. Dieter also told the Board that he will send the old list of invoice California Water Service Company wants paid to each of the Board members.

Chris said that Solano Irrigation District has not yet hired a general manager. He is interested in developing a relationship between the District and SID to facilitate sponsorship to the Solano County Water Agency. He also stated that until the billing and accounting is straightened out with the County, even if Dieter's tenure as general manager has ended, the Board should not hire a new general manager.

- IX. Adjourned at 8:20 p.m. The next regular meeting is scheduled for Tuesday, April 10, 2012 at 7:00 p.m.

Approved: _____



Date: _____



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, April 10, 2012, 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	
Trish Landis	
Martin Joye	
Reed McLaughlin	

- I. Call to Order/Roll Call 7:01 p.m.
- II. Public Comment - Rudi Buriani, 7610 Deer Valley Trail, presented a letter to the Board requesting copies of any records indicating his consent to inclusion in the District. He specifically asked that his monies be refunded and that the Board "make him a reservation only." Chris Calvert and Dieter Teschke explained that this is not a viable option, as he has a connection and an assessment bond on his property.
- III. Approval of Agenda - Martin Joye moved, Reed McLaughlin seconded and the Board unanimously approved the Agenda.
- IV. Consent Items –
 - a) Approval of the minutes from the February 14, 2012 regular meeting.
 - b) Updated the 2011-2012 water system status report summary.Bob Whitehouse moved, Reed McLaughlin seconded and the Board unanimously approved the Consent Items.

V. General Manager's Report

Received

1. Monthly Status - Fund report FY2011/12
2. CWSC Invoicing update
3. Budget vs. Actual - Tracking

VI. Continuing Business

- a) Webmaster status of the RNVWD web page. Dieter reported that he is working with Randall Larson-Maynard, Auspicious Web Designs, to round up all appropriate information for web input.
- b) Reappoint Trish Landis to Board of Directors. Bob Whitehouse moved, Reed McLaughlin seconded, and the Board unanimously approved reappointment of Trish Landis to the Board of Directors for a term of four years.

VII. New Business

- a) Review options for the RNVWD phone line. Dieter told the Board that, with his move to Murphys, CA imminent, the Board will need to designate how customer service calls to the RNVWD cell phone will be addressed. Chris Calvert volunteered to field these calls, until such time as a new General Manager is appointed.

VIII. Board Member Comments

Trish asked that current major maintenance repairs by California Water Service Company (CWS) be flagged for payment from Tier II funds, not out of regular billing funds.

Bob inquired of Brenda Kane, bookkeeper for the District, regarding final adjustments in bills and receipt of funds from CWS. Brenda said that Heather Riddle supplies support with the bookkeeping program and Dennis is the ITRON meter reading support. Brenda and Dieter have instituted checks and balances between them for all deposits and payments. There are yet 59 error codes for meters that cannot be read. About 28 of these are for meters that are not yet in use, for new development.

Chris and Bob will speak with all past applicants for the General Manager position.

- IX. The meeting was adjourned at 8:15 p.m. The next regular meeting is scheduled for May 8, 2012 at 7:00 p.m.



Approved: _____

Chris Calvert, President

Date: 5/8/12

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, May 8, 2012, 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
Bob Whitehouse
Trish Landis
Martin Joye
Reed McLaughlin

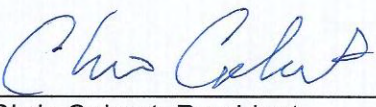
Absent
None

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment – Dr. John Crawford again presented the issue to the Board of the need to provide easements across his land for the benefit of lands of Ida Nelson, deceased, and Susan Magliano-Bassoff. Plans drafted by Phillippi Engineering were submitted to California Water Service Company (CWS) May 11, 2010. No written response has been received from CWS, except a demand for \$19,000 from the District. After much discussion, Trish Landis asked Dieter Teschke to coordinate a meeting with CWS, Phillippi, Crawford, Board members and Stan Schram, Solano County Surveyor.

Ian Goldberg, deputy Auditor-Controller for Solano County, provided a status report to the Board for the 2007/08 audit. Under "Disclaimer of Information" it was found that CWS did not provide needed information to the Board. As of May, 2011 information had still not been made available regarding delinquent accounts and charges for services. Dieter stated that he began tracking delinquencies himself about November, 2010 with records from CWS of the prior 120 days. Ian stated that he will process an audit for June, 2011 only at this time.

- III. Approval of Agenda - Move Item VI a up to Item II. Martin Joye moved, Reed McLaughlin seconded and the Board unanimously approved the Agenda as modified.
- IV. Consent Items –
- a) Approval of the minutes from the April 10, 2012 regular meeting.
 - b) Updated the 2011-2012 water system status report summary.
- Reed McLaughlin moved, Bob Whitehouse seconded and the Board unanimously approved the Consent Items.
- V. General Manager's Report
Received
- 1. Monthly Status - Fund report FY2011/12
 - 2. CWSC Invoicing update
 - 3. Budget vs. Actual – Tracking
- VI. Continuing Business
- a) Webpage update - Dieter reported that the site will be available to the public in the next two weeks.
 - b) Billing update - Brenda Kane will begin forwarding Wells Fargo bank statements to the Board. Tier data is not now available in her reports. Autopay is now set up and ready to function. No meter readings registered for 176 accounts for the April billing. Dieter will contact Rick Trites to review and address these. Brenda stated that 353 accounts are billed monthly. Brenda is presently handling all District calls.
- VII. New Business
- a) Review draft 2012/13 budget. The Board decided to hold a Special Meeting May 17 at 6:00 p.m. to address budget issues.
 - b) Review Susan Magliano-Bassoff status – Bob moved, Trish seconded and the Board unanimously approved reducing her water rate to the supplemental level effective with the last rate change, since water is in fact not yet available to her.
- VIII. Board Member Comments
- Martin Joye shared that he will be absent from the June meeting.
- Trish asked that an opinion be obtained from Carrie Scarlata regarding the outstanding CWS billings to RNVWD. She also would like status of the current CWS major repairs requested by the Board. Dieter will follow up on each of these items.

- IX. The meeting was adjourned at 8:58 p.m. The next regular meeting is scheduled for June 12, 2012 at 7:00 p.m.

Approved: 
Chris Calvert, President
Rural North Vacaville Water District

Date: 6/12/2012



RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696

Phone: 707-447-8420

RNVWDGM@gmail.com

BOARD OF DIRECTORS SPECIAL MEETING MINUTES

Tuesday, May 15, 2012, at 6:00 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 6:00 p.m.
- II. Approval of Agenda – Approved
- III. Review and Update of Preliminary Budget for FY 2012/13 - The Board discussed the budget as proposed by Dieter Teschke, general manager.
- IV. Board member comments – None
- V. Adjourned to the next regular meeting on Tuesday, June 12, 2012 at 7:00.

Approved: _____

Chris Calvert, President
Rural North Vacaville Water District

Date: _____

6/12/2012



RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696

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BOARD OF DIRECTORS SPECIAL MEETING MINUTES

Tuesday, May 15, 2012, at 6:00 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 6:00 p.m.
- II. Approval of Agenda – Approved
- III. Review and Update of Preliminary Budget for FY 2012/13 - The Board discussed the budget as proposed by Dieter Teschke, general manager.
- IV. Board member comments – None
- V. Adjourned to the next regular meeting on Tuesday, June 12, 2012 at 7:00.

Approved: _____

Chris Calvert, President
Rural North Vacaville Water District

Date: _____

6/12/2012



RURAL NORTH VACAVILLE WATER DISTRICT

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, June 12, 2012, 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

Bob Whitehouse

Trish Landis

Reed McLaughlin

Absent

Martin Joye

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment – Clif Poole told the Board that five of his water bills have not been sent to him; there may be a mailing issue and he will verify this with Brenda Kane.
Steven Greenberg, managing director of Bridge View resources, LLC, presented his company to the Board for consideration in design engineering and consulting, with specific expertise in utility regulatory services.
Rudi Buriani expressed his frustration with the lack of response from the Board regarding his presumed voluntary participation as a member of this District.
Gordon Stankowski asked that his bill payment be processed through autopay. Brenda Kane will assist him with this.
Don Pippo told the Board he is ‘exhausting his legal remedies’. He would like to transfer some of his existing supplemental connections without paying the entire tax bill in full. Chris Calvert told him he would contact Don’s legal counsel to discuss this.
- III. Approval of Agenda - Bob Whitehouse moved, Reed McLaughlin seconded and the Board unanimously approved the Agenda.

IV. Consent Items –

- a) Approval of the minutes from the May 8, 2012 regular meeting and the May 15, 2012 special budget meeting.
- b) Updated the 2011-2012 water system status report summary.

Reed McLaughlin moved, Bob Whitehouse seconded and the Board unanimously approved the Consent Items.

V. General Manager's Report

Received

- 1. Monthly Status - Fund report FY2011/12
- 2. Budget vs. Actual – Tracking

VI. Continuing Business

- a) Adopt Rural North Vacaville Water District's 2012-2013 preliminary budget as final - Bob Whitehouse moved, Reed McLaughlin seconded and the Board unanimously approved the adoption of the budget as final.
- b) Webpage update - Dieter reported that the site is now available to the public. He will report back to the Board regarding the monthly cost to keep the site current. Dieter will also ask the County to provide a link to the RNVWD website from the Solano County website.
- c) Billing update – Brenda told the Board there are yet unresolved issues to correct meter readings for over 150 connections. Rick Trites will be tasked to address this by manually reading the meters, if the ITRON is not able to read them correctly.
- d) GM hiring status review - Chris told the Board he would call a special meeting this month to discuss whether the Board would prefer to extend the contract with Dieter Teschke at this time, as his contract will otherwise terminate June 30, 2012.

VII. New Business

None

VIII. Board Member Comments

Bob asked the Board to consider including the annual \$40 charge to verify that the backflow prevention device is operational in the September billing this year and thereafter in the March billing. Chris directed Bob and Dieter to get a permit from the County for installation of water lines through the Crawford property. Trish asked many questions of items on the G.M. Action List.

- IX. The meeting was adjourned at 8:28 p.m. The next regular meeting is scheduled for July 10, 2012 at 7:00 p.m.



Approved: _____

Chris Calvert, President
Rural North Vacaville Water District

Date: 7/10/12



RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696

Phone: 707-447-8420

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, July 10, 2012, 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

Bob Whitehouse

Trish Landis

Reed McLaughlin

Martin Joye

Absent

None

I. Call to Order/Roll Call 7:00 p.m.

II. Public Comment –

Rudi Buriani expressed his frustration with the lack of response from the Board regarding his participation and financial obligations as a member of this District, which he considers to be presumptuous. Trish Landis had brought recorded documentation to the meeting and explained that three opportunities had been given to the area which the Rural North Vacaville Water District affects in years prior to construction of the system until April, 2003 for those to attach or detach to or from the District as they chose. Rudi's name and Assessor's Parcel Number was included in the Notice of Assessment recorded August 6, 2001. She said that newsletters had been mailed out several times to which he could have responded. Rudi told the Board that he simply threw away all mail dealing with the District.

Henry Robinson told the Board that he had received notice that delinquencies on his account would be "turned over to collections." Dieter Teschke, General Manager, explained that all participants pay \$58.00 per month for a regular connection, which is used for operation and maintenance of the system. Brenda Kane, bookkeeper, reviewed his billing with him.

Susan Magliano was told that her bill has been reduced to \$14.00 per month, because the District cannot provide water to her as yet.

III. Approval of Agenda - Bob Whitehouse moved, Reed McLaughlin seconded and the Board unanimously approved the Agenda.

IV. Consent Items –

- a) Approval of the minutes from the June 12, 2012 regular meeting.
- b) Updated the 2011-2012 water system status report summary.

Bob Whitehouse moved, Reed McLaughlin seconded and the Board unanimously approved the Consent Items.

V. General Manager's Report
Received

1. Monthly Status - Fund report FY2012/13
2. Budget vs. Actual – Tracking

Dieter told the Board he would meet with the County Auditor July 11, 2012 regarding the reporting on both the Wells Fargo and the County accounts.

VI. Continuing Business

- a) Adopt **Resolution 2012-06** Adopting the Rural North Vacaville Water District's Final Budget for Fiscal Year 2012/2013. Bob Whitehouse moved, Reed McLaughlin seconded and the Board unanimously approved Resolution 2012-06.
- b) Webpage update - Dieter reported that the monthly cost to keep the site current is \$50.00. The County has now provided a link to the RNVWD website from the Solano County website.
- c) Billing update – Brenda told the Board there would be a 3% charge to provide online bill payment. Reed directed Dieter to have that option removed from the webpage. Rick Trites told the Board to seriously consider purchase of a hand-held meter reader, at a cost of \$4,000.00. This reader would be able to calibrate the ERTS devices, which have a 7 to 10 year lifetime. The "fancy" reader that the Board has now will now do calibration. Rick said he would like to assess the entire district to correct the false meter readings.
- d) General Manager hiring status review - Chris told the Board he would call a special meeting July 18, 2012 at 7:00 at the Cantelow Road fire station to discuss this item.
discuss whether the Board would prefer to extend the contract with Dieter Teschke at this time, as his contract will otherwise terminate June 30, 2012.
Bob proposed extending Dieter's contract another three months at the same pay level.
Martin Joye seconded this proposal and the Board unanimously approved doing so.
The Board also decided to place a week long ad in the Vacaville Reporter for this position.

VII. New Business

- a) Adopt **Resolution 2012-09** to Relocate the RNVWD files from the offices of Solano County Resource Management to the RNVWD Secured Storage Facility. Dieter told the Board that the County has inventoried District files in their possession, which amount to 23 boxes and two file cabinets. Martin suggested that the inventory be reaffirmed when the files are transferred. Bob Whitehouse moved, Reed McLaughlin seconded and the Board unanimously approved the resolution.
- b) Public review and adoption of **Resolution 2012-08** to Direct the General Manager of the District to file the Report of Delinquent Charges as of July 31, 2012 to the Solano County Auditor, to place the delinquent charges on the tax roll. Bob Whitehouse moved, Reed McLaughlin seconded and the Board unanimously approved the resolution.
- c) Approve a contract with Trites Backflow Services for meter reading and backflow prevention assembly services. Dieter asked Counsel to review this contract and changes have been made. This item will be put on the next Agenda.
- d) Adopt a one-time exemption for water overuse due to a leak at **4088 Norman Court (Acct. #1401, Rotenkolber)**. Reed McLaughlin moved, Bob Whitehouse seconded and the Board unanimously approved this exemption.

VIII. Board Member Comments

Chris Calvert will speak with Jack Caldwell and John Freeman, California Water Service Company, regarding termination of the contract with CWS. Bob will accompany him in this meeting. The Board needs to begin the search for another company licensed to operate and maintain the system.

Bob expressed his concern that CWS invoices have needlessly dragged out and the fact that relocation of the Site 1 fence is not yet accomplished. Chris says that Carrie Scarlata sent him the CWS invoice information. Dieter will send a Request for Quote to move the fence. The newsletter that Bob drafted will be sent out with the August billing.

Martin asked Dieter to review the Rules and regulations with him for any changes that may now be needed.

IX. The meeting was adjourned at 8:20 p.m. The next regular meeting is scheduled for August 14, 2012 at 7:00 p.m. and a special meeting is scheduled for July 18, 2012 at 7:00 p.m.

Approved: 
Chris Calvert, President
Rural North Vacaville Water District

Date: 8/14/2012



RURAL NORTH VACAVILLE WATER DISTRICT

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, August 14, 2012, 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

Bob Whitehouse

Trish Landis

Martin Joye

Absent

Reed McLaughlin

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment –
John Adams, 4380 Cantelow Road, had questions regarding maintenance of the backflow prevention device, as no water is yet available to his waterline. Chris Calvert explained the situation to him.
- III. Approval of Agenda - Bob Whitehouse moved, Reed McLaughlin seconded and the Board unanimously approved the Agenda.
- IV. Consent Items –
 - a) Approval of the minutes from the July 10, 2012 regular meeting.

Bob Whitehouse moved, Reed McLaughlin seconded and the Board unanimously approved the Consent Items.
- V. General Manager's Report
Received
 1. Monthly Status - Fund report FY2012/13
 2. Year-end reserve account status
 3. Final delinquency list – Dieter Teschke noted that he would write a letter to the County to have funds from the tax rolls allocated to the operating account, rather than the assessment bond account.
 4. Monthly status report for July 2012.

- VI. Continuing Business
- a) Billing update – Brenda Kane was not available, so no update was provided.
 - b) Review and adopt Trites Backflow Services contract – This item will be addressed at the September meeting.
 - c) Review applicants and select and approve new General Manager – Chris reported receipt of fourteen applications from the newspaper advertisement. Bob Whitehouse moved that the Board select Gordon Stankowski to replace Dieter Teschke as General Manager of the Rural North Vacaville Water District, Trish Landis seconded and the Board approved unanimously. Details pertaining to Mr. Stankowski's employment will be determined at a later date.
- VII. New Business
- a) Review and approve purchase of a hand-held reader to set up replacement ERTs – Bob moved, Martin Joye seconded and the Board unanimously approved this purchase.
- VIII. Board Member Comments
- Chris reported that American Water Company will no longer manage systems they do not own. He will follow up on other possible candidates to succeed Cal Water. Martin will coordinate review of the Rules and regulations with Gordon for any changes that may now be needed. Trish asked that corrections be made to the Webpage.
- IX. The meeting was adjourned at 7:55 p.m. The next regular meeting is scheduled for September 11, 2012 at 7:00 p.m.



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

Date: 9/11/12



RURAL NORTH VACAVILLE WATER DISTRICT

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, September 11, 2012, 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	
Trish Landis	
Martin Joye	
Reed McLaughlin	

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment – None
- III. Approval of Agenda - Bob Whitehouse moved, Reed McLaughlin seconded and the Board unanimously approved the Agenda.
- IV. Consent Items –
 - a) Approval of the minutes from the August 14, 2012 regular meeting, as corrected.

Bob Whitehouse moved, Reed McLaughlin seconded and the Board unanimously approved the Consent Items.
- V. General Manager's Report
Received
 1. Fund report FY2012/13 – Not available for this meeting
 2. Year-end reserve account status
 3. Updated delinquency list
 4. Monthly status report for August 2012.
 5. Excessive Water Use – A total of 21 accounts exceeded the 100 ccf limit; 34 accounts used more than 50 ccf; 7 accounts had obvious incorrect (very high) readings.
- VI. Continuing Business
 - a) Billing update – Brenda Kane reported that she and Rick Trites are working well together. There are far fewer ERTS error readings when Rick does the meter reading, due to his recalibrating the meters. The \$40 charge for Rick to test the backflow prevention device is

now being billed. However, any additional charges for repairs have not yet been billed. Dieter Teschke will look into this.

- b) Review and approve one bid for Site 1 fence relocation – After discussion Reed McLaughlin moved, Bob Whitehouse seconded and the Board unanimously approved the bid of \$3180 from Ferdig Fencing for work at Well Site #1.
- c) Review and approve the invoices to be paid – After discussion Reed McLaughlin moved, Bob Whitehouse seconded and the Board unanimously approved payment of \$31,680.80 for outstanding California Water Service Company invoices. Dieter will verify Item 25 of the list regarding the Bob Holmes repair order to verify whether Mr. Homes paid this already.

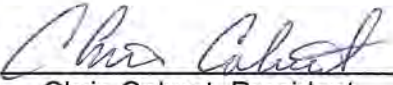
VII. New Business

- a) Review and approve revised transfer agreement of one connection from Pippo to Hart, APNs 105-110-590 to 105-070-090 and 105-080-410. Bob moved, Reed seconded and the Board unanimously approved transfer of one supplemental connection from Don Pippo to Nancy Hart, based on outstanding assessment bond balance.
- b) Review and approve transfer agreement of one connection from Robinson to Post, APNs 105-020-650 to 104-120-620. Bob moved, Reed seconded and the Board unanimously approved transfer of one supplemental connection from Henry Robinson to Jackie Post, including Post' payment of necessary LAFCO costs.
- c) Adopt a one-time exemption for water overuse due to a leak at 7138 Gibson Canyon Road (Acct. #5001, Laing). Reed moved, Bob seconded and the Board unanimously approved this exemption.
- d) Adopt a one-time exemption for water overuse due to a leak at 3850 Skyhawk Lane (acct. #40101, Tziouvaras). Reed moved, Bob seconded and the Board unanimously approved this exemption.
- e) Adopt a one-time exemption for water overuse due to a leak at 7500 Stagecoach Lane (Acct. #23101, Tribukait). Reed moved, Bob seconded and the Board unanimously approved this exemption.

VIII. Board Member Comments

Chris Calvert told the Board that he and Bob had met with James Gomez, a civil engineer who resides on West Ranch Lane. James indicated he is willing to work with the Board however he may be needed. Bob reported the Trites contract has not been signed. Gordon Stankowski, general manager, received comments from Carrie Scarlata, which will be reviewed. Gordon told the Board he will look into insurance costs to cover theft or destruction of the ITRON unit.

- IX. The meeting was adjourned at 8:20 p.m. The next regular meeting is scheduled for October 9, 2012 at 7:00 p.m.

Approved: 
Chris Calvert, President
Rural North Vacaville Water District

Date: 10/9/2012



RURAL NORTH VACAVILLE WATER DISTRICT

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, October 10, 2012, 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
Bob Whitehouse
Trish Landis
Martin Joye

Absent
Reed McLaughlin

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment – None
- III. Approval of Agenda - Bob Whitehouse moved, Martin Joye seconded and the Board unanimously approved the Agenda.
- IV. Consent Items –
 - a) Approval of the minutes from the September 11, 2012 regular meeting..

Bob Whitehouse moved, Martin Joye seconded and the Board unanimously approved the Consent Items.
- V. General Manager's Report received.
- VI. Continuing Business
 - a) Billing update, status of transition from Cal Water – Billing issues continues to be resolved. additional time has been spent to establish some policies, training, related corrections to billings, reports and change out of ERTs and missing reads.
 - b) Backflow annual testing – 155 additional backflows tested this month, bringing the total to date of 355. Rick Trites will file the final report to the health department. He continues to work on replacement of failed ERTs and on revisions to the mapping program.
 - c) Post and Hart Annexations LAFCO – A minor Sphere of Influence (SOI) is required for both annexations. This is limited to 40 acres a year.

- d) Fencing at Well #1 – Fencing has been completed. Weed abatement needs to be addressed as winter approaches.
- e) Risk Management Insurance – The District is covered by the County insurance, with a \$5,000 deductible. County noted that we are not currently paying for this insurance in a budgeted line item.
- f) Cal Water Outstanding Invoices – Jack Caldwell stated that he does not agree with the settlement proposed by the Board in the recent letter sent by Dieter Teschke. Jack was asked to put his concerns in writing. One of the charges is for connection work for Bob Holmes parcel on Ciarlo Lane, which was done about a year ago. Gordon Stankowski will verify whether Bob paid the District for this work. No invoice has been received.

VII. New Business

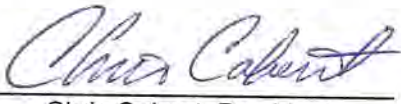
- a) Sale and transfers of connections by property owners with delinquent accounts.
- b) Backflow preventers repair and replacement standards
- c) Filing of Liens for all delinquent accounts
- d) Well #2 status update – This item will be tabled indefinitely.
- e) Teschke Consulting proposal
- f) NBS contract update
- g) Tier Rate Structure Clarification
- h) Burton / Parpia transfer and assessment correction – An inadvertent clerical error was made. Gordon will get it fixed and write a letter to Parpia.
- i) Unintended or accidental water releases - Bob moved, Martin seconded and the Board unanimously approved rebates for those who submitted requests, as follows:

3567 Brehme Lane, Leonard Ford, account 38301, for September meter reading 134 ccf.
 Also some usage into September will be adjusted in the October billing.
 7188 Liberty Lane, Michael Connor, account 7401, for September 190 ccf
 7959 Linda Vista, Linda Johnson, account 14501, for August-September 195ccf
 7898 English Hills Rd, Clarence Rust, account 30201, for September 95 ccf
 7575 Dove Creek Trail, account 13101, Bank Owned, For September 166 ccf
 7767 West Ranch Road, 14201, DeGroot 99 ccf
 7164 Scenic Canyon Trail, Randy Bragg, account 31901, 122 ccf.

VIII. Board Member Comments

The Board thanked Dieter for his years of service as a Director, as President and also as General Manager.

- IX. The meeting was adjourned at 8:20 p.m. The next regular meeting is scheduled for November 13, 2012 at 7:00 p.m.

Approved: 
 Chris Calvert, President
 Rural North Vacaville Water District

Date: 11/13/2012



RURAL NORTH VACAVILLE WATER DISTRICT

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, November 13, 2012, 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
Bob Whitehouse
Trish Landis
Martin Joye
Reed McLaughlin

Absent
None

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment – Rudi Buriani told the Board that he does not get a “monthly accounting of what he is billed for and what he has paid for.” He submitted a letter which stated he had requested a “detailed” bill February 5, 2012 and received “no results”.
- III. Approval of Agenda - Bob Whitehouse moved, Reed McLaughlin seconded and the Board unanimously approved the Agenda.
- IV. Consent Items –
 - a) Approval of the minutes from the October 9, 2012 regular meeting.

Bob Whitehouse moved, Reed McLaughlin seconded and the Board unanimously approved the Consent Items.
- V. General Manager's Report received.
- VI. Continuing Business
 - a) Billing and ACH update, status of transition from Cal Water. GM reported that approximately 50 customer accounts have been reviewed and correction made where applicable since September, 2012. Some issues continue with automatic payments being returned and not processed and those items are being rectified for November

- b) Backflow annual testing and repairs. GM has authorized Trites Backflow Services to make the repairs identified in the testing report.
- c) Post and Hart Annexations LAFCO, Certificate of Completion received for each owner
- d) Cal Water Outstanding Invoices, Holmes status. Holmes will be requested to pay \$5,000 deposit for connect work performed in prior year. Cal Water invoice is outstanding.
- e) Burton / Parpia correction on Tax Rolls status report. GM to write letter of explanation to Parpia.
- f) Audit Status Report, A Draft Report to be available before month end and it will be with a Disclaimer of Opinion due in part to insufficient information provided by Cal Water. GM reported that the county auditor stated that this will not be an issue for the current year as the District is now performing billing operations and requiring Cal Water to provide detail back up for services performed.
- g) Tier accounting, information – Gordon Stankowski requested authorization from the Board to set up separate checking and savings accounts for Tiers 2 and 3. An action item will be presented to the Board at the December regular meeting.

VII. New Business

- a) Requesting Board Approval of monthly Financial Reports: Special District Financial Transaction Report (under separate cover by e mail); IFAS October month ending report with data posted through September month ending (under separate cover by e mail link to county website); Wells Fargo Bank Statement and Check Register for October month ending. Gordon will meet with Martin Joye and Trish Landis to review understanding the IFAS report. IFAS, Wells Fargo bank statements, check register and Journal vouchers will all be moved to and approved as Consent Items in future meetings. Motion to approve was made by Reed, seconded by Bob Whitehouse and unanimously approved by the Board.
- b) Requesting Board Approval of Budget Adjustments on county Appropriation Transfer Request (ATR) form with only the signatures of GM and President and not board approval of each ATR. Motion to approve was made by Reed, seconded by Bob Whitehouse and unanimously approved by the Board.
- c) Requesting Board Approval for GM to authorize adjustments and write offs based on Auditor recommendations as a result of FY 10/11 and FY11/12 audit, Accounts Payable, Accounts Receivable, and other line items identified in the forthcoming audit. Motion to approve was made by Reed, seconded by Bob and unanimously approved by the Board.
- d) Requesting Board Approval for the use of Scan Signatures and use of Scan Originals as effective originals for financial accounting processing with Solano County. Motion to approve was made by Reed, seconded by Bob and unanimously approved by the Board.

- e) Requesting Board Approval for GM to negotiate final terms and conditions of an agreement with BK Bookkeeping, LLC and to execute the contract. Motion to approve based on a fixed price and fixed scope of work figured at 64 hours per month was made by Reed, seconded by Bob and unanimously approved by the Board.
- f) Request Board Approval of the Unintended or Accidental water releases billing adjustments. Unintended or accidental water releases - Bob moved, Martin seconded and the Board unanimously approved rebates for those who submitted requests, as follows:
 - 4319 Standfil Lane, account 15701, Betty Chaney, 188 ccf for September. October usage will also be adjusted as this event occurred in both billing periods.
 - 3985 Cantelow Road, account 7901, Amy and Mike Goetz, 249 ccf in August, 133 ccf in September. Other adjustments included reconciliation of usage since December 2011.

VIII. Board Member Comments - None

IX. The meeting was adjourned at 9:00 p.m. The next regular meeting is scheduled for Tuesday December 11, 2012 at 7:00 p.m.

Approved:  Date: 12/11/2012
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, December 11, 2012, 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

Bob Whitehouse

Trish Landis

Martin Joye

Reed McLaughlin

Absent

None

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment – None
- III. Approval of Agenda - Reed McLaughlin moved, Bob Whitehouse seconded and the Board unanimously approved the Agenda.
- IV. Consent Items –
 - a) Approval of the minutes from the November 13, 2012 regular meeting.
 - b) Approval of Financial Reports for month ending November, 2012, IFAS Reports, Wells Fargo Bank Statement, Check Register Detail, and Journal Vouchers. No Journal Vouchers for month of November.

Bob Whitehouse moved, Reed McLaughlin seconded and the Board unanimously approved the Consent Items.
- V. General Manager's Report received. Gordon Stankowski will coordinate review of financial reserves with County and NBS. He will also pursue finding a consultant to review the water system and propose a long-term maintenance reserve system. Gordon will report back to the Board in January.

Gordon met with California Water Company (CWS) managers regarding payment of old invoices. CWS wants further payment of the \$47,298 deemed outstanding and they agreed to provide further back-up information.

Bob asked that water usage for the previous year be included in monthly reports reflecting current monthly usage.

Gordon will pursue filing liens for the \$60,000 now owing in delinquent customer water bills.

Simona Padilla Scholtens, County Auditor, says the District needs to get its own accountant, as well as needing insurance. Gordon will pursue obtaining information and costs.

VI. Continuing Business

- a) Review and approval of the Audit Report for Fiscal Years 2010/11 and 2011/12. Reed moved, Bob seconded and the Board unanimously approved these audit reports.

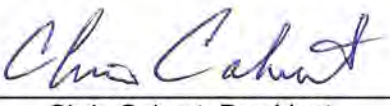
VII. New Business

- a) Review and comments of RNVWD Assessment District 2012/13 Annual Report (draft) by NBS. Gordon met with Tiffany Ellis, NBS, and requested that audited numbers be used to produce this report. She will make requested corrections to the report.

VIII. Board Member Comments

Chris Calvert thanked Gordon for his efforts and the progress he is making on the many issues the District needs to address.

- IX. The meeting was adjourned at 8:17 p.m. The next regular meeting is scheduled for Tuesday, January 8, 2013 at 7:00 p.m.

Approved: 
Chris Calvert, President
Rural North Vacaville Water District

Date: 01/08/2013