

ORIGINAL



RURAL NORTH VACAVILLE WATER DISTRICT

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, January 14, 2014, 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
Reed McLaughlin
Trish Landis
Bob Whitehouse

Absent
Martin Joye

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment – Nick Jacobs, an attorney working with Don Pippo, addressed the Board with several questions. He asked when the Held/Burton water connections transfer was finalized, and was told this was in September and no CEQA was done. He handed out copies of the Notice of Action filed by the Helds in Sacramento Superior Court, flagging in particular a statement that "they don't own the 27 acres" from which these connections were transferred. Gordon Stankowski, general manager, responded that he and NBS had verified that Helds hold title to the subject parcel. Mr. Jacobs told the Board he would like to work with the Board, Mr. Pippo and Mr. and Mrs. Held to resolve this issue.
- 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 December 10, 2013 regular meeting.
 - b) Approval of Financial Reports for month ending December 31, 2013, IFAS Reports, Wells Fargo Bank Statement, Savings Accounts Statements, Check Register Detail, Journal Vouchers and Shaw Accountant reports.Reed moved, Bob seconded and the Board unanimously approved the Consent Items.
- V. General Manager's Report and Budget Review received.
Gordon Stankowski told the Board that California Water Service Company (CWS) recommended monthly testing of iron and manganese, in addition to arsenic, as the minerals affect taste and odor. Estimate is \$1000 monthly lab cost.

John Freeman, CWS, recommended not renewing our contract when it expires June 30, 2014. John stated that CWS will work with RNVWD for an additional twelve months beyond termination to transfer responsibilities. The State Department of Public Health must approve an operator for the RNVWD system.

LAFCO has stated that they must complete a Municipal Service Review (MSR), at a cost between zero and \$4,000. The LAFCO Board will make a decision at their February meeting. No annexations can be made until this process is completed.

Solano County has terminated the Teeter Plan in regard to one parcel within the District which has been delinquent for a few years and now owes over \$65,000. The plan allows the County to pay special districts those amounts due under the annual property tax bill. The money previously paid to the District has been paid back to the County. If the Board takes no special action, a County tax sale could occur in March 2016 for all outstanding delinquencies. The Board could instead take the bond off of the tax rolls for this parcel, foreclose judicially and pay legal fees and County fees. A Notice of Intent would be recorded first.

VI. Continuing Business

- a) Improvements for the gate and access road to Cantelow Tank Station #3 and correction of easement documents. Reed will work with Gordon to verify delivery of the letters and documents. Access for survey purposes was proposed by Gordon.

VII. New Business

- a) Approve Resolution 2014-20 for Sphere of Influence (SOI) update. Reed moved, Bob seconded and the Board unanimously approved this resolution.
- b) Approve reimbursement of insurance premium for General Manager. Reed moved, Bob seconded and the Board unanimously approved this reimbursement.
- c) Approve recording a Notice of Intent to remove delinquent assessment installments from the tax roll for 2014/2015. No action was taken.
- d) Approve update of the Municipal Services Review (MSR) by LAFCO. Reed moved, Bob seconded and the Board unanimously approved this update of the MSR by LAFCO.

VIII. Board member comments

Trish suggested a Request for Proposal (RFP) for a new water contractor be done. Chris suggested names from the Dixon water bid would be worth reviewing. Bob suggested it may be time to replace Martin Joye, due to his prolonged absences. Reed asked that Board legal counsel Carrie Scarlata review the flagged page from the Held Notice of Action.

IX.

Adjourn – The meeting adjourned at 9:04 p.m.

The next regular meeting is scheduled for February 11, 2014 at 7:00 p.m.

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, February 11, 2014, 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
Reed McLaughlin
Trish Landis
Bob Whitehouse

Absent
Martin Joye

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment – Carolyn Barnes Heneger commented that the Board seemed to want to “screw Don (Pippo) over.” She did not add further information.
- 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 January 14, 2014 regular meeting.
 - b) Approval of Financial Reports for month ending January 31, 2014, IFAS Reports, Wells Fargo Bank Statement, Savings Accounts Statements, Check Register Detail, Journal Vouchers and Shaw Accountant reports.

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

- V. General Manager's Report received.

Gordon Stankowski reported that monthly testing began this month at Well #2 for iron, manganese and arsenic. Gordon plans to talk with arsenic treatment companies in about six months regarding methods and costs of treatment.

Fire Chief Howard Wood approved the Board putting in stairs and a light for the storage trailer.

California Water Service Company (CWS) has not yet confirmed how long they will continue to manage the RNVWD water system. No Request for Proposals will be sent out until a letter is received from CWS stating their termination date with the District.

Wells and pumps at Sites #1, 2, 3 and 4 all need vibrations testing to determine a baseline for soundness. Annual cost for this testing is estimated at \$4,000. Panel board testing has not been done for 10 years and is recommended by CWS. Cost estimate is pending from CWS.

LAFCO will determine the cost for the Municipal Services Review at their next meeting.

A claim letter has been received from Nicolas A. Jacobs, attorney for Don Pippo, regarding transfer of water connections.

Gordon will get pricing for Well #1 stainless steel replacement shaft, so that in the event of a shaft breakage, as recently happened at Well #2, the District would save shut-down time. The length of the shaft is pending information from CWS. Proposed stand-by portable generators, for recommended back up power for Sites #1 and #3, cannot be priced out until in-rush amps requirement is verified by CWS.

The Board may choose to consider creating a water conservation policy at a future meeting.

VI. Continuing Business

- a) Improvements for the gate and access road to Cantelow Tank Station #3 and correction of easement documents. Carrie Scarlata is looking into ways to resolve this issue.
- b) Approve recording a Notice of Intent to remove APN 010-110-590 delinquent assessment installments from the Solano County tax roll. In discussing this item, Don Pippo expressed his frustration that no notice has been given to him that his property taxes would be considered at this meeting. No motion was presented by any Board member, so no action will be taken. Don thanked the Board president for the Board's consideration.

VII. New Business


- a) None

VIII. Board member comments

Bob encouraged attendees to consider serving on this Board. He also encouraged Gordon to bring extra agendas to future meetings.

IX. Adjourn – The meeting adjourned at 7:50 p.m.

The next regular meeting is scheduled for March 11, 2014 at 7:00 p.m.

Approved: 
Chris Calvert, President
Rural North Vacaville Water District

Date: 3/11/14



RURAL NORTH VACAVILLE WATER DISTRICT

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, March 11, 2014, 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
Reed McLaughlin
Trish Landis
Bob Whitehouse

Absent
Martin Joye

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

II. Public Comment –

Rudi Buriani presented a request for all information regarding his account and history with the District. He noted that we operate under Rosenberg Rules, not Roberts Rules. His letter states that the Board has failed in its responsibility to respond to his requests over the past three years.

Martin Joye noted the huge improvement brought to this water system fiscally and in many areas since the elected Board took over in December 2007. Martin's resignation has been accepted by the Board and he voiced his appreciation and enjoyment of the work done.

Jan Fowler told the Board the access road to Tank #3 is in good shape. She also feels it would be condescending of the Board to "reward" constituents to encourage water conservation.

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 February 11, 2014 regular meeting.
- b) Approval of Financial Reports for month ending February 28, 2014, IFAS Reports, Wells Fargo Bank Statement, Savings Accounts Statements, Check Register Detail, Journal Vouchers and Shaw Accountant reports.

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

V. General Manager's Report received.

Among many items, Gordon Stankowski, general manager, explained the need to acquire a portable generator for emergency backup. EPA standards for air quality changed a year ago and previously owned units often do not comply. He will verify whether the District must comply with this requirement.

VI. Continuing Business

- a) Improvements for the gate and access road to Cantelow Tank Station #3 and correction of easement documents. Gordon copied the Board with a California Water Service Company email stating that they could not get their equipment up to the tank site in wet weather. The system would be at risk in an emergency situation, according to their assessment.

VII. New Business

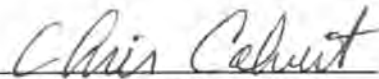
- a) Approval of Code of Conduct and Professional Ethics Policy. Bob moved, Reed seconded and the Board unanimously approved this Policy. Gordon will have the Policy included in the District website..

VIII. Board member comments

Chris Calvert stated that several people are candidates for the Board seat vacated by Martin Joye. A decision will be made by the Board at the April meeting. Interviews with the candidates will be conducted by two Board members prior to the April meeting.

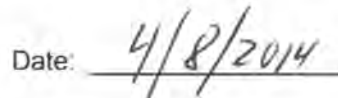
IX. Adjournment – The meeting adjourned at 7:58 p.m.
The next regular meeting is scheduled for April 8th 11, 2014 at 7:00 p.m.

Approved:



Chris Calvert, President
Rural North Vacaville Water District

Date:





RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696

Phone: 707-447-8420

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, April 8, 2014, 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

Bob Whitehouse

Absent

Reed McLaughlin

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment – None
- III. Approval of Agenda – Bob Whitehouse moved, Trish Landis seconded and the Board unanimously approved the Agenda.
- IV. Consent Items –
 - a) Approval of the minutes from the March 11, 2014 regular meeting.
 - b) Approval of Financial Reports for month ending March 31, 2014, IFAS Reports, Wells Fargo Bank Statement, Savings Accounts Statements, Check Register Detail, Journal Vouchers and Shaw Accountant reports.

Bob moved, Trish seconded and the Board unanimously approved the Consent Items.

- V. General Manager's Report received.
Gordon Stankowski, general manager, announced that the entire Board has passed the Ethical Leadership training hosted by California Special Districts Association (CSDA), as required under AB 1234.

LAFCO has work in progress to evaluate "50 holes" in the District Map of current property users. LAFCO will pay for the study for the MSR, Municipal Services Review, saving the District \$14,000.

Gordon is looking into the statute of limitations regarding the life of 1 ¼" PVC, as repeated service line leaks have become a constant repair cost.

VI. Continuing Business

- a) Improvements for the gate and access road to Cantelow Tank Station #3 and correction of easement documents. Gordon told the Board that the requested solar gate, set back from the road for safety purposes, as well as road improvements including new gravel and two fire truck turnouts, may cost about \$12,000, not including the solar gate operator(s).

VII. New Business

- a) Adopt resolution establishing civil fine for theft or other unauthorized use of water and revise Rules and Regulations to add section for Restrictions, Wrongful Acts and Enforcement. Bob moved, Trish seconded and the Board unanimously approved Resolution 2014-21 – Resolution of the Board of Directors of the Rural North Vacaville Water District Establishing Civil Fine for the Unauthorized Use of Water.
- b) Appoint a board Director to fill vacancy. Chris Calvert informed the Board regarding interviews with the applicants for this position. After some discussion, Bob moved, Trish seconded and the Board unanimously approved appointment of Douglas Thomson. He will serve out the remaining term of Martin Joye, until December, 2015.

VIII. Board member comments

Chris, Bob and Trish each welcomed Doug to the Board.

IX. Adjournment – The meeting adjourned at 8:07 p.m.

The next regular meeting is scheduled for May 13,, 2014 at 7:00 p.m.

Approved:



Chris Calvert, President

Rural North Vacaville Water District

Date:

5/13/2014



RURAL NORTH VACAVILLE WATER DISTRICT

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, May 13, 2014, 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
Reed McLaughlin
Doug Thomson
Trish Landis

Absent

Bob Whitehouse

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment
Eileen Smith questioned the number of voting rights owned by Blue Mountain Companies. Gordon Stankowski, general manager, responded that the ownership of supplemental connections does not increase the number of votes allocated. Eileen also questioned why the Board might consider installing a solar gate at the Tank Site 3. Jacqueline Davis told the Board there is a leaky backflow valve on their land off Bucktown Lane. Cattle have been able to create issues. Gordon agreed to address this situation and verify the valve has been repaired.
- III. Approval of Agenda – Reed McLaughlin moved, Doug Thomson seconded and the Board unanimously approved the Agenda.
- IV. Consent Items –
 - a) Approval of the minutes from the April 8, 2014 regular meeting.
 - b) Approval of Financial Reports for month ending April 30, 2014, IFAS Reports, Wells Fargo Bank Statement, Savings Accounts Statements, Check Register Detail, Journal Vouchers and Shaw Accountant reports.

Reed moved, Doug seconded and the Board approved the Consent Items. Reed abstained from this vote.

- V. General Manager's Report received.
Gordon told the Board the LAFCO fee of \$3,000 has been paid and an updated application filed to address work on the District Sphere of Influence (SOI).

Gordon will present a current year budget adjustment to the Board at the June meeting. California Water Service Company (CWS) has presented an updated proposal of \$20,700 per month for their contract rate, commencing June 1st. Gordon has requested a 90 day extension to September 1, 2014. He anticipates receiving some proposals to provide service in the next couple of weeks.

A new motor has been ordered to replace one that failed the vibration and pump efficiency testing, at a cost of \$10,000. Replacement of the panel board, recommended by CWS, has not been authorized.

VI. Continuing Business

- a) Improvements for the gate and access road to Cantelow Tank Station #3 and correction of easement documents. No information was presented.

VII. New Business

- a) Reviewed Draft Budget for Fiscal Year 2014/2015. The line item for Plant Operations, presently \$5,005 per month, is increased to \$20,700 per month, to address CWS increased rate. Gordon recommended that we do a rate study in January 2015 to address increased operating expenses and capital replacement reserve funding. This will be discussed further at the June meeting.
- b) Recommended approval to not process with LAFCO a detachment for APN 0105-250-040, 4115 Peaceful Glen Road, did not receive a motion, after much discussion.
- c) Vote to fill the Vice President position –
Reed nominated Bob Whitehouse, Doug seconded the nomination and the Board unanimously approved Bob as the new Board Vice President.

VIII. Board member comments
None

- IX. Adjournment – The meeting adjourned at 8:10 p.m.
The next regular meeting is scheduled for June 10, 2014 at 7:00 p.m.

Approved: Chris Calvert Date: 6/10/2014
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, June 10, 2014 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
Doug Thomson
Reed McLaughlin

Absent
None

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment – John Eddy told the Board he is concerned about the O&M cost increase proposed by California Water Service Company (CWS). Many in attendance nodded in agreement.
- III. Approval of Agenda - Reed McLaughlin moved, Bob Whitehouse seconded and the Board unanimously approved the Agenda with the deletion of Items 6a and 6c.
- IV. Consent Items –
 - a) Approval of the minutes from the May 13, 2014 regular meeting.
 - b) Approval of the Financial Reports for month ending May 31, 2014; IFAS Reports and Journal Vouchers; Wells Fargo Bank Checking and Savings Account Statements; Shaw Accountant Financial Reports and Check Register Detail.Bob moved, Reed seconded and the Board unanimously approved the Consent Items.
- V. General Manager's Report received.
Among many items reviewed, Gordon Stankowski, General Manager, noted that CWS agreed to extend service to the District at the previously contracted amount of \$5205.00 per month through August 31, 2014, by which time the Board expects to have hired a replacement firm.

Gordon is also working with Solano County accounting and NBS staff to resolve allocations of funds received in years past. It may be that a portion of the \$90,000 difference may be refunded to the operating fund.

LAFCO has said that the Sphere of Influence (SOI) will not require CEQA (California Environmental Quality Act), as it will include fire-only parcels. LAFCO will not allow any annexations until December 2014, when work will be complete for the Municipal Service Report.

Well #2 arsenic testing reports reflect levels rising and falling. Severn Trent and Cal Aqua both plan to provide proposals for Arsenic Treatment Planning.

VI. Continuing Business

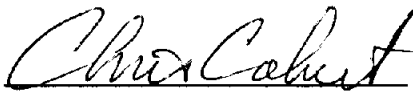
- a) Reviewed comments on draft budget for fiscal year 2014/2015, which will be set for approval at the July 8, 2014 Board meeting.

VII. New Business

- a) Approve General Manager to negotiate terms and conditions of an Operating and Maintenance Agreement with Solano Irrigation District (SID), subject to Board review and approval at the July 8, 2014 Board meeting. Chris Calvert and Reed met with Gordon regarding the proposals submitted by SID, Environmental Aqua and Phillips Services Inc. They recommended contracting with SID to replace CWS to provide operation and maintenance of the RNVWD water system. Gordon and Chris Calvert both noted they would attend the SID Board meeting June 17th at 7:00. Bob moved, Doug Thomson seconded and the Board unanimously approved the General Manager to negotiate terms and conditions with SID to provide operation and maintenance services to the District.
- b) Reviewed current draft of delinquent accounts, which will be considered at the July 8, 2014 Board meeting to be added to the 2014/15 tax roll.
- c) Approve the Board President's email approval of checks over \$15,000, in lieu of the present two-signature system, as Wells Fargo Bank will not track the two-signature policy. Reed moved, Doug seconded and the Board unanimously approved District tracking by the Board President's email approval of checks over \$15,000.

VIII. Board Member Comments – Reed proposed an increase of \$1,000 per month over the four month period May 1, 2014 through August 31, 2014, as additional compensation for the general manager position. Chris expressed his appreciation for the responsibilities we have taken over from the County and his anticipation of "getting away" from CWS. Trish and Doug will form a Budget Subcommittee and meet with Gordon July 7, 2014 at 7:00.

IX. The meeting was adjourned at 8:30 p.m. The next regular meeting is scheduled for Tuesday July 8, 2014 at 7:00 p.m. at the Cantelow Road firehouse.

Approved: 
Chris Calvert, President
Rural North Vacaville Water District

Date: 7/08/2014



RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696

Phone: 707-447-8420

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, July 8, 2014 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
Doug Thomson

Absent
Reed McLaughlin

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment – Rudi Buriani told the Board it has been three years of requests regarding his inclusion in this District, given both verbally and in writing and that to date he has received no information as outlined under the Freedom of Information Act. He would like all charges credited back to him, as he does not use the District water.
- III. Approval of Agenda - Bob Whitehouse moved, Doug Thomson seconded and the Board unanimously approved the Agenda with the deletion of Items 6a and 6c.
- IV. Consent Items –
 - a) Approval of the minutes from the June 10, 2014 regular meeting.
 - b) Approval of the Financial Reports for month ending June 30 2014: IFAS Reports and Journal Vouchers; Wells Fargo Bank Checking and Savings Account Statements; Shaw Accountant Financial Reports and Check Register Detail.

Bob moved, Doug seconded and the Board unanimously approved the Consent Items.

- V. General Manager's Report received.
Gordon Stankowski, General Manager, noted the following:
 - The Tehama Aquifer is stable, not impacted by the present drought. District wells are 1400' deep and the pumps are set at a 400' depth.
 - Rick Trites will begin the annual backflow testing July 8th through August 31st.
 - Unintentional water usage will be reduced to the Tier 1 rate for accounts at 3780 Cantelow Road and 4298 Standfill Lane.
 - The District will need to replace the chlorine delivery system to correct excessive corrosion to system wells.
 - Proposed rate study will begin January 2015 and be completed by June 30, 2015.

- The board will review a proposed reimbursement policy resolution at the August meeting.

VI. Continuing Business


- a) Approval of Budget for fiscal year 2014/2015 – Bob moved, Doug seconded and the Board unanimously approved the proposed budget.
- b) Approval of Operations and Maintenance Agreement with Solano Irrigation District. Cary Keaten, general manager, and Paul Fuchslin, director of engineering, with SID attended this meeting. Bob asked about the motivation to take on additional work. Cary explained that it helps stabilize their costs. SID presently manages fourteen other rural residential water systems. Cary complimented Gordon on his work with Paul to create the present contract and have it approved by legal counsel. Bob moved, Doug seconded and the Board unanimously approved the Operations and Maintenance Agreement with Solano Irrigation District. Board members expressed their eager anticipation to work with SID.
- c) Approval of the Delinquent Accounts on the 2014/2015 property tax rolls – Bob moved that the Board Doug seconded and the Board unanimously approved putting the delinquent accounts on the Solano County tax rolls for 2014/2015, as contained in Resolution 2014-22,

VII. New Business

- a) Consider the General Manager's request for additional compensation for extra services related to the search, award, contracting and coordination with the new system operator during the four month period from May 1st to August 31st – Trish Landis moved, Doug seconded and the Board unanimously approved additional compensation for the general manager of \$1500 per month from May 1, 2014 to August 31, 2014.
- b) Vote to elect a representative to the CSDA Board of Directors in our Region 3, Seat C – Chris Calvert moved, Bob seconded and the Board unanimously approved a vote for Stanley Caldwell to the CSDA Board of Directors.
- c) Deny approval of the California Water Operations and Maintenance Termination Agreement. As Gordon informed the Board, the CWS agreement already contains termination provisions. SID will begin managing the system in August and the two contracts will overlap briefly. Counsel advised not to approve this termination agreement.
- d) Approval of Work Order to proceed with SCADA upgrades for integration with SID SCADA system. Bob moved to approve Work Order #100 in the amount of \$37,000 for the purchase of SCADA upgrades, Doug seconded and the Board unanimously approved this expenditure.

VIII. Board Member Comments – Chris noted the significant progress made in correcting issues over his five years on the Board. Members all offered congratulations to Cary and Paul on this newly agreed venture.

IX. The meeting was adjourned at 8:20 p.m. The next regular meeting is scheduled for Tuesday August 12, 2014 at 7:00 p.m. at the Cantelow Road firehouse.

Approved: 
Chris Calvert, President
Rural North Vacaville Water District

Date: 8/12/2014



RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696

Phone: 707-447-8420

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, August 12, 2014 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

Doug Thomson

Reed McLaughlin

Absent

None

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment – Rudi Buriani told the Board this will be his final request for information regarding his inclusion in this District, as outlined in the Freedom of Information Act. He requested a written response from the Board.
- III. Approval of Agenda - Bob Whitehouse moved, Reed McLaughlin seconded and the Board unanimously approved the Agenda with the deletion of Items 6a and 6b.
- IV. Consent Items –
 - a) Approval of the minutes from the July 8, 2014 regular meeting.
 - b) Approval of the Financial Reports for month ending July 30 2014: IFAS Reports and Journal Vouchers; Wells Fargo Bank Checking and Savings Account Statements; Shaw Accountant Financial Reports and Check Register Detail.

Reed moved, Bob seconded and the Board unanimously approved the Consent Items.
- V. General Manager's Report received.
Gordon Stankowski, General Manager, told the Board that the official transition from California Water Service Company (CWS) to Solano Irrigation District (SID) as the District system operator will occur August 27, 2014, culminating a two month process.

- A proposal is likely from Solano County regarding an audit to verify the source of \$90,000 received by NBS in debt service funds. Some portion of this money may be refunded to the District operating fund.
- Installation of meter connection will occur this fall for APN 105-090-090, a property that was part of the water system at the time of construction, but was not provided a connection.
- LAFCO and District regulations are at odds regarding voting rights for Board elections. LAFCO advises that all fire only parcels should be given voting right. Gordon will coordinate a meeting with Elliott Mulberg, Carrie Scarlata, Gordon and two Board members.
- A \$13,000 chlorine injection into Well #1 will be administered in September by SID.
- Gordon will meet with the Solano County Treasurer to review a draft financial reserve policy for the District budget.
- Gordon recommended the District be "rated" or assessed to facilitate future options for financing or funding with ACWA.

VII. New Business

- a) Approval of Resolution 2014-23 Restricting Landscape Irrigation. Bob moved, Doug seconded and the Board unanimously approved this resolution.
- b) Approval of General Manager Contract Update. Reed moved, Bob seconded and the Board unanimously approved the general manager's contract update, effective as of August 15, 2014.
- c) Approval of Transfer of Operating Funds from the District account with Solano County to its Wells Fargo Operations Reserve account. Bob moved, Reed seconded and the Board unanimously approved the transfer of these funds. Gordon will inquire regarding the FDIC insurance limits. Additional funds of \$25,000 will be deposited later this year from property tax billings that include delinquent water usage accounts.
- d) Approval of updated District Fee Schedule. Reed moved, Bob seconded and the Board unanimously approved the updated fee schedule. The September billing will include the \$40 annual charge for backflow testing of each water connection.
- e) Approval of District Reimbursement Policy. Bob moved that the Board adopt Resolution No. 2014-24, Adopting a Reimbursement Policy and Amending Section 6 of Article IX of the District Bylaws on Board Member Compensation, Doug seconded and the Board unanimously approved this resolution.

VIII. Board Member Comments –

Bob welcomed Gordon Stankowski back for another three years of service to the District as General Manager. Reed thanked Gordon for putting the Board on a solid footing both financially and being able to contract with SID as operator of this system. Trish asked that Carrie respond to Rudi Buriani with a letter. Gordon will follow up.

IX. The meeting was adjourned at 8:15 p.m. The next regular meeting is scheduled for Tuesday September 9, 2014 at 7:00 p.m. at the Cantelow Road firehouse.

Approved: 
Chris Calvert, President
Rural North Vacaville Water District

Date: 09/09/2014



RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696

Phone: 707-447-8420

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday September 9, 2014 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
Doug Thomson

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment – Don Pippo asked the Board the following questions and comments:
 - a. Will the water conservation resolution passed at the August meeting be used to penalize water overuse? Chris Calvert replied that the Board does not intend to penalize. Passage of this resolution was mandated by the State of California.
 - b. Make minutes and agendas available to the public prior to the day of the meeting.
 - c. He formally objected to the Held/Burton supplemental water connections transfer because: The lender, PMC Bank, did not know that connections were sold. He alleges that the transfer was for the personal benefit of the general manager, Gordon Stankowski. The real property was involved in a superior court action.
 - d. Who does the legal research for each water connection transfer, regarding ownership of the real estate to which the connection is attached and any back-taxes owed by the owner?
- 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 12, 2014 regular meeting.
 - b) Approval of the Financial Reports for month ending August 31, 2014: IFAS Reports and Journal Vouchers; Wells Fargo Bank Checking and Savings Account Statements; Shaw Accountant Financial Reports and Check Register Detail.

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

V. General Manager's Report received.

Gordon Stankowski, General Manager, noted the following:

- The Solano County Auditor has not yet proposed a cost for an audit of the operating fund. A portion of the debt service funds may be able to be refunded to the operating fund.
- A Capital Improvement Plan is needed. Solano Irrigation District (SID), as system operator, will assist in drafting this plan.
- Two bids were received to treat arsenic at Well #2 for an approximate cost of \$500,000. Others are expected. Gordon will investigate how the hazardous waste should be disposed of.
- SID has a proposed future concept plan to drill a 1500 gpm well at Midway Road and I505 to provide a reliable water source for their Gibson Canyon customers. This well could connect to RNVWD at Midway and Timm Roads.

VI. Continuing Business

- a) Tank #3 access road and gate improvements have not been made. Chris told Gordon to pursue a resolution of this item.

VII. New Business

- a) Consider for approval an update of the Rules and Regulations. Bob moved, Reed seconded and the Board unanimously approved the updated Rules and Regulations. As a part of the update, the Board considered approval of Resolution No. 2014-25, providing for a penalty for non-payment of monthly water charges. Reed moved, Bob seconded and the Board unanimously approved this resolution.
- b) Consider for approval of a Reserve Policy. Reed moved, Bob seconded and the Board unanimously approved this Reserve Policy..
- c) Consider for approval a Capitalization Policy. Reed moved, Bob seconded and the Board unanimously approved this Capitalization Policy.
- d) Consider for Approval a Bylaws update. Reed moved, Bob seconded and the Board unanimously approved this Bylaws update.
- e) Consider for approval transfer of water rights from Neal to Pippo and from West to Pippo. The sellers are not current property owners, so no action was taken by the Board.

VIII. Board Member Comments

Reed asked that all legal items be referred to Carrie Scarlata, counsel for the Board.

IX. The meeting was adjourned at 8:15 p.m.

The next regular meeting is scheduled for Tuesday October 14, 2014 at 7:00 p.m. at the Cantelow Road firehouse.

Approved: 
Chris Calvert, President
Rural North Vacaville Water District

Date: 11/11/2014



RURAL NORTH VACAVILLE WATER DISTRICT

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, October 14, 2014 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

Absent
Doug Thomson
Reed McLaughlin
Bob Whitehouse

This meeting was cancelled because a quorum of the Board was not present.

The next regular meeting is scheduled for Tuesday November 11, 2014 at 7:00 p.m. at the Cantelow Road firehouse.

Approved:

Chris Calvert, President

Rural North Vacaville Water District

Date:

12/09/2014



RURAL NORTH VACAVILLE WATER DISTRICT

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, November 11, 2014 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
Doug Thomson

Absent

None

- I. Call to Order/Roll Call 7:00 p.m.
- II. Public Comment – None
- III. Approval of Agenda – Doug Thomson moved, Reed McLaughlin seconded and the Board unanimously approved the Agenda.
- IV. Consent Items –
 - a) Approval of the minutes from the September 9, 2014 regular meeting.
 - b) Approval of the Financial Reports for month ending September 30, 2014.

Doug moved, Reed seconded and the Board unanimously approved the Consent Items.

V. General Manager's Report received.

Gordon Stankowski, General Manager, made a report to the Board covering the following items::

- Solano County is in the process of verifying whether bills paid through the Operating Fund in years past should have been paid by the Debt Service Fund
- An audit by the County is expected to be completed by the end of December covering the 2013/2014 fiscal year, at a cost of about \$12,000
- The LAFCO Board will consider for approval the Municipal Services Report (MSR) and Sphere of Influence (SOI) drafts at their December meeting
- A leak on a 70 acre parcel has been repaired, that may account for significant water loss in past months. Water drained into a reservoir, so it was unnoticed
- Paul Fuchslin, Solano Irrigation District (SID) engineer, will prepare a Capital Improvement Plan at a cost of \$10,000; the draft will be ready mid-December
- Proposals are being accepted for a Rate Study for the District

- California Water Service Company has not finished sending in six outstanding bills, totaling approximately \$37,000 which the District still owes to them
- SID has been authorized to spot fix the access road to Tank Site #3
- No methane was found in water served to the Don Stalker parcel on Steiger Hill Road

VI. Continuing Business - None

VII. New Business

- a) Consider for approval the Public Records Act Policy and Request form. Reed moved, Bob seconded and the Board unanimously approved the Public Records Act Policy and Request form. These will be made available to the public on the District website..

VIII. Board Member Comments

Reed and Doug each agreed to participate in a Capital Improvement Project and Rate Study committee. The objective of the committee will be to prioritize arsenic treatment and water redundancy for the District.

IX. The meeting was adjourned at 8:45 p.m.

The next regular meeting is scheduled for Tuesday, December 9, 2014 at 7:00 p.m. at the Cantelow Road firehouse.

Approved: _____

Chris Calvert, President

Rural North Vacaville Water District

Date: _____

12/09/2014



RURAL NORTH VACAVILLE WATER DISTRICT

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, December 9, 2014 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
Doug Thomson

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 October 8 and November 11, 2014 regular meetings.
 - b) Approval of the Financial Reports for month ending October 31, 2014.

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

- V. General Manager's Report received.

Gordon Stankowski, General Manager, made a report to the Board regarding the following items::

 - A service leak on Joslin Lane will be repaired by SID December 10, 2014.
 - Gordon will move approximately \$31,000 from Fund 164 for Debt Service to the Operating Funds. These were funds deposited into Fund 164 in error in years past.
 - A temporary generator will be obtained to address the upcoming storm at a cost of \$1200 per week.
 - Solano County Auditor will complete an audit of the District finances in January, 2015.
 - The Board should consider limiting the Tier 1 billing level to a range of 0 – 15 to 18 CCF, rather than the present 0 – 25 CCF. This will be discussed further when the Board reviews the five year financial plan and rate study.

- A rate study could cost \$10,000, if provided by NBS, or as low as No Charge if provided by the California Rural Water Association. Membership cost to CRWA is \$450. Gordon will pursue information from this association.
- Final billings from California Water Service Company of approximately \$32,000 were received December 8, 2014. This amount was anticipated by the Board.
- Susan Magliano is disputing the monthly supplemental connection fee of \$14.00.

VI. Continuing Business - None

VII. New Business

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

Reed moved, Doug Thomson seconded and the Board unanimously authorized hiring an engineering consulting firm or firms to investigate arsenic levels at Well #2, at a cost not exceeding \$30,000.

- b) Consider for Approval authorization of an amount not to exceed \$15,000 for the purchase of a stainless steel shaft for pump #1. This new shaft is to be used in the event of a shaft failure or shaft replacement at a future scheduled outage as preventive maintenance. Gordon told the Board it could take up to two weeks to procure a shaft. If one is not available when the system needs it, a major part of the water distribution system would be inoperable.


Reed moved, Bob seconded and the Board unanimously approved purchase of a stainless steel shaft for Pump #1, at a cost not exceeding \$15,000.

VIII. Board Member Comments

Trish Landis asked about the master list of assets she provided to Gordon for use by Solano Irrigation District. Gordon responded that Paul Fuchslin with SID will produce a draft plan expanding on this information.

IX. The meeting was adjourned at 8:15 p.m.

The next regular meeting is scheduled for Tuesday, January 13, 2014 at 7:00 p.m. at the Cantelow Road firehouse.

Approved: 
Chris Calvert, President
Rural North Vacaville Water District

Date: 1/13/2015