**DIRECTORS** 

Patrick Sweeney President Bob Whitehouse Director

Ken Swenson Vice President Alan Hanger Director

..... Steven Strickland Director



STAFF

Dale Motiska General Manager Brenda Kane Billing Manager

Rick Trites Meter Reading/Backflow Nancy Veerkamp Board Clerk/Admin

Solano Irrigation District Operator & Maintenance

# RURAL NORTH VACAVILLE WATER DISTRICT BOARD OF DIRECTORS MEETING

DATE:

Tuesday, May 14, 2024

TIME:

7:00 P.M.

PLACE:

Vacaville Fire Protection District, Fire Station #67,

4135 Cantelow Road, Vacaville, CA 95688

(In-Person Only)

"The Mission of the Rural North Vacaville Water District is to deliver, efficiently and reliably for many years, quality water for domestic use and fire protection."

## <u>AGENDA</u>

Anyone wishing to address the Board is asked to fill out a "Public Comment Card" prior to the start of the meeting, or during if necessary, and give it to the Board Clerk.

- 1. Call Meeting to Order
- 2. Roll Call
- 3. Approval of the Agenda
- 4. Public Comment (Non-Agenda Items)

Opportunity for the public to speak to the Board on any subject matter within the District's jurisdiction but not appearing on today's agenda. Speaker times are limited to three (3) minutes per person.

Please submit a Public Comment Card to the Board Clerk prior to the commencement of this Public Comment section. Only those who have submitted speaker cards or have expressed an interest to speak prior to the conclusion of the Public Comment section will be called upon to speak. Public comments on agenda or non-agenda items during a Board of Directors meeting are for the purpose of informing the Board to assist Board members in making decisions. Please address your comments to the President of the Board.

Please note that State law prevents the Board from discussing or acting on items not listed on the agenda. Public comments relating to matters listed on the agenda are called for by the Board President at the appropriate agenda

item when requested by a Public Comment Card.

Public comments during Board meetings are not for questions and answers. Should you have questions, please do not ask them as part of your public comments to the Board. Answers will not be provided during Board meetings. Please present your questions to the RNVWD General Manager or a Board Member via e- mail, phone call, letter, or in-person at a time other than during a Board meeting.

# 5. Consent Items (Public Comment)

Items appearing on the Consent Calendar are considered routine and may be acted upon by the Board by one motion, without discussion; however, any item may be considered separately at the request of any Board member. (Action Item for all at one time)

a). Consider for approval the April 23, 2024 Meeting Minutes.

# 6. General Manager's Report (Verbal Update)

- a). Status of SID contract
- b) Status of FEMA
- c) Status of replacing meters
- d) Hydrology Model draft report
- e) Strategic Plan
- f) Arsenic Shelter
- g) Infrared and vibration tests

# 7. Continuing Business

- a. Tabled
- 8. New Business.
  - a. Consider for review the Fiscal Year 24/25 budget. (Discussion Item)
  - b. Consider for approval the DESIGNATION OF APPLICANT'S AGENT RESOLUTION NON-STATE AGENCIES Cal OES ID No. 4699DR-Ca. Resolution 2024-71 (Action Item)
- 9. Adjourn to executive session to discuss personnel.

The next Regular Meeting is scheduled for June 11, 2024 at 7:00 pm and the two Workshops are scheduled for May 28 and June 4 at the Vacaville Fire Protection District, Fire Station #67, 4135 Cantelow Road, Vacaville, CA 95688.

The Board of Directors of the Rural North Vacaville Water District holds its Regular Board Meetings on the second Tuesday of every month at 7:00 p.m. The Board may discuss any item on the agenda and may act on any of those items. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.

In compliance with the American with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the General Manager. Upon request, District will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation to enable individuals with disabilities to participate in and provide comments. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation or alternative format requested at least two days before the meeting. Requests should be emailed to the General Manager at <a href="mailto:gm@rnvwd.com">gm@rnvwd.com</a> or submitted by phone at 707- 447- 8420. Requests made by mail (sent to P.O. Box 5097, Vacaville, CA 95696) must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.



## **Directors**

Patrick Sweeney, President Ken Swenson, Vice President Alan Hanger, Director Steven Strickland, Director Bob Whitehouse, Director



#### Staff

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

# BOARD OF DIRECTORS SPECIAL MEETING MINUTES April 23, 2024 at 7:00 pm

The Rural North Vacaville Board of Directors met in Special Meeting session on this date.

Roll Call: Patrick Sweeney, President; Ken Swenson, Vice President; Steven Strickland, Director; Bob Whitehouse, Director; Alan Hanger, Director; Dale Motiska (GM); Nancy Veerkamp, Clerk/Admin;

Public (speaking): Eileen Smith

- 1. Call Meeting to Order
- 2. Roll Call

#### 3. Approval of the Agenda

The meeting was called to order by President Patrick Sweeney at 7:00 pm.

Director Bob made a motion to approve the Agenda and the motion was seconded by Director Steve.

All present approved.

# Public Comments (Non Agenda Items): None

- 5. Consent Items: Public Comment: None
- a) Consider for Approval March Financials.
- b) Consider for Approval the Meeting Minutes of Board of Directors Regular Meeting April 9, 2023.

Director Bob made a motion to approve items a & b. Director Steve seconded the motion. All present approved.

- 6. General Managers Verbal Informational Report-
- a) SID's bill was \$25,000 last month. We have \$150,000 in checking after paying all our

1 P.O. Box 5097, Vacaville, CA 95688

monthly bills.

- b) The Cantelow Bridge work by Solano County is continuing. The original estimate for RNVWD work is \$90,000 the district is hoping to get the price down to \$60,000 to reinstall water lines.
- c) The district tested for PFAS and the test came back negative
- 7. Continuing Business- None
- a) Tabled
- 8. New Business- Public Comments: None
- a) Consider for review the Fiscal Year 24/25 budget. (Discussion Item). No changes to posted budget draft. Director Ken suggested replacing Bay Cities with Calif. Diesel & Power and that vibration and thermology testing be completed at the same time for cost savings. Director Alan asked about items that were increased over \$20,000. GM Dale explained those increases. Eileen: Has Oppenheimer gotten back to you on any other ideas for refinancing the Arsenic loan? GM: No
- b) Consider for approval a District water rate increase for the Capital Recovery Charge and the Supplemental Fees. Authorize the General Manager to prepare the public notice and workshops and proceed in accordance with the Proposition 218 requirements. Once the Proposition 218 process is completed, the District will have a Resolution for approval at a future Board Meeting. (Action Item). Director Bob made a motion to proceed with the Proposition 218 process. Director Steve seconded the motion. Discussion: Director Alan would like to see a 10 year bar graph in the package going to members: eight years prior and two years in the future. Eileen: Are you going to keep a separate account for the Capital Recovery Charge so the money is not used for other line items? Yes All Present approved.

#### 9. Adjourn

The meeting was adjourned at 7:48 pm..

The next Regular Meeting is scheduled for May 14, 2024, at 7:00 pm at the Vacaville Fire Protection District, Fire Station #67, 4135 Cantelow Road, Vacaville, CA 95688.

Minutes submitted by Nancy Veerkamp, Clerk of the Board

Minutes approved by Patrick Sweeney, President

Signed

Date

ga

4-17-24 DRAFT BALA	CLU DODGET F	24123 VVII	II FRIOR AFFRO	VLU I / RAIE INCK	LASE INCLUDED		-
77777				10000	1	Base Customers	417
					Supplemen	tal Water Rights	114
					Usage Average	Annualy in CCF	66,000
					CRC	Base Customers	417
					Distr	ict Water Rights	2
					Total Distr	ict Water Rights	533
					Rate Increase	7% September, (	7%
					FY revenue custo	mer billings only	1,116,969
							and the state of t
							TOTAL 24/25
Revenue /Expense			***************************************				JULY- JUNE
						24/25 Budget	
Revenue	23/24 budget				23/24 Overrun	Variance	
					ZOIZ4 OVCITUII		
Base Fee	369,421					20,316	389,73
Supplemental Fee	106,704					5,602	112,30
Tier 1, 2 and 3 of Billed Usage	184,507					21,893	206,400
Capital Recovery Charge, CRC	389,640					18,887	408,527
Hydrant Water Usage	7,000					3,000	10,000
Principal & Interest from Sale of Water Rights financed	107065					301	107,366
FEMA, not repeatable future years						52,000	52,000
Administration, Late Fees & Interest & Refunds	8,000					(200)	7,800
Other, Transaction Fees earned by GM						6,000	6,000
Total Revenue	1,172,337			More rev	enue good thing	127,798	1,300,135
check	1,172,337						1,300,135
Inflation							3.00%
						24/25 Budget	
	23/24 budget	CTD	CTC 3 month	Projection 6-30-24	23/24 Overrun	Variance	
Expense							
General Manager Dale	90.000	65,093	00 500	07 500	(0.407)	2 000	20.000
GM Consultation Advisor			22,500	87,593	(2,407)	3,000	93,000
	20,000	23,800		23,800	3,800	4,000	24,000
Administration & Board Clerk Nancy Billing Manager Brenda	7,920	7,637	2,100	9,737	1,817	1,880	9,800
	44,000	35,439	13,100	48,539	4,539	5,995	49,995
Meter Reading Backflow Testing Trites	14,004	9,841	3,600	13,441	(563)	(4)	14,000
Plant and Facilities Operations SID	19,000	31,943	(10,000)	21,943	2,943	3,000	22,000
Weed Abatement	150,000	170,089	49,500	219,589	69,589	70,000	220,000
	2,765	2,765		2,765	-	-	2,765
Legal	12,000	10,921	3,500	14,421	2,421	3,000	15,000
Engineering SID Nancy Mcwilliams typ	15,000	6,856	2,400	9,256	(5,744)	(5,000)	10,000
Audit	12,332	12,500		12,500	168	368	12,700
Accountant CPA Shaw	14,000	10,426	3,828	14,254	254	500	14,500
USA Marking	6,000	2,893	1,500	4,393	(1,607)	(1,600)	4,400
Webmaster Randall	10,000	6,522	1,800	8,322	(1,678)	(1,500)	8,500
Office Supplies	2,250	2,691	600	3,291	1,041	1,050	3,300
Postage & PO Box Rental & Shipping	4,000	4,003	450	4,453	453	1,000	5,000
Insurance General Liability, Property & Bond, Cyber	5,500	8,629		8,629	3,129	3,500	9,000
Electricity, PGE	73,000	69,370	24,000	93,370	20,370	21,000	94,000
Office Equipment	2,500	2,930	630	3,560	1,060	1,100	3,600
Bank and Bankcard Fees	4,500	3,781	1,125	4,906	406	500	5,000
Principal and Interest on Loan CoBank, less debt balan		43,455		43,455		7,324	178,578
District Phone service	812	885	297	1,182	370	388	1,200
Tank Access Road Fencing & Gates	35,000	25,911	8,000	33,911	(1,089)	(29,000)	6,000
CORE Software license, Data storage, Google, Simple	4,000	2,209	1,200	3,409	(591)	(500)	3,500
Publications Legal Notices & Lien Fees Trade Memberships, Dues & Training	500	11 400	-	11 700	(500)		500
Trade Memberships, Dues & Training	9,500	11,199	600	11,799	2,299	2,500	12,000
Licenses, Permits & Fees, FCC Elections Only if excess candidate in November,	5,000	5,386	600	5,986	986	1,000	6,000
ITRON Mobile Reader Software and Warranty	2,500	0.700		2.790	- 200	10,000	10,000
Fees & Admin, Demands, Will Serve, WR Sales, LAFC		2,780 600	300	2,780	280	300	2,800
Underground Leak repairs, AC patch		142,740	21,000	900	(1,100)	(1,000)	1,000
Maint & Minor Repairs; ERTS,GIS, SCADA, Gens, Bac	140,000			163,740	23,740	23,740	163,740
Maint & Minor Repairs; ER15,GIS, SCADA, Gens, Bac Contingency		79,282	19,500	98,782	23,782	23,782	98,782
CIP Expenses	15,000	450	-	450	(14,550)	10,000	25,000
CIP Expenses CIP 8 year (Coastland Condition Assessment)							00.000
Condition Assessment Reports						need plan	90,000
Arsenic	125,000	170 420		470 400	4E 400		14,000
AMI	5,000	170,429		170,429	45,429		
Cantelow Slide	5,000	1,619 2,450		1,619	(3,381)		
FEMA	4,000	470		2,450	(2,550)		
cantelow exposed pipe	30,000			470	(3,530)		
		6,490	0.000	6,490	(23,510)		
Hydraulic Model Standby Generator Station 5 improvements	27,000	30,030	8,900	38,930	11,930		
Standby Generator Station 5 improvements	0.000	1 100		4 400	(000)		1,500
Survey	2,000	1,102		1,102	(898)		
Funding for Reserve	5,000				(5,000)		5,000
Cantelow Bridge Main relocations	4 470 007				150 150		60,000
Expenses Sum above	1,172,337				152,108		
Total Expense	1,172,337	-				127,823	1,300,160
check					Production of the Control of the Con	Net Income	1,300,160 (25
						1	
				D-1		La marca Per	
				Balance in Checkin			
					ig as of 3-30-24 S inty Fund Treasu		111,370 55,808

OES-FPD-130 (Rev. 10-2022)

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RECOVERY DIRECTORATE FINANCIAL PROCESSING DIVISION

RESOLUTION 2024-71 Cal OES ID No: 4699DR-CA

# **DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES**

BE IT RESOLVED BY	THE_Board of Directors	OF THE Rural North Vacaville Water District			
	(Governing Body)		(Name of Applicant)		
THAT	Dale Motiska		, OR		
	(Title of Authorized A				
	Patrick Sweeney		, OR		
	(Title of Authorized A	(gent)			
	(Title of Authorized	Agent)	-		
is hereby authorized to execute for and on behalf of the Rural North Vacaville Water District					
(Name of Applicant) a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:					

- Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG),
   California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard
   Mitigation Grant Program (HMGP), Building Resilient Infrastructure and
   Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM), under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- Flood Mitigation Assistance Program (FMA), under Section 1366 of the National Flood Insurance Act of 1968.
- National Earthquake Hazards Reduction Program (NEHRP) 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- California Early Earthquake Warning (CEEW) under CA Gov Code Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the Rural North Vacaville Water District, a public entity established under the (Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

RECOVERY DIRECTORATE FINANCIAL PROCESSING DIVISION

OES-FPD-130 (Rev. 10-2022)

Plea	se check the appropriate box below
<b>V</b>	This is a universal resolution and is effective for all open and future
	disasters/grants declared up to three (3) years following the date of approval.
	This is a disaster/grant specific resolution and is effective for only
	disaster/grant number(s):
Pass	ed and approved this 14tlday of May, 20 24
	(Name and Title of Constraint Deals Deals Deals II)
	(Name and Title of Governing Body Representative)
	(Name and Title of Governing Body Representative)
	(Name and Title of Governing Body Representative)
	CERTIFICATION
I.	, duly appointed and of
	(Name) (Title)
Rura	North Vacaville Water District , do hereby certify that the above is a true and (Name of Applicant)
corr	ect copy of a resolution passed and approved by the Board of Directors
00	(Governing body)
of th	
	(Name of Applicant)
<u></u>	
	(Signature) (Title)