

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



STAFF  
  
General Manager      Brenda Kane  
                                 Billing Manager  
  
Rick Trites             Nancy Veerkamp  
Meter Reading/Back flow      Board Clerk/Admin  
  
Solano Irrigation District  
Operator & Maintenance

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## RURAL NORTH VACAVILLE WATER DISTRICT BOARD OF DIRECTORS REGULAR MEETING

**DATE:**            Tuesday, July 9, 2024  
**TIME:**            7:00 P.M.  
**PLACE:**          Vacaville Fire Protection District, Fire Station #67,  
                          4135 Cantelow Road, Vacaville, CA 95688

**"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."**

### **AGENDA**

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 of the Meeting Minutes of the **July 2, 2024 Special Meeting**

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

None

District Newsletter to be issued within 30 days

**7. Continuing Business- Public Comment**

Hold

**8. New Business- Public Comment**

- a. Consider for Approval Resolution 2024-75 for collection of **Delinquent Accounts** to be put on the tax rolls **(Action Item)**
- b. Effective immediately, place a 6-month moratorium on new projects to focus on financial stability, strategic planning, and resource management. Exceptions for critical infrastructure or emergency repairs which will require prior approval from the Board President. **(Action Item)**
- c. Consider for Approval the **FY 24/25 Budget**. **(Action Item)**
- d. Consider for Approval a temporary update of **Financial Policy 2100**. The President's prior written approval is required before services, work or material is ordered or authorized for more than \$5,000. The prior limit was \$7,500. Updated policy to be reviewed in 6 months. **(Action Item)**

**9. Adjourn**

The next Regular Meeting is scheduled for **August 13, 2024 at 7:00 pm** 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 [gm@rnvwd.com](mailto:gm@rnvwd.com) 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.



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**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**  
**JULY 2, 2024 at 7:00 pm**

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

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

Absent: None

Public (speaking): Eileen Smith, Brian West, Jan Fowler

**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):** Eileen: How long is the interim position? Is the job being posted? Why does the district pay for the GM bond? Is there a manual for the new GM? Is there going to be an assistant GM? How long will the interim person train? President: The Interim position is month to month until a qualified person is selected. We are posting the job in various publications. The district has always paid for the GM bond. There is not a manual- there is a list of duties sorted by daily, monthly and yearly. No Assistant GM. The goal is to pick a qualified individual that will only require short term training.

**5. Consent Items:** Public Comment: None

a) Consider for Approval the June 25, 2024 Meeting Minutes of the Board of Directors.

Director Steve made a motion to approve item a. Director Bob seconded the motion. Approved by all present.

**6. General Managers Report (verbal update)-** None

**7. Continuing Business:** Public Comment:

a) Hold

**8. New Business-** Public Comments: None

a. **Consider Approval of Resolution 2024-73**, for a District General Election to be held November 5, 2024 to elect two directors for a four year term and one director for a two year term. **(Action Item)** Director Bob made a motion to approved Resolution 2024-73. Director Steve seconded the motion. Discussion: One term is shorter from the resignation of a director earlier in the year.

**Vote:** Ayes: Patrick, Steven, Ken, Alan, Bob

**Noes:** None

**Absent:** None

**Abstain:** None

b. **Consider for Approval** to authorize the Board Clerk/Secretary working with the Board President to post a public notice and other advertisement for the hire of a General Manager to fill the vacant position. The term with BUXUP Corp, the previous GM, expired on June 30, 2024. **(Action Item)** Director Bob made a motion to post a public notice and advertisement for the GM position. Director Steve seconded the motion. Discussion: Eileen: I hope you have tight reins on the interim and new GM.

All present approved.

c. Consider Approval of Resolution 2024-74 Authorizing the hire of an interim general manager/treasurer. Authorize the Board President to engage the services of an independent contractor during the time of the search for a new GM. District legal counsel will prepare and review with the Board President the form of the agreement. **(Action Item)** Director Bob made a motion to approved Resolution 2024-73 adding compensation not to exceed \$12,000. Director Steve seconded the motion. Discussion: Patrick: We need to change he current limit of \$7,500. We need to look at the Treasurer position and potentially get an outside person and that cost may or may not come out of the GM compensation package.

**Vote: Ayes:** Patrick, Steven, Ken, Alan, Bob

**Noes:** None

**Absent:** None

**Abstain:** None

**9. Adjourn**

The meeting was adjourned at 7:35 pm.

**The next Regular Meeting is scheduled for July 9, 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



## RESOLUTION NO. 2024-75

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE RURAL NORTH VACAVILLE WATER DISTRICT  
ADOPTING THE REPORT OF DELINQUENT CHARGES AND DIRECTING  
THE GENERAL MANAGER OF THE DISTRICT TO FILE  
THE REPORT WITH THE SOLANO COUNTY AUDITOR AND  
REQUEST THE AUDITOR PLACE THE  
DELINQUENT CHARGES ON THE TAX ROLL**

**WHEREAS**, voters approved the formation of the Rural North Vacaville Water District ("District") in 2001 to provide specified services to properties within its jurisdiction; and

**WHEREAS**, pursuant to Government Code Section 61115, the District has prescribed, revised and collected rates and charges ("Charges") for the services furnished by it; and

**WHEREAS**, the District has determined that it is appropriate to collect the Charges, delinquencies, and any related penalties for the affected properties on the tax roll in the same manner as property taxes in accordance with California Government Code Section 61115 (b); and

**WHEREAS**, the General Manager of the District has prepared and filed a written report (the "**Report**"), a copy of which is attached hereto as **Exhibit A**, and by this reference incorporated herein, with the Board of Directors of the District that describes these certain parcels of real property subject to the Charges, the amount of the Charges, any delinquencies, and any penalties to be imposed thereon; and

**WHEREAS**, the General Manager of the District has caused notice of (i) the filing of the Report proposing to have such Charges, any delinquencies, and any penalties to be imposed thereon for **Fiscal Year 2023-2024** collected on the tax roll in the same manner as property taxes; and (ii) the time and the date of hearing to consider such Report (a) to be mailed to each affected property owner, and (b) to be published in the newspaper, all in accordance with the California Government Code Section 61115(b); and

**WHEREAS**, at the time stated in the notice, the Board of Directors conducted the public hearing and heard and considered all objections and protests to the Report; and

**WHEREAS**, the District has determined to adopt the Report and collect the Charges, any delinquent Charges, and any penalties on the tax roll, which Charges, delinquent Charges, and penalties shall constitute a lien against the

parcel or parcels of land described in the Report in accordance with California Government Code Sections 61115 *et seq*

**Resolved**, the Board of Directors finds and determines that the Charges, the delinquent Charges, and any penalties shall be imposed on and shall constitute a lien against each parcel or parcels of land as set forth and described in the Report.

**Resolved**, the Board of Directors of the District adopts the Report. On or before the **15th day of August, 2024**, the General Manager is directed to file a copy of the Report with the Solano County Auditor, together with an endorsed statement that the Report has been adopted by the Board of Directors and shall request that the Charges, any delinquencies, and any penalties be collected on the tax bills for the taxable parcels in the District identified in the Report along with the ordinary *ad valorem* property taxes to be levied on and collected from the owners of the affected parcels.

The Board of Directors of the Rural North Vacaville Water District adopted this resolution at its regular meeting on **July 9, 2024**, by the following vote:

AYES:  
NOES:  
ABSTENTIONS:  
ABSENT:

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Patrick Sweeney, President  
Rural North Vacaville Water District Board of Directors

ATTEST:

Rural North Vacaville Water District Clerk of the Board of  
Directors

See attachment "The Report Exhibit A"



**"The Report" - Exhibit A**

Rural North Vacaville Water District		Delinquent Accounts as of 6/30/24			Total Due on Tax Roll
Account #	Legal Name	Addresses Serviced	APN #		
2502	Jim and Belina Fox	4057 Estate Drive	104-120-760		922.38
2602	Judy Pendley & Darrell Green	4423 Lemen Ln	105-180-540		1,600.05
7702	Brandon & Kristina Gonzales	4265 Ruby Ln	105-030-800		660.52
8401	John & Jamie Rippey	3929 Soaring Eagle Trail	123-030-390		2,171.45
8701	CORTES, Yesid*	APN 102-230-160 Cantelow Rd	102-230-160		2,492.75
11701	Zachary Kent*	7797 English Hills Road	105-010-430		1,817.41
18501	Edmund & Maria Silva	3803 Skyhawk Lane	104-150-020		798.69
25302	Vernell & Kirk Chatman*	APN 105-240-160 Wise Acres	105-240-160		1,218.78
30103	OJEDA, Alonzo*	APN 105-170-220 Gibson Cary	105-170-220		678.18
38601	FULSAAS, Arnold & Eric *	7700 English Hills Rd	105-020-670		2,515.45
40902	Guadalupe Moya (tenant)	7219 Steiger Hill Rd	105-240-030		1,005.73
					15,881.39

<b>PROPOSED BUDGET FISCAL YEAR JULY 2024 TO JUNE 2025</b>	
<b><u>Revenue</u></b>	<b><u>Amount</u></b>
Base Fee	389,737
Supplemental Fee	156,196
Tier 1, 2 and 3 of Billed Usage	206,400
Capital Recovery Charge, CRC	569,072
Hydrant Water Usage	10,000
Principal & Interest from Sale of Water Rights financed	107,366
FEMA, not repeatable future years	52,000
Administration, Late Fees & Interest & Refunds	7,800
Other, Transaction Fees earned by GM	6,000
<b>Total Revenue</b>	<b>1,504,570</b>
<b><u>Expense</u></b>	
General Manager	148,000
Administration & Board Clerk	11,000
Billing Manager	50,000
Meter Reading	14,000
Backflow Testing	22,000
Plant and Facilities Operations SID	220,000
Weed Abatement	2,765
Legal	15,000
Engineering SID	10,000
Audit	12,700
Accountant CPA	14,500
USA Marking	4,400
Webmaster	9,500
Office Supplies	4,500
Postage & PO Box	5,000
Insurance General Liability, Property & Bond	9,000
Electricity, PGE	92,000
Office Equipment	6,000
Bank and Bankcard Fees	5,000
Principal and Interest on Loan CoBank	178,578
District Phone service	1,200
Tank Access Road Fencing & Gates	6,000
CORE Software license, Data storage, Google, Simple Text	3,500
Publications Legal Notices & Lien Fees	500
Trade Memberships, Dues & Training	12,000
Licenses, Permits & Fees, FCC	6,000
Elections (only if excess candidate in November)	10,000
ITRON Mobile Reader Software and Warranty	2,800
Misc Fees & Administration	1,000
Underground Leak repairs, AC patch	157,022
Maint & Minor Repairs; Pumps, Valves, Elec, ERTS, SCADA,	99,746
Contingency	20,000
Capital Improvement Plans, CIP, Exposed Mains in creek	50,000
Engineering Assessment Reports	14,000
Eaton Spare Pump and Shaft	109,468
New County Bridge Pipe Relocation	85,000
<b>Expense</b>	<b>1,412,179</b>
<b>Reserve Funding</b>	<b>92,391</b>
<b>Total Expenses</b>	<b>1,504,570</b>





## RURAL NORTH VACAVILLE WATER DISTRICT

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**POLICY TITLE:** Financial  
**POLICY NUMBER:** 2100  
**ADOPTION:** November 12, 2013  
**REVISIONS:** June 8, 2021; August 8, 2023; July 9, 2024

### **Accounting and Financial Reporting**

**Policy:** The District adopts a system of accounting and financial condition reporting that adheres to generally accepted accounting principles.

### **Procedures:**

- The District adopts an accrual base of accounting
- The District adopts the accounting standards and procedures per California Government Codes Section 53891 and 53901.
- The District shall maintain a system of accounting that completely and accurately reports the District's financial condition for all funds.
- The District Treasurer will submit, at a minimum, quarterly financial condition reports to the District Board of Directors using generally accepted accounting principles. For each fund, the financial condition reports include a statement of receipts and disbursements (income statement) and a balance sheet. The income statement will report actual to budget results.
- A Statement of Cash Flows is not required reporting on interim financial reports.
- The District Treasurer will provide his/her signature on the financial reports and submit to the District President of the Board.
- A copy of the annual Board approved budget will be filed with the county auditor of Solano County within 60 days after the beginning of the fiscal period per California Government Code Section 53901.
- As required by California state regulations, the District will file a Financial Transactions Report annually with the State Controller's office within seven months after the close of the fiscal year.

### **Accounts Payables**

**Policy:** The General Manager is responsible for approval and payment of District expenditures in a timely manner.



### **Check Writing Signature Requirement**

**Policy:** All District checks over \$5,000 require Board President signature approval.

**Procedure:**

- Checks requiring one signature will be signed by the General Manager/District Treasurer. These expenditures must be contained within the approved annual operating budget.
- All authorized signatures, President and GM, are recorded with the banks. The District Treasurer is responsible for keeping bank signature cards current.
- All checks submitted for signature will be supported with supporting documentation and classification of the expenditure.

### **Capital Purchases**

**Policy:** A capital purchase is any purchase over \$5,000 with an asset life of over one year that adds to the assets of the District. Capital purchases are monitored for depreciation and financial control; any purchase of capital assets must receive the approval of the Board of Directors prior to purchase.

**Procedure:**

- Capital assets are accounted for at cost. Donated capital assets are recorded at their estimated fair market value when received.
- Depreciation is recorded using the straight line method.

### **Compensation of General Manager/ District Treasurer**

**Policy:** The Board of Directors shall set the annual compensation for the General Manager/ District Treasurer. The Board of Directors will complete regular compensation reviews to ensure that compensation is just and reasonable.

### **Conflict of Interest**

**Policy:** All board members, officers and key employees (including contracted management) of the District shall file an Annual Conflict of Interest Disclosure Statement - Form 700.

## **Contracts**

**Policy:** The General Manager may engage third parties in the normal course of business; however, the contracts may not exceed \$5,000 without RNVWD Board of Director approval. The GM shall draft and/or negotiate contracts over the \$5,000 limit for the President's signature upon Board approval.

## **Delinquent Accounts to Tax Rolls**

GOVERNMENT CODE - GOV  
TITLE 6. DISTRICTS [58000 - 62262]  
*( Title 6 added by Stats. 1951, Ch. 331. )*

DIVISION 3. COMMUNITY SERVICES DISTRICTS [61000 - 61250]  
*( Division 3 repealed and added by Stats. 2005, Ch. 249, Sec. 3. )*

PART 3. PURPOSES, SERVICES, AND FACILITIES [61100 - 61226.5]  
*( Part 3 repealed and added by Stats. 2005, Ch. 249, Sec. 3. )*

CHAPTER 2. Finance [61110 - 61119]  
*( Chapter 2 repealed and added by Stats. 2005, Ch. 249, Sec. 3. )*

### **61115.**

- (a) The board of directors may, by resolution or ordinance, do the following:
- (1) Establish rates or other charges for services and facilities that the district provides.
  - (2) Provide for the collection and enforcement of those rates or other charges.
  - (3) Among the permissible methods for collection and enforcement are:
    - (A) To provide that the charges for any of these services and facilities may be collected with the rates or charges for any other services and facilities provided by the district, and that all charges may be billed on the same bill and collected as one item.
    - (B) To provide that if all or part of a bill is not paid, the district may discontinue any or all services.
    - (C) To provide for a basic penalty for the nonpayment of charges of not more than 10 percent, plus an additional penalty of not more than 1 percent per month for the nonpayment of the charges and the basic penalty. The board of directors may provide for the collection of these penalties.

The board of directors may provide that any charges and penalties may be collected on the tax roll in the same manner as property taxes. The general manager shall prepare and file with the board of directors a report that describes each affected parcel of real property and the amount of charges and delinquencies for each affected parcel for the year. The general manager shall

give notice of the filing of the report and of the time and place for a public hearing by publishing the notice pursuant to Section 6066 in a newspaper of general circulation, and by mailing the notice to the owner of each affected parcel. At the public hearing, the board of directors shall hear and consider any objections or protests to the report. At the conclusion of the public hearing, the board of directors may adopt or revise the charges and penalties. The board of directors shall make its determination on each affected parcel and its determinations shall be final. On or before August 10 of each year following these determinations, the general manager shall file with the county auditor a copy of the final report adopted by the board of directors. The county auditor shall enter the amount of the charges and penalties against each of the affected parcels of real property as they appear on the current assessment roll. The county tax collector shall include the amount of the charges and penalties on the tax bills for each affected parcel of real property and collect the charges and penalties in the same manner as property taxes.

(b) The board of directors may recover any charges and penalties by recording in the office of the county recorder of the county in which the affected parcel is located, a certificate declaring the amount of the charges and penalties due, the name and last known address of the person liable for those charges and penalties. From the time of recordation of the certificate, the amount of the charges and penalties constitutes a lien against all real property of the delinquent property owner in that county. This lien shall have the force, effect, and priority of a judgment lien. Within 30 days of receipt of payment for all amounts due, including the recordation.