

DIRECTORS  
Chris Calvert      Bob Whitehouse  
President            Vice President  
  
Patrick Sweeney    Elizabeth Miles  
Director             Director  
  
Joe Gates  
Director



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

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*The Board of Directors of the Rural North Vacaville Water District holds its Regular Board Meetings on the second Tuesday of every other month at 7:00 p.m. The meeting months are February; April; June; August; October and December. 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.*

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## **BOARD OF DIRECTORS REGULAR MEETING AGENDA**

***February 9, 2021 at 7:00 pm***

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.**

Directors, staff, and the public may participate remotely by **calling (786) 535-3211** and entering the following **Access Code: 671-427-101**. You can also use this link to join the meeting from your computer, tablet, or smart phone. <https://global.gotomeeting.com/join/671427101>.

### **Public Comment**

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record, please include it in your email. Comments that require a response may be deferred for staff reply.

1. Call to Order / Roll Call / Word from the President on the death of board member Joe Gates / Approval of the Agenda
2. Public Comments. *The Board of Directors welcomes public participation in its meetings. Public comments relating to **matters within jurisdiction of the District, and not included on the posted agenda**, may be addressed under “public comment,” both at the beginning and at the end of the meeting, subject to **3 - minute time limitations** for each speaker. 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. The Board President will request responses from staff, if appropriate.*
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3. 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.*
  - a. Approval of the Financial Reports and Adjustments for November and December 2020 which includes the fiscal year to date.
4. General Manager's Report (public comment)  
Verbal informational report for discussion of the District operations.
  - a) **Standby Generators Procurement Status Update:** The generators have shipped and are scheduled to be operational by mid-March 2021.
  - b) **Bucktown Road improvements:** SID has performed minor repairs and maintenance of drainage, erosion control and clean out culverts. SID reported that these improvements have worked well during the recent rains.
  - c) **LNU Fire impact on District Facilities:** We have received approximately \$200,000 from JPIA towards our claim for losses, see attached summary. We

continue to work with our carrier JPIA for reimbursement of the final claim amount of approximately \$150,000. This final amount will include the remaining work to rebuild the Ciarlo pump station. It also will include the final accounting for repairs to the backflow preventers that were destroyed.

- d) **FEMA Application for Assistance.** We are making progress on providing the packet of information needed to submit our request for funding. FEMA request for reimbursement is anticipated to be less than \$10,000 as our JPIA insurance has covered most of our cost to date and will cover our cost to complete.
- e) On October 30th we filed an application to the Cal Office of Emergency Services, **Cal-OES**, for a \$233,698 Grant under their Community Power Resiliency Allocation, a recently approved \$20 Million fund to Special Districts for the purchase of emergency generators. OES has informed the District that we did not get a grant awarded. We are not a disadvantaged district.
- f) **JPIA “President’s Special Recognition Award”** for reducing claims for the fiscal years 10/01/2016 – 09/30/2019, see attached.
- g) **Prop 68 grants**, no funding for generators is provided by this Prop.

5. Continuing Business (public comment)

- a) Consider for Approval a temporary suspension and forgiveness of the monthly base rate of \$72.90 and capital recovery charge of \$20.00 for up to 12 months, from August 2020 through July 2021, only for homes that were destroyed in the LNU fire storm and have not used water. Property owners must make a request in writing for the temporary relief of the charges. This will be retroactive for those property owners that requested this relief at the time of the fire and future requests until the expiration date of July 31, 2021. 50 homes were destroyed by the fire. Approximately half the property owners used water after the fire in September and October therefore they would not be included in this suspension and not be qualified or eligible for this program. The financial impact of this forgiveness program based on half of the homes destroyed, 25 homes, is approximately \$30,000.00. Since there will be no change in our base operating expenses, this lost revenue will be funded from the Operating Reserve account. Authorize the General Manager to implement this temporary suspension and forgiveness of charges and coordinate the customer requests and post credits and other adjustments to customer accounts monthly with the Billing Manager. (Action Item)

6. New Business (public comment)

- a) Consider for Approval the **Board Meeting Minutes of December 8, 2020** (Action Item)
- b) Consider for Approval the **Audit** for fiscal year ending June 30, 2020 (Action Item)

c) Consider for Approval the **Resolution 2020-49 for the Annexation** to the District of a 5-acre property, 7465 Dry Creek Trail, APN #0105-080-270, Pooni property owner. (Action Item)

d) Consider for Approval a special Board Meeting scheduled for March 9, 2021 and include on that Agenda the appointment of a Director to fill the vacancy due to the death of the incumbent Director Joe Gates.

7. Public Comments

8. Board Member Comments

9. Adjourn – The next regular meeting is scheduled for **April 13, 2021 @ 7:00 pm.**

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## **BOARD OF DIRECTORS “SPECIAL” MEETING AGENDA**

***March 16, 2021 at 7:00 pm***

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR’S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.**

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3. 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.*
  - a. **None**
4. General Manager's Report (public comment)  
Verbal informational report for discussion of the District Operations. **None**
5. Continuing Business (public comment) **None**

6. New Business (public comment)

- a) Consider for Approval the Appointment of a Board Director. The following applicants have requested consideration for the open board position. Information provided by the candidates is posted on the website and in the agenda packet. (Action Item)

- Candidate: Steve Strickland
- Candidate: William Morgan
- Candidate: Dale Motiska

7. Public Comments

8. Board Member Comments

9. Adjourn – The next Regular Meeting is scheduled for **April 13, 2021 @ 7:00 pm.**

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## **BOARD OF DIRECTORS REGULAR MEETING AGENDA**

***April 13, 2021 at 7:00 pm***

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3. 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.*
  - a. Approval of the Financial Reports and Adjustments for January and February 2021 which includes the fiscal year to date.
4. General Manager's Report (public comment)  
Verbal informational report for discussion of the District operations.
  - a) The cost to date for the LNU Forgiveness plan is approximately \$15,000 in credits issued to customer accounts. We expect to finish the year in July 2021 in accordance with the \$30,000 estimate of credits to be issued as approved by the board.
  - b) LNU Fire impact on District Facilities: We have received approximately \$265,000 from JPIA towards our claim for losses. We will continue to work with our carrier JPIA for reimbursement of the final claim amount of approximately

\$100,000 additional. This final amount will include the remaining work to rebuild the Ciarlo pump station along with fencing and repair or replacement of air release valves that were destroyed.

5. Continuing Business (public comment)

- a) None

6. New Business (public comment)

- a) Consider for Approval the **Board Meeting Minutes of February 9, 2021 and Special Board Meeting Minutes of March 16, 2021** (Action Item)
- b) Consider for Approval the annual review and update of the **Reserve Policy 2150** (Action Item)
- c) Consider for Approval **Resolution 2021-50 for the Annexation** to the District of APN 0105-200-180 (.37 acres) which is being processed with the county for a lot line adjustment with adjoining parcel APN 0105-200-460 which is 23.04 acres. Both properties owned by Perkins. After the lot line adjustment is completed with county approval, the smaller lot will be a legal building lot of 5 acres or more. Also, the District intends to sell one of the District's water rights to Perkins for \$40,000.00 financed over 20 years at 3% interest. (Action Item)
- d) Consider for Approval the **Resolution 2021-51 for the Annexation** to the District of a 130-acre property, 6927 Steiger Hill Road, reference one legal parcel APN 0123-030-060, 070 and APN 0123-070-020. English Hills LLC (EH) is the property owner, principal Gordon Stankowski. Also, the District intends to sell one of the District's water rights to EH for \$40,000 financed by the district at 3% over 20 years. (Action Item)
- e) Consider for Review the 2021/2031 **10 year Capital Improvement Plan (CIP)**. Specific items of the CIP will be submitted for formal board approval when required. (Review Item)
- f) Consider for Approval the two-year plan for implementation of the **Arsenic treatment facility and Station 2 Generator and site improvements**. Authorize the General Manager to proceed with the hiring of the consultants, vendors, SID, and others to develop updated budgets and timeline for schedule performance for implementation of the new facility. Reference Luhdorff and Scalimini Technical Memorandum of 2/11/2019 and CSDA financing loan proposal (Action Item)
- g) Consider for Approval to authorize the General Manager to move forward with the capital expense for **Condition Assessment** of approximately \$75,000 for the prepare of a Request for Proposal (RFP), by SID, for the development of our Asset Management Plan and this includes the authorization to proceed with the hiring of the consultant selected because of the RFP process provided the work does not exceed this budget authorization amount. (Action Item)
- h) Consider for Approval for the General Manager to obtain a **Proposal from NBS** to develop options for the 10 year CIP financing plan and/ or a District 5 year rate plan for the Prop 218 approval process. (Action Item)

- i) Consider for Approval the Fourth Amendment for a 3-year extension of the **Trites Backflow Contract** for monthly meter reading and annual backflow testing. (Action Item)
- j) Consider for Approval the appointment of a Director as our **Representative** to our property and liability insurance carrier the ACWA JPIA. (Action Item)
- k) Consider for Approval the NBS prepared fiscal year 2020/2021 **Annual Report for the Water Assessment District**. (Action Item)

7. Public Comments

8. Board Member Comments

9. Adjourn – The next regular meeting is scheduled for **June 8, 2021 @ 7:00 pm.**

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## **BOARD OF DIRECTORS REGULAR MEETING AGENDA**

***June 8, 2021 at 7:00 pm***

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3. 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.*
  - a. Approval of the Financial Reports for March, April and May 2021 and Adjustments for April and May.
4. General Manager's Report (public comment)  
Verbal informational report for discussion of the District operations.
  - a) Generator improvements costs to date are \$171,000 out of the approved budget of \$232,000. We have ordered a generator for Well #2 with a 5-month production time plus shipping and installation time. We also are deciding on a generator for the Ciarlo Lane pump station, Station 5.

5. Continuing Business (public comment)

- a) None

6. New Business (public comment)

- a) Consider for Approval the **Board Meeting Minutes of April 13, 2021** (Action Item)
- b) Consider for Approval the **Annual Operating Budget** Fiscal Year 21/22.(Action Item)
- c) Consider for Approval the itemized FY 21/22 **Capital Improvement Expenses** of \$345,000 to be funded from the Other Reserves. (Action Item)
- d) Consider for Approval **Resolution 2021-52** to place delinquents charges for collection on the tax rolls. (Action Item)
- e) Consider for Approval to authorize the GM to prepare and execute a 3-year extension of the current agreement with our Billing Manager, **BK Bookkeeping, LLC**. This includes a yearly 3% increase.
- f) Consider for Approval **Resolution 2021-53 for the Annexation** to the District of a 6-acre property, 7766 English Hills Road, APN #0105-010-490, **Miller** property owner. (Action Item)
- g) Consider for Approval **Resolution 2021-54 for the Annexation** to the District of a 5-acre property, 7760 English Hills Road, APN #0105-020-660, **Anguiano** property owner. (Action Item)
- h) Consider for Approval **Resolution 2021-55 for the Annexation** to the District of a 5-acre property 7764 English Hills Road, APN #0105-010-480, **Hamilton** property owner. (Action Item)
- i) Consider for Approval a revision to the **Code of Conduct Policy #1030** to include signing of the Policy Yearly. (Action Item)
- j) Consider for Approval a revised and completely new update to our **Records Retention Policy #2145**. The new policy is based on California Special District Association, CSDA, recommended standard for Records Retention. The current policy is 8 years old and was based on Solano County standards. CSDA policy provides for more clarity and ease of understanding and more suitable for a district of our size. (Action Item)
- k) Consider for Approval the updates and revisions to our **Financial Policy #2100**. The current policy is 8 years old and this update provides coordination with current other policies and procedures and adds the references to Government Code sections related to Delinquent Accounts on the Tax Rolls. (Action Item)
- l) Consider for Approval the **SID Engineer's Estimate** of \$1.5 million dollars based on the preliminary planning phase for the Arsenic Removal System. (Action Item)
- m) Consider for Approval the "**Proposed**" **Resolution 2021-56** for a fixed rate increase of \$25/month to the Capital Recovery Charge, CRC, and a rate increase of \$27.30/month to those customers that have Supplemental Water Rights (more than one water right on a property).

There will be an informational notice sent to all customers describing the design, permitting and construction of an Arsenic removal system and related improvements to Well #2. There will also be a scheduled public workshop over the next 60 days and the opportunity for the customers to discuss the planned improvements. A form will be provided to all customers so that they may protest this proposed increase prior to the August 10, 2021, regular board meeting. The process for approval or denial of this rate increase will be in accordance with Prop 218 requirements. (Action Item)

- n) Consider for Approval to proceed with the drafting of the terms of a proposed multiple advance loan up to and not to exceed \$2 million dollars of which the initial **\$1.5 million dollar loan** is for the Arsenic Removal System for Capital Improvement expenses over a 10-year period from lender CoBank. Reference the **CoBank** email from Bentley Hodges. There are no loan origination fees, lender legal fees not to exceed \$7,500 and interest (approximately 2.9%) is only charged on amounts drawn as and when needed. A Resolution for board approval of the loan and promissory noted will be provided at the August regular board meeting. Funding for the monthly payments of principal and interest on amounts drawn on the loan will be provided from the proposed increase rate charges in the Capital Recover and Supplemental Charges. (Action Item)
- o) Consider for Approval for the GM to review and execute the Agreements with **Luhdorff & Scalmanini and AdEdge** for consulting engineering services and arsenic removal systems. This 60-day commencement of services will be funded from our current reserves pending final approval of the resolution for a rate increase. (Action Item)

7. Public Comments

8. Board Member Comments

9. Adjourn – The next regular meeting is scheduled for **August 10, 2021 @ 7:00 pm.**

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Steven Strickland  
Director



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

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**First Order of Business will be a Prop 218 Public Hearing and  
Followed by a Board of Directors Regular Meeting**

**PROP 218 PUBLIC HEARING ON RATE INCREASE**

**AUGUST 10, 2021 7:00PM**

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.**

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1. Board Roll Call. When the Board convenes the President will provide a brief explanation of the Prop 218 procedures (essentially what is outlined below).
2. Once the President has explained the process, the President will declare the public hearing is open. Once the hearing is open, the Board should take the following steps:
  - a. Provide an opportunity for public comment and specify time limits for speakers, which will be three minutes for each speaker.
  - b. Questions/discussion between Board and Staff. Board Members may ask questions at any stage of the hearing.
  - c. All written protests must be received at the District's US Post Office Box on or before 5 PM on the date of the public hearing. Protests received after the hearing cannot count toward the majority protest.
  - d. At the conclusion of these steps, the President will close the public hearing.



3. Once the hearing is closed, staff will need time to count the written protests to determine whether a majority protest exists.
  - a. The Board will recess while the protests are counted.
  - b. The District's Billing Manager will count the protests collected from the District's post office box including the day of the public hearing.
    - i. Only written protests will be considered in determining whether a majority protest exists.
    - ii. The Billing Manager will report the results to the Board at the end of the recess.
    - iii. The Board Clerk will collect the written protests and file with the District records.
4.
  - a. If a majority protest is counted, the Board cannot approve the rate increase and the matter is concluded.
  - b. If no majority protest is counted, the Board can determine whether to approve the rate increase during the August 10, 2021, regular board meeting as a Resolution and agenda item.

**END OF THE PROP 218 PUBLIC HEARING**

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## **THE BOARD OF DIRECTORS REGULAR MEETING AGENDA**

**August 10, 2021 at 7:00 pm**

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.**

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1. Call to Order / Roll Call / Approval of the Agenda
2. Public Comments. *The Board of Directors welcomes public participation in its meetings. Public comments relating to **matters within jurisdiction of the District, and not included on the posted agenda**, may be addressed under “public comment,” both at the beginning and at the end of the meeting, subject to **3 - minute time limitations** for each speaker. 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. The Board President will request responses from staff, if appropriate.*
  - a. *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 provided for before the time that the agenda item is heard.***
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3. **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.*
  - a) Consider for Approval the **Financial Report** and Adjustment for **June 2021**.
  - b) Informational Customer Outreach Meeting Minutes.
4. **General Manager's Report** (public comment)  
Verbal informational report for discussion of the District operations.
  - a) Summary Recap of the District’s **533 Water Rights**.
    - (404)** Customers with a Base water right.
    - (112)** Supplemental water rights held by District customers
    - (9)** New Customers pending LAFCO Annexation approval.
    - (3)** water rights pending RNVWD board approval this August meeting.
    - (5)** remaining District water rights for future sale **with board approval**.

- b) LAFCO has hired Milani & Associates for the District's Municipal Service Review (MSR). A draft should be available in September with a final report by year end.
- c) Contracts with Luhdorff & Scalamanini and AdEdge have been signed for Arsenic removal engineering consulting and procurement of equipment.
- d) Final claim for LNU Fire expenses was submitted to JPIA, our insurance company, for reimbursement.
- e) **Annual Disclosure of Board Member Reimbursements** FY 2020-2021 per Government Code Section 53065.5. The following is the annual disclosure of reimbursements: **NONE to report.**
- f) Joe Gates memorial plaque to be installed inside the new bulletin board located at the Cantelow Fire Station.

5. **Continuing Business** (public comment)

- a. Consider for Approval the **Financial Reports for March, April and May 2021** and Adjustments for April and May. (Action Item)
- b. Clarify District Policy 1050, Overview of the General Manager / Treasurer Role, work items #15 & #47. The GM contract, Exhibit A Scope of Work, Section B, Extra Services, defines these work items as extra work. (Discussion Item)

6. **New Business** (public comment)

- a) Consider for Approval the **Board Meeting Minutes of June 8, 2021** (Action Item)
- b) Consider for Approval **Resolution 2021-56 Rate Increase**. (Action Item)
- c) Consider for Approval **Resolution 2021-57 for the Annexation** to the District of a 5.14-acre property, 4019 Blackthorn Drive, reference parcel APN# 0105-220-030. **Milam** is the property owner. The District intends to sell one of the District's water rights to Milam for \$40,000 financed by the district at 3% over 20 years. (Action Item)
- d) Consider for Approval the **Sale of a District owed water right** to property owner **Sellers**, for a 56.45-acre property currently in the district with one water right in good standing, Address 7231 Steiger Hill Road, reference parcel APN 0105-160-150. Proposed county subdivision into two lots, county application MS-20-02. The District intends to sell the water right for \$40,000 financed by the District at 3% over 20 years. (Action Item)
- e) Consider for Approval **Resolution 2021-58 for the Annexation** to the District of a 5.93-acre property, 4245 Independence Lane, reference parcel APN# 0105-170-050. **Martin** is the property owner. The District intends to sell one of the District's water rights to Martin for \$40,000 financed by the district at 3% over 20 years.

(Action Item)

- f) Consider for Approval **Policy 4125 Board Director Training, Education and Conferences**. (Action Item)
- g) Consider for Approval **Resolution 2021-59** for the terms and conditions of a **loan from CoBank** for the purpose of funding capital expenses including the design and construction of the Arsenic removal facility. (Action Item)

7. Public Comments

8. Board Member Comments

9. Adjourn – The next regular meeting is scheduled for **October 12, 2021 @ 7:00 pm.**

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## **THE BOARD OF DIRECTORS SPECIAL MEETING AGENDA**

**September 14, 2021 at 7:00 pm**

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.**

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### **Public Comment**

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minutes. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

1. Call to Order / Roll Call / Approval of the Agenda. Invited guests; Lori Mazzella, District Counsel; Milani and Associates LAFCO consultant on the Municipal Services Review, MSR; and property owners requesting to purchase a water right.
2. Public Comments. *The Board of Directors welcomes public participation in its meetings. Public comments relating to **matters within jurisdiction of the District, and not included on the posted agenda**, may be addressed under “public comment,” both at the beginning and at the end of the meeting, subject to **3 - minute time limitations** for each speaker. 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. The Board President will request responses from staff, if appropriate.*
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3. **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.*
  - a) None
4. **General Manager's Report** (public comment)  
Verbal informational report for discussion of the District operations.
  - a) Summary Recap of the District’s **533 Water Rights**.
    - (404)** Customers with a Base water right.
    - (112)** Supplemental water rights held by District customers
    - (9)** New Customers pending LAFCO Annexation approval.
    - (3)** water rights pending RNVWD board approval this meeting.
    - (5)** remaining District water rights for future sale.

5. **Continuing Business** (public comment)
  - a. Clarify District Policy 1050, Overview of the General Manager / Treasurer Role, work items #15 & #47. The GM contract, Exhibit A Scope of Work, Section B, Extra Services, defines these work items as extra work. (Discussion Item)
  - b. Consider for Approval **Resolution 2021-57 for the Annexation** to the District of a 5.14-acre property, 4019 Blackthorn Drive, reference parcel APN# 0105-220-030. **Milam** is the property owner. The District intends to sell one of the District's water rights to Milam for \$40,000 financed by the district at 3% over 20 years. (Action Item)
  - c. Consider for Approval the **Sale of a District owed water right** to property owner **Sellers**, for a 56.45-acre property currently in the district with one water right in good standing, Address 7231 Steiger Hill Road, reference parcel APN 0105-160-150. Proposed county subdivision into two lots, county application MS-20-02. The District intends to sell the water right for \$40,000 financed by the District at 3% over 20 years. (Action Item)
  - d. Consider for Approval **Resolution 2021-58 for the Annexation** to the District of a 5.93-acre property, 4245 Independence Lane, reference parcel APN# 0105-170-050. **Martin** is the property owner. The District intends to sell one of the District's water rights to Martin for \$40,000 financed by the district at 3% over 20 years. (Action Item)
  
6. **New Business** (public comment)
  - a) Consider for Approval **Prop 218 Public Hearing on Rate Increase Board Meeting Minutes of August 10, 2021** (Action Item)
  - b) Consider for Approval **Regular Board Meeting Minutes of August 10, 2021** (Action Item)
  - c) Consider for Approval the hire of **BHI Consulting** per the proposal dated August 14, 2021, to assist in coaching the board in regard to policy 4125, procedures, training, education, communication, and leadership. Reference [www.bhiconsulting.com](http://www.bhiconsulting.com) (Action Item)
  
7. Public Comments
8. Board Member Comments
9. Adjourn – The next regular meeting is scheduled for **October 12, 2021 @ 7:00 pm.**



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President            Vice President  
  
Patrick Sweeney    Elizabeth Miles  
Director             Director  
  
Steven Strickland  
Director



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## **THE BOARD OF DIRECTORS SPECIAL MEETING AGENDA**

**September 28, 2021, at 7:00 pm**

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.**

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minutes. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

1. Call to Order / Roll Call / Approval of the Agenda. Invited guests; Lori Mazzella, District Counsel.
2. Public Comments. *The Board of Directors welcomes public participation in its meetings. Public comments relating to **matters within jurisdiction of the District, and not included on the posted agenda**, may be addressed under “public comment,” both at the beginning and at the end of the meeting, subject to **3 - minute time limitations** for each speaker. 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. The Board President will request responses from staff, if appropriate.*
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3. **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.*
  - a) None
4. **General Manager's Report** (public comment)  
Verbal informational report for discussion of the District operations.
  - a) None
5. **Continuing Business** (public comment)
  - a. None
6. **New Business** (public comment)
  - a) Consider for Approval **Resolution 2021-59 for the continuation of remote teleconference board meetings for 30 days. (Action**

**Item)** This Resolution will be updated on the agenda at the Regular Board Meeting on October 12, 2021

7. Public Comments
8. Board Member Comments
9. Adjourn – The next regular meeting is scheduled for **October 12, 2021 @ 7:00 pm.**

DIRECTORS  
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President            Vice President  
  
Patrick Sweeney    Elizabeth Miles  
Director             Director  
  
Steven Strickland  
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## **THE BOARD OF DIRECTORS REGULAR MEETING AGENDA**

October 12, 2021, at 7:00 pm

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minutes. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

1. Call to Order / Roll Call / Approval of the Agenda. Invited guests; none.
2. Public Comments. *The Board of Directors welcomes public participation in its meetings. Public comments relating to **matters within jurisdiction of the District, and not included on the posted agenda**, may be addressed under “public comment,” both at the beginning and at the end of the meeting, subject to **3 - minute time limitations** for each speaker. 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. The Board President will request responses from staff, if appropriate.*
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3. **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.*

- a) Consider for Approval the monthly financials and adjustments for **July and August 2021.**

4. **General Manager's Verbal Informational Report** (public comment)

**“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.”**

- a) Brent Ives, BHI, board interviews and education in progress.
- b) Request for Proposals, RFP, by SID is ongoing for Condition Assessment
- c) Bucktown Road improvements pending SID scheduling constraints
- d) Municipal Service Review, MSR, by LAFCO in progress, draft report by year end.

- e) Audit in progress, schedule for completion in October/November and board approval in December.
- f) New Stationary Generator for Station 2/Well 2, foundation placed pending November delivery. Station 5 Generator pending final design.
- g) Annual Trites Backflow testing for each service completed.
- h) Arsenic removal facility the “basis of design” will be complete this month.
- i) Website improvements. Randall to discuss with Patrick and Randall will provide pricing for revisions requested prior to proceeding.
- j) CoBank loan status, funds not expected to be drawn until mid-2022.

5. **Continuing Business** (public comment)

- a. GM agreement regarding extra services. President and District Counsel working on clarification to existing contract. (Deferred to the December board meeting)
- b. Consider for Approval **extension of Resolution 2021-60** (formerly mis numbered as 2021-59) to continue with teleconferencing of Board Meetings until the December 14,2021 Regular Board Meeting. (Action Item)

6. **New Business** (public comment)

- a) Consider for Approval **Special Board Meeting Minutes of September 14, 2021, and Special Board Meeting Minutes of September 28, 2020** (Action Item)
- b) Consider for Approval to authorize the General Manager to offer for sale 4 of the 5 remaining District Water Rights and hold 1 remaining District Water Right for Board approval. Summary Recap of the District’s **533 Water Rights**.  
**(407)** Customers with a Base water right.  
**(113)** Supplemental water rights held by District customers  
**(8)** New water rights pending LAFCO Annexation approval.  
**(0)** water rights pending RNVWD board approval this meeting.  
**(5)** remaining District water rights for future sale.
- c) Consider for Approval to authorize GM to obtain two proposals for an updated **Engineer’s report** regarding system capacity. Reference the “Engineer’s Report” that was done at the District Formation. (Action Item)

7. Public Comments

8. Board Member Comments

9. Adjourn – The next regular meeting is scheduled for **December 14, 2021 @ 7:00 pm.**

DIRECTORS  
Chris Calvert      Bob Whitehouse  
President          Vice President  
  
Patrick Sweeney    Elizabeth Miles  
Director            Director  
  
Steven Strickland  
Director



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

*The Board of Directors of the Rural North Vacaville Water District holds its Regular Board Meetings on the second Tuesday of every other month at 7:00 p.m. The meeting months are February; April; June; August; October and December. 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.

## **THE BOARD OF DIRECTORS REGULAR MEETING AGENDA** **(RESCHEDULED FROM THE OCTOBER 12, 2021)**

**November 9, 2021, at 7:00 pm**

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.**

Directors, staff, and the public may participate remotely by **calling (786) 535-3211** and entering the following **Access Code: 671-427-101**. You can also use this link to join the meeting from your computer, tablet, or smart phone. <https://global.gotomeeting.com/join/671427101>.

### **Public Comment**

Public comment may be made during the meeting, upon recognition by the President, and introduction by name for recording in the meeting minutes.

Public comment also may be submitted in advance of the meeting via email to the General Manager, Gordon Stankowski, at [GM@RNVWD.COM](mailto:GM@RNVWD.COM). Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors  
P.O. BOX 5097, VACAVILLE, CA. 95696 TELEPHONE: (707) 447-8420 EMAIL: [GM@RNVWD.COM](mailto:GM@RNVWD.COM) WEBSITE: [WWW.RNVWD.COM](http://WWW.RNVWD.COM)

before or during the meeting. Please submit public comments by 4:00 pm on the day prior to the meeting date so that they can be provided to the Directors before, and, as feasible, during the meeting. Comments submitted after the meeting is called to order will be included in the meeting minutes. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

1. Call to Order / Roll Call / Approval of the Agenda. Invited guests; BHI Brent Ives.
  - a. Consider for Approval **extension of Resolution 2021-60 Update 11-9-21** (formerly mis numbered as 2021-59) to continue with teleconferencing of Board Meetings. **Board Approval is required as a condition precedent to continue with this meeting. (Action Item)**
  
2. Public Comments. *The Board of Directors welcomes public participation in its meetings. Public comments relating to **matters within jurisdiction of the District, and not included on the posted agenda**, may be addressed under “public comment,” both at the beginning and at the end of the meeting, subject to **3 - minute time limitations** for each speaker. 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. The Board President will request responses from staff, if appropriate.*
  - a. *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 provided for before the time that the agenda item is heard.***
  - b. *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.***
  
3. **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.*
  - a) Consider for Approval the monthly financials and adjustments for **July and August 2021.**



4. **General Manager's Verbal Informational Report** (public comment)

**“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.”**

- a) Brent Ives, BHI, board interviews and education in progress. 70% complete
- b) Municipal Service Review, MSR, by LAFCO in progress, draft by year end.
- c) Audit in progress, to the board for approval at next board meeting.
- d) New Stationary Generator for Station 2/Well 2, foundation is done. Generator Delivery delayed 5 months until April 2022 due to supply chain delays for parts.
- e) Station 5 Generator pending right of way review and final design.
- f) Annual Trites Backflow testing for each service connection was completed.
- g) Arsenic removal facility the “basis of design” will be complete this month.
- h) Website improvements if any. Randall to discuss with Patrick.
- i) CoBank loan status, funds not expected to be drawn until mid-2022.
- j) GM will prepare a Board Policy for board approval regarding future Annexations, Updated Engineer’s Report and sale of water rights.

5. **Continuing Business** (public comment)

- a. Consider for Approval an **Amendment** to the existing agreement for General Manager, GM, and Treasurer services. The Board President and District Counsel prepared the Amendment to the existing GM contract to clarify charges for extra services. **(Action Item)**

6. **New Business** (public comment)

- a) Consider for Approval **Special Board Meeting Minutes of September 14, 2021**, and **Special Board Meeting Minutes of September 28, 2020** (Action Item)

7. Public Comments

8. Board Member Comments

9. Adjourn – The next regular meeting is scheduled for **December 14, 2021 @ 7:00 pm.**



DIRECTORS  
Chris Calvert      Bob Whitehouse  
President          Vice President  
  
Patrick Sweeney    Elizabeth Miles  
Director            Director  
  
Steven Strickland  
Director



STAFF  
Gordon Stankowski      Brenda Kane  
General Manager        Billing Manager  
  
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## **THE BOARD OF DIRECTORS REGULAR MEETING AGENDA**

**December 14, 2021, at 7:00 pm**

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF SB 361 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.**

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meeting. Comments submitted after the meeting is called to order will be included in the meeting minutes. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

1. Call to Order / Roll Call / Approval of the Agenda. Invited guests; none.
  - a. Consider for Approval In accordance with AB 361, Governor Newsome's March 4, 2020 State of Emergency due to the Covid-19 pandemic, extension of Resolution 2021-60 Updated 12-14-21 to continue with teleconferencing of Board Meetings. Board Approval is required as a condition precedent to continue with this meeting. (Action Item)
  
2. Public Comments. *The Board of Directors welcomes public participation in its meetings. Public comments relating to **matters within jurisdiction of the District, and not included on the posted agenda**, may be addressed under "public comment," both at the beginning and at the end of the meeting, subject to **3 - minute time limitations** for each speaker. 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. The Board President will request responses from staff, if appropriate.*
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  - a) Consider for Approval the monthly financials and adjustments for **September and October 2021.**

4. **General Manager's Verbal Informational Report** (public comment)

**“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.”**

- a) Municipal Service Review, MSR, by LAFCO in progress, draft by year end.
- b) Arsenic removal facility: the 75% design construction documents have been completed. Project will go out to competitive bidding in January.

5. **Continuing Business** (public comment)

- a. A Special Board Meeting Workshop has been scheduled for January 11, 2022, to discuss a proposed Amendment to the existing agreement for General Manager, GM, and Treasurer services. The Board President and District Counsel have prepared the Amendment to clarify charges for extra services. Reference board packet information. Should board members have a request for specific additional information please provide that request to the GM by 12/21/21. **(Deferred Item)**

6. **New Business** (public comment)

- a) Consider for Approval **Regular Board Meeting Minutes of November 9, 2021**, (Action Item)
- b) Consider for Approval the **Audit** for fiscal year ending 6-30-2021 (Action Item)
- c) Consider for Approval **Resolution 2021-61** for the Annexation and sale of a water right to **Mojas**. Reference Water Right Tracking Log updated 12-8-21. (Action Item)
- d) Consider for Approval **Resolution 2021-62** for the Annexation and sale of a water right to **Sondrol** (Action Item)
- e) Consider the Election of Officer by majority vote, for the **Board President**, effective January 2022 for a two-year term. (Action Item)
- f) Consider the Election of Officer by majority vote, for the **Board Vice President** effective January 2022 for a two-year term. (Action Item).
- g) Consider for Approval **Policy #1035 Conflict of Interest**. This policy is required for the renewal of our District of Transparency Certificate update. (Action Item)
- h) Consider for Approval **Policy #5015 Annexations**. The District is operating at 76% capacity and additional customers will generate additional monthly revenue. (Action Item)

7. Public Comments
8. Board Member Comments
9. Adjourn – The next Special Meeting is scheduled for **January 11, 2022 at 7:00 pm**;  
The next Regular Meeting is scheduled for **February 8, 2022 @ 7:00 pm**.