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



Staff
Gordon Stankowski, 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
January 11, 2022 at 7:00 pm

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

Present were: Chris Calvert, President; Robert "Bob" Whitehouse, Director; Elizabeth Miles, Director; Patrick Sweeney, Vice President; Gordon Stankowski, General Manager (GM); Nancy Veerkamp, Clerk/Admin; Weston Stankowski, RG West; Lori Mazzella, County Counsel, Brenda Kane, Billing Manager.

Absent: Steven Strickland, Director

Visitors (speaking): Eileen Smith, Jim Miles, Olesya Tribukait

1. Call Meeting to Order/ Roll Call/ Approval of the Agenda
The meeting was called to order by President Chris Calvert at 7:01 pm.

2. Public Comments: None

3. Consent Items- None

4. General Managers Report- Verbal Information Report- None

"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."

5. Continuing Business- Public Comment: None

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)** Discussion:
President Chris asked each board member for their comments:

Director Bob: None

Director Elizabeth: Does any other board member have comments regarding extra services? Does the addendum add more extra work? Is the GM/Treasurer combination a conflict of interest? What activities will be under Fee & Time and Material?

VP Patrick: in the future he would like to see the board establish a boiler plate contract.

President Chris: When we have all 533 services using water we will be approaching the need for a full time General Manager and extra staff

County Counsel Lori would like to address some items that seem to be misunderstood:

1. Government codes does not require bidding for GM, Bookkeeper, Admin, etc..
 2. Government code allows the GM/Treasurer to be the same person
 3. The GM serves at the pleasure of the Board
 4. The Board sets compensation
 5. Positions such as GM/Treasurer and Billing Manager may be bonded
 6. Board can look at the performance of the GM and extend, renew or advertise the position. There is a knowledge base that comes from on the job training that is valuable.
 7. The added cost of training new people should be considered
- If you have any legal questions please send them to the President for presentation to counsel to avoid any misunderstanding.

Elizabeth: Would like a succession plan procedure. Has anyone else been considered for GM?

Bob: The county ran the district for the first few years and then the Board took over. At that time and after considerable searching the President of the Board, Dieter, took over as a part time GM. When the job opened In 2010. after a search by the Board, Gordon Stankowski was chosen as GM.

VP Patrick: asked to end the discussion.

6. New Business- None

7. Public Comments –

Jim Miles: Policies and procedures for any future GM should be considered.

Eileen Smith: Thank you for keeping our water rates down. My only concern is billing before an item is complete.

Olesya Tribukait: As a civil engineer I would like to offer my services to the GM or as a Board Member.

8. Board Member Comments-

VP Patrick: I would like to see a boiler plate contract for any future GM

Director Bob: No comment

Director Elizabeth: Our policies and procedures are very templated. I would like to see a succession procedure. Thank you Olesya for offering your services.

9. Adjourn

The meeting was adjourned at 7:53 pm by President Chris Calvert.

The next Regular Meeting is scheduled for February 8th @ 7:00 pm.

Minutes submitted by Nancy Veerkamp, Clerk of the Board

Minutes approved by Chris Calvert, President

DocuSigned by:

Chris Calvert

Signed

2/11/2022

Date

GA

Directors
 Chris Calvert, President
 Patrick Sweeney, Vice President
 Robert Whitehouse, Director
 Elizabeth Miles, Director
 Steve Strickland, Director



Staff
 Gordon Stankowski, General Manager
 Brenda Kane, Billing Manager
 Rick Trites, Meter Reading/Backflow
 Nancy Veerkamp, Clerk/Administrator
 Solano Irrigation District, Operation & Maintenance

BOARD OF DIRECTORS
REGULAR MEETING MINUTES
 February 8, 2022 at 7:00 pm

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

Present were: Chris Calvert, President; Patrick Sweeney, Vice President; Robert "Bob" Whitehouse, Director; Elizabeth Miles, Director; Steven Strickland, Director; Gordon Stankowski, General Manager (GM); Nancy Veerkamp, Clerk/Admin; Weston Stankowski, RG West.

Absent: None

Visitors (speaking): Eileen Smith, Jim Miles

1. Call Meeting to Order/ Roll Call/ Approval of the Agenda

The meeting was called to order by President Chris Calvert at 7:00 pm. Director Steven made a motion to approve the Agenda. Seconded by Director Bob. All approved.

a. Consider for Approval In accordance with AB 361, Governor Newsom's March 4, 2020 State of Emergency due to the Covid-19 pandemic, extension of **Resolution 2021-60 Updated 2-8-22** to continue with teleconferencing of Board Meetings. Board Approval is required as a condition precedent to continue with this meeting. Director Bob made a motion to extend **Resolution 2021-60**. Director Steven seconded the motion. Discussion: none

Vote: **Ayes:** Chris, Bob, Patrick, Steven ; **Noes:** Elizabeth **Abstain:** None; **Absent:** None

2. Public Comments: None

3. **Consent Items-** Public Comment: None

a). Approval of the monthly financials and the adjustments for November and December 2021. Director Bob made a motion to approve the monthly financials and adjustments as listed. Director Steven seconded the motion. Discussion: None All present approved.

4. **General Managers Report-** Verbal Information Report- Discussion Items

Public Comment (PC): None

a) **Municipal Service Review, MSR**, by LAFCO a public draft to be completed by the end of February. The Sphere of Influence, SOI, update by LAFCO is planned for completion later this year. There are many issues with record keeping of parcel numbers, attachments, and detachments over the last 20 years since the formation of the district. The 130 page draft was received late today and will be on the February 14 LAFCO Agenda for comment. The draft will be forwarded to all Directors.

b) **Arsenic removal facility:** The construction documents will be 100% complete by mid-February. Project will go out to competitive bidding in late February. SID will manage the public bidding process advertisement and receiving bids. Very few contractors are bidding public works at this time. We are contacting at least 5 contractors who expressed interest.

c) **BHI Management Report**, final report regarding Board communication and Conduct. This will be a discussion item on the agenda for the April regular board meeting.

d) Clerk-Administrator to begin work to prepare a comprehensive **Policy, Procedure and Administration Manual** for the district. Plan is to have it substantially completed by December 2022.

e) 6-month **mid-year Summary Recap** of Budget vs Actual financial report. Revenue is coming in as expected. At this point we have not borrowed any money for the Arsenic removal. There is \$160,000 of revenue from water right sales of which \$120,000 is financed. Expenses: Current items over budget at the 6 mo. mark are Plant facilities, leak repair and electricity. The recently passed regulations by the DWR and EPA (see h below) requires the random sampling of customer water lines coming off of the RNVWD meters to determine if they are contain lead. This unbudgeted work has added to the districts expenses. RNVWD has no lead piping. Capital Expenditures: SID feels the Bucktown road is stable at this time so no repairs are needed. The Conditions Assessment has been delayed as SID has not had time.

f) **Board training log** status report per approved Policy 4125. See status logs. If

you need any help please call Nancy.

- g) **JPIA insurance special recognition. RNVWD received the President's Award**, for loss ratio of 20% or less for 2017-2020.
- h) EPA and DDW require additional **Lead and Copper tap sampling** by SID at a selection of homes in the District to comply with new requirements.
- i) **Asset Management Plan**, an approved capital expenditure for this year is deferred until later in the year.
- j) **June 14th regular meeting** is planned to be rescheduled to July 12th. The GM has an out of town conflict. It is proposed that the June meeting be held and as Election resolution will need to be passed at that time. We are awaiting the Election timeline from the Solano County Elections Dept. Elizabeth: If the GM is out who from RG West can take his place? GM: Weston can
- k) New **business cards** were sent to all board members, received? Also remember to file the annual Form 700 Statement of Economic Interests. Steven as JPIA representative will need to file two Form 700's.

5. **Continuing Business-** Public Comment: None

- a) Consider for Approval an Amendment to the **GM Agreement** to clarify the scope of work and extra services. (Action Item)
Director Bob made a motion to approve the Amendment. Director Steven seconded the motion. Discussion: None

Vote: Ayes: Chris, Bob, Steven, Patrick, **Noes:** Elizabeth; **Abstain:** None; **Absent:** None

- b) Consider for Approval **Policy #5015 Annexations**. (Action Item) Director Bob made a motion to approve the policy. Director Steven seconded the motion. Discussion: Elizabeth: Will there be a procedure? President Chris: It is in the policy.

Vote: Ayes: Chris, Bob, Steven, Patrick, **Noes:** Elizabeth; **Abstain:** None; **Absent:** None

6. **New Business-** Public Comment (PC):

- a) Consider for Approval **Regular Board Meeting Minutes of December 14, 2021**. (Action Item) Director Bob made a motion to approve the meeting minutes. Director Steven seconded the motion. Discussion: None

Approved: Chris, Bob, Elizabeth Patrick; **Abstain:** Steven

b) Consider for Approval **Special Board Meeting Minutes of January 11, 2022.** (Action Item) Director Bob made a motion to approve the meeting minutes. Director Steven seconded the motion. Discussion: None

Approved: Chris, Bob, Elizabeth Patrick; **Abstain:** Steven

c) Consider for Approval the **Sale of a District Water Right** to property owner Sweeney, for a 10.5-acre property that is currently in the District with one water right in good standing. Address 7155 Scenic Canyon Trail, reference parcel APN 0105-190-110. Property owner is planning a lot split into two 5 acre parcels. District intends to sell one water right for \$40,000 financed by the District over 20 years at 3% interest. Reference District water right tracking log. (Action Item) Director Bob made a motion to approve the sale. Director Steven seconded the motion. Discussion: None

Vote: Ayes: Chris, Bob, Steven, Elizabeth **Noes:** None; **Abstain:** Patrick; **Absent:** None

d) Consider for Approval an update of the **Reserve Policy 2150** to increase the reserve amounts to cover the cost of inflation, material and labor escalation and the need for anticipated capital expenditures planned over next 10 years. These revised target amounts are expected to be achieved during the next 12 months from current excess reserves and sale of district owned water rights. (Action Item) Director Steven made a motion to approve the update. Director Bob seconded the motion. Discussion: Patrick: It is very important with inflation and the cost of materials that we increase the reserve amount. President Chris: That rate is currently 5.9%

All present approved.

e) Consider for Approval new **Committee Policy 4105.** Also the Board President requests an "Ad Hoc" committee of Calvert and Sweeney be form at this time for strategic planning. (Action Item) Director Bob made a motion to approve the policy. Director Steven seconded the motion. Discussion: None

All present approved.

f) Consider for Approval update of the **Payment Arrangements Policy 3130.** This is result of recent legislation related to Covid-19 pandemic (Action Item) Director Bob made a motion to approve the updated policy. Director Steven seconded the motion. Discussion: None

All present approved.

g) Consider for Discussion a customer's request for a monthly credit for the "base rate" charge of \$72.90 for a home that was lost in the LNU fire and is waiting for building permit approval. Capital Revenue monthly charge of \$45 would continue. **(Discussion Item)** Discussion: Directors Bob & Chris expressed their sympathy to those people who lost their homes and have had delays in rebuilding. President Chris asked Gordon to bring back a study of how many people who lost their homes and are still not using water. To be discussed at the April meeting.

7. **Public Comments –**

Eileen: Keep up the good work you are doing a fantastic job

Jim: When are we going to meet back in person? President Chris said there was a very good chance of meeting in person in April.

8. **Board Member Comments-**

Director Bob: Things are going well

Director Elizabeth: Per the BHI report the board and staff should work together on Policies and Procedures.

Director Patrick: Everyone is doing a great job

Director Steven: None


President Chris: None

9. **Adjourn**

The meeting was adjourned at 7:47 pm by President Chris Calvert. The next Regular Meeting is scheduled for April 12th @ 7:00 pm.

Minutes submitted by Nancy Veerkamp, Clerk of the Board

Minutes approved by Chris Calvert, President

DocuSigned by:

Signed _____
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4/13/2022

Date

6A
5/3 MTB



Directors

Chris Calvert, President
Patrick Sweeney, Vice President
Robert Whitehouse, Director
Elizabeth Miles, Director
Steve Strickland, Director

Staff

Gordon Stankowski, General Manager
Brenda Kane, Billing Manager
Rick Trites, Meter Reading/Backflow
Nancy Veerkamp, Clerk/Administrator
Solano Irrigation District, Operation & Maintenance

BOARD OF DIRECTORS
SPECIAL WORKSHOP MEETING MINUTES
May 3, 2022 at 7:00 pm

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

Present were: Chris Calvert, President; Patrick Sweeney, Vice President; Robert "Bob" Whitehouse, Director; Elizabeth Miles, Director; Steven Strickland, Director; Gordon Stankowski, General Manager (GM); Nancy Veerkamp, Clerk/Admin; Weston Stankowski, RG West.

Absent: None

Guests: Rich Seithel, Executive Officer, LAFCO; Jeffrey Lum, Analyst II, LAFCO; Nancy McWilliams, Solano Irrigation District "SID"; George Hicks, Coastland; Gary Craft, Craft Consulting Group; Lori Mazzella, County Council, Solano County; Brad Foulk, Foulk Civil Engineering.

Public (speaking): Jim Miles

1. Call Meeting to Order/ Roll Call/ Approval of the Agenda

The meeting was called to order by President Chris Calvert at 7:01 pm.
Director Bob made a motion to approve the Agenda. Seconded by Director Steve.
All Directors approved.

2. Public Comments: None

3. Consent Items- None

4. General Managers Report- None

5. Continuing Business- None

6. New Business-

a) **Review of Municipal Services Review, MSR, Draft update.** Presentation by LAFCO. Questions and Answers (Discussion Item).

A Power Point Presentation of the draft MSR was provided by Rich Seithel and Jeffrey Lum of LAFCO. The presentation is attached to these meeting minutes for information. There are 34 "research areas" in the Sphere of Influence, SOI, that need further clarification, including 5 purchased water rights that are not currently in the SOI. Gordon and Weston will start the research on these items. The Board is asked to come back to LAFCO with information to complete the SOI. The Board is also asked to come back to LAFCO in the near future with the status of the Arsenic Removal. LAFCO will then present this information to their Commission for final approval of the SOI.

7. **Public Comments –**

Jim Miles: Please explain the SOI application and annexation. Rich Seithel: These are two different processes. A person whose property is not in the SOI must apply first to be included in the SOI and then apply for annexation to the district.

8. **Board Member Comments-**

Director Steve: It would be good to clean up the SOI map

VP Patrick: Great meeting. Looking forward to an updated engineering report.

Director Bob: Thank you, you have cleared up a lot.

Director Elizabeth: Thank you, this has been the most informative meeting I have seen.

President Chris: Thank you, this is the first time we have gotten this much information from LAFCO in the 13 years I have been on the board.

9. **Adjourn**

VP Patrick made a motion to adjourn the meeting. Director Bob seconded the motion. All in attendance approved.

The meeting was adjourned at 8:43 pm by President Chris Calvert.

The next **Special Meeting is scheduled for May 10, 2022, at 2 pm.**

The next **Regular Meeting is scheduled for May 24, 2022, at 7:00 pm.**

Minutes submitted by Nancy Veerkamp, Clerk of the Board

Minutes approved by Chris Calvert, President

Chris Calvert

Signed

5/25/2022

Date

6A



Directors

Chris Calvert, President
Patrick Sweeney, Vice President
Robert Whitehouse, Director
Elizabeth Miles, Director
Steve Strickland, Director

Staff

Gordon Stankowski, General Manager
Brenda Kane, Billing Manager
Rick Trites, Meter Reading/Backflow
Nancy Veerkamp, Clerk/Administrator
Solano Irrigation District, Operation & Maintenance

BOARD OF DIRECTORS
REGULAR MEETING MINUTES
May 24, 2022 at 2:00 pm

The Rural North Vacaville Board of Directors met in regular session on the above date.

Present were: Chris Calvert, President; Patrick Sweeney, Vice President; Robert "Bob" Whitehouse, Director; Elizabeth Miles, Director; Steven Strickland, Director; Gordon Stankowski, General Manager (GM); Nancy Veerkamp, Clerk/Admin; Weston Stankowski, RG West; Brenda Kane, Billing Manager.

Absent: None

Public (speaking): Jim Miles

1. Call Meeting to Order/ Roll Call/ Approval of the Agenda

The meeting was called to order by President Chris Calvert at 7:00 pm. Director Bob made a motion to approve the agenda as written. Director Steve seconded the motion. All present approved.

Consider for Approval In accordance with AB 361, Governor Newsom's March 4, 2020, State of Emergency due to the Covid-19 pandemic, extension of Resolution 2021-60 Updated 5-24-22 to continue with teleconferencing of Board Meetings. Board Approval is required as a condition precedent to continue with this meeting. (Action Item) Director Bob made a motion to approved Resolution 2021-60 updated 5-24-22. The motion was seconded by Director Steve.

Roll call vote: Ayes: Chris, Patrick, Bob, Elizabeth, Steven. Noes: None; Abstain: None; Absent: None.

2. Public Comments: None

3. Consent Items- Public comments: None

- a) Consider for Approval the monthly financials and adjustments for **March and April 2022**. Director Bob made a motion to approve the monthly financials and adjustments. Director Patrick seconded the motion. Discussion: None
Vote: All present approved.

4. General Managers Report- Public comments: None

- a) **Municipal Service Review, (MSR), and Sphere of Influence (SOI) 5-year plan** by LAFCO continues to be work in progress. Reference Water Right Tracking Log. See update on 7 APN / 5 water rights to these 5 legal parcels mentioned by LAFCO to have water rights but not in the Sphere. There are 34 other properties that LAFCO labeled as "research areas". We expect to complete evaluation of a SOI update request by the District to LAFCO by September 2022. LAFCO reports 68 parcels "in the District" with no water rights. We also need to reconcile with LAFCO and the Registrar of Voters, "ROV", the parcels that are approved for voting in the next election.

County Counsel, Lori Mazzella, will assist with the requested updated list of qualified voters to be given to the ROV. LAFCO has requested that RNVWD contact NBS for a data dump of parcel tracking from the beginning of the district until the state loans were paid off for clarification of the "research areas" and the parcels with no water rights. The research for final SOI will probably not be completed until September of this year. Gordon has requested that the MSR be updated with the Board comments from the workshop. He has also requested that the MSR not be final until the SOI is completed. Gordon will clarify the difference between water rights and hookups with Rich Seibel of LAFCO. Gordon will also provide the Board members with the dates of submission to LAFCO for each pending annex.

- b) **Arsenic Remediation Facility:** This work is planned for completion by 12/31/2022. Contractor has been hired and we are evaluating long lead procurement items. AdEdge equipment has been delayed due to supply chain shortages.

Some items such as red pipe have a 1-year lead time and some valves have a 33-week lead time. The GM is talking to the contractor for possible substitutions for these items, which will require a new schedule. It is possible that construction may start then stop, continuing when the long lead items are secured.

- c) **District Transparency Certificate of Excellence approval** has been received, and this is good three years until March 31, 2025. Thanks, Nancy, for tracking and expediting renewal.

- d) **Emergency Generator Well #2** received and installed. Start up and testing is scheduled to be completed in June. The electrician is hooking the generator up next week.
- e) **Engineer's Report**, an update is being evaluated by Coastland to determine what is needed, production and consumption analysis, and clarification on the original "basis of design" done by Cal Water. We are also waiting for the Sanitary Survey done by Department of Drinking Water, (DDW) in April of 2021 now overdue.

Public Comment: Jim Miles: Is this a proposal for the report? Who pays the cost of the report? And is this report required? GM: The current contract with Coastland is \$250/hr. not to exceed \$6,000. Our Rules and Regulations required a new engineer report after 10 years, 2013, but RNVWD did not have enough data from CalWater to be able to perform the updated report. RNVWD currently has data for every customer, for every month, for the past 10 years, which has been given to Coastland. No expansion of the district is proposed, this is to see where we currently stand- i.e.: are the tanks sized correctly? etc.

- f) **The "Ad Hoc" Executive Committee** did not meet since last board meeting.
- g) Proposal for replacement of **District Meter Heads and Transmitters**. Reference Metron Proposal. Work is planned to install 5 devices and test the performance of these cloud-based meters. Most of the currently installed water meters are over 20 years old and the transmitters have been failing at a rapid rate.

5. **Continuing Business-** Public Comments: None

- a) Consider for Approval the 4-12-2022 update of the **Rules and Regulations including the updated Exhibits. (Action Item)**. Director Steve made a motion to approve the updated Rules and Regulations. Director Patrick seconded the motion. Discussion: None

All present approved the motion.

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

- a) Consider for Approval the **Meeting Minutes of Regular Board Meeting Minutes of April 12, 2022; MSR Workshop of May 3, 2022 and Special Meeting of May 10, 2022, (Action Item)** Director Bob made a motion to approved all the above meeting minutes. Director Steve seconded the motion. Discussion: None

All present approved the motion.

b) Consider for Approval a **Water Right Transfer Agreement** from property owners Aasen to Seibel. District had previously approved the sale of one of the District's Water Rights to Seibel and that transaction will not occur if this transfer is approved in lieu of the District sale. Reference District water right tracking log attached. **(Action Item)** Director Bob made a motion to approve the Transfer Agreement. Director Steve seconded the motion. Discussion: This is a lot split and both parties are in the District.

Vote: Approved: Chris, Bob, Steven, Patrick. Opposed: Elizabeth.

c) Consider for Approval the **request for annexation Resolution 2022-65 and Sale of a District Water Right to property owner Kevin Fade**, for a 5.5-acre property that is currently in the District Sphere of Influence. Address 7055 Steiger Hill Road reference parcel APN 0123-030-370. District intends to sell one water right for \$40,000 financed by the District over 20 years at 3% interest. Director Bob made a motion to approve Resolution 2022-65. Director Steve seconded the motion. Discussion: None

Vote: Ayes: Chris, Patrick, Bob, Elizabeth, Steven; Noes: None; Abstain: None; Absent: None.

d) Consider for Approval the **9-year Capital Improvement Plan**. See exhibit and funding plan from sale of district water rights. **(Action Item)** Director Bob made a motion to approve the 9-year Capital Improvement Plan. Director Chris seconded the motion. Discussion: None

Vote: All present approved.

e) Consider for Approval the **Budget for Fiscal Year FY22/23**, **(Action Item)**. Director Bob made a motion to approve the Budget for 22/23. Director Steve seconded the motion. Discussion: GM: The Revenue increase is due to the rate increase last year.

Vote: All present approved.

f) Consider for Approval **Resolution 2022-64** for General Election **(Action Item)** Director Bob made a motion to approve Resolution 2022-64. VP Patrick seconded the motion. Discussion: Three spots are open.

Vote: Ayes: Chris, Patrick, Bob, Elizabeth, Steven; Noes: None; Abstain: None; Absent: None.

g) Consider for Discussion the transition plan for the retirement of the General Manager in June of 2023. Recruitment and search for a full time or part time GM/Treasurer as an independent contractor or salaried employee. Also consider transition plan for Board Clerk/Administrator. Another option may include SID to assume additional responsibilities. **(Discussion Item)**. President Chris will help facilitate the plan to go forward but will not be part of the decision making for the new GM. Elizabeth

asked the GM to create a desk reference. GM: I will send all the GM/Treasurer policy which includes all the items performed by the GM.

7. **Public Comments** – Jim Miles – please explain the difference between a water right and a water hookup. He is considering a lot split and is confused after talking to LAFCO. Gordon to arrange a phone meeting with Jim and LAFCO.

8. **Board Member Comments-**

Director Bob: Good meeting.

VP Patrick: Great job, good meeting.

Director Steve: Let's talk about supplementals.

Director Elizabeth: nothing at this time. Water rights vs. water hookups, desk reference be created for day to day activities for the GM.

9. **Adjourn**


Director Bob made a motion to adjourn the meeting. Director Steve seconded the motion. All in attendance approved.

The meeting was adjourned at 8:52 pm by President Chris Calvert.

The next **Regular Meeting is scheduled for July 12, at 7:00 pm. Meeting place TBD.**

Minutes submitted by Nancy Veerkamp, Clerk of the Board

Minutes approved by Chris Calvert, President

DocuSigned by:

Signed

7/13/2022
Date

6A



Directors

Chris Calvert, President
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Robert Whitehouse, Director
Elizabeth Miles, Director
Steve Strickland, Director

Staff

Gordon Stankowski, General Manager
Brenda Kane, Billing Manager
Rick Trites, Meter Reading/Backflow
Nancy Veerkamp, Clerk/Administrator
Solano Irrigation District, Operation & Maintenance

BOARD OF DIRECTORS
REGULAR MEETING MINUTES

July 12, 2022 at 7:00 pm

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

Present were: Chris Calvert, President; Patrick Sweeney, Vice President (VP); Robert "Bob" Whitehouse, Director; Elizabeth Miles, Director; Steven Strickland, Director (7:06pm); Gordon Stankowski, General Manager (GM); Nancy Veerkamp, Clerk/Admin; Weston Stankowski, RG West.

Absent: None

Public (speaking): Eileen Smith

1. Call Meeting to Order/ Roll Call/ Approval of the Agenda

The meeting was called to order by President Chris Calvert at 7:01 pm. Director Bob made a motion to approve the agenda as written. VP Patrick seconded the motion. All present approved.

Consider for Approval In accordance with AB 361, Governor Newsom's March 4, 2020, State of Emergency due to the Covid-19 pandemic, extension of **Resolution 2021-60 Updated 7-12-22** to continue with teleconferencing of Board Meetings. Board Approval is required as a condition precedent to continue with this meeting. **(Action Item)** Director Bob made a motion to approved Resolution 2021-60 updated 7-12-22. The motion was seconded by VP Patrick.

All present approved.

2. Public Comments: None

3. Consent Items- Public comments:

a. Consider for Approval the monthly financials and adjustments for **May and June 2022**. Director Bob made a motion to approve the monthly financials and adjustments. VP Patrick seconded the motion. Discussion: None

Vote: All present approved.

4. General Managers Report- Public comments: None

a. **Election Notice Posting**, 3 board positions open for election in November. President Chris has stated he will not be running for election or appointment.

b. **Water Right Tracking** – log attached with current status of District water rights. There are two customers with water rights for sale.

c. **Municipal Service Review (MSR)**, and **Sphere of Influence (SOI)** 5 year plan by LAFCO continues to be work in progress. LAFCO board approval of the MSR is pending the completion of the SOI update in September. Chris requested the approval of the MSR and SOI be pulled from LAFCO's June agenda as neither item are complete.

d. **Arsenic removal facility**: This work is planned for completion by mid to late **March 2023**. Contractor is submitting material and equipment shop drawings for approval. We are evaluating long lead contractor procurement items such as valves that have a lead time of 24-26 weeks after approval. District furnished equipment from AdEdge, (now Chart Industries) has been delayed from May to September 2022 due to supply chain shortages.

e. **Fire at field surrounding Well #1**. PGE pole servicing the pump station was knocked down and started the fire. Stationary Generator worked great during the outage. We intend to file a claim for gate and fencing damages as well as other impact costs. A neighbor lost a barn. PG&E had the new pole up by 4:30 am the next day.

f. **Emergency Generator Well #2**. Start up and testing is scheduled for July.

g. **Engineer's Report**, an update is being evaluated by Coastland to determine what is needed, production and consumption analysis, and clarification on the original "**basis of design**" done by Cal Water. We are also waiting for the Sanitary Survey done by Department of Drinking Water, (DDW) in April of 2021 now overdue. Per President Chris the new Engineering report is a system analysis including a 10 year comparison of usage. Per Director Bob the original "basis of design" was developed to match the 533 people who agreed to purchase a water right. We are in need of the original calculations from Cal Water for a proper analysis.

h. The "Ad Hoc" Executive Committee had a meeting and discussed minimizing GM inspection time during construction activities and how to transition GM and Admin duties during the next 12 months. Also had second meeting with Cary Keaton GM of SID to discuss options for some General Manager, Treasurer, Administration and Clerk services. Per President Chris further discussion will be under Continuing Business.

i. Proposal for replacement of District Meter Heads and Transmitters. 5 devices have been installed and calibration is needed and more testing with the meter reading and billing system. This work is ongoing and will not be complete until the end of July. Customers will be able to see their water usage online at the website and with an App. President Chris found two leaks, after this device was installed at his home, by checking the readings on the website. He said he never would have known about these leaks without this system. After repair his water usage dropped to 0 when no water is on. The other devices installed are being recalibrated for more testing.

j. Annual Water Quality Report, see attached. This is posted on the website.

k. GM Desk Reference list. Requested by board member but this is not something that GM uses as every day, week and month is different. GM Treasurer list in the Policy itemizes every duty and responsibility of the GM Treasure. Per the President Chris there will not be a Desk Reference list created. Our policies, which contain procedures, and the GM job description are sufficient. Director Elizabeth disagrees and wants more procedures.

5. Continuing Business- Public Comments: None

a. General Manager/Treasurer and Board Clerk/Administrator transition planning to fill these positions by June 2023. **(Discussion Item).** President Chris, VP Patrick and GM Gordon met to develop a procedure to fill these positions. They also met with SID to get ideas for how to proceed. They are waiting for further info from SID. It was suggested that the person to fill the GM position have an Engineering background and be in early to mid-career. RNVWD is a business like a general contractor and the GM is managing "subcontractors" performance and billings, not just managing RNVWD's independent contractors. GM Gordon reminded the Directors that last month's agenda provided various points to consider when making a decision on the future GM position i.e. Independent contractor, full or part time Employee, etc. After much back and forth Director Bob proposed that the Executive Committee meet and come back to the Board at the August meeting with a recommendation for the positions, and a timeline for placing an ad, interviewing, hiring and on the job training with the current contractors.

6. New Business- Public Comments: None

a. Consider for Approval the Meeting Minutes of **Regular Board Meeting Minutes of June 24, 2022 (Action Item)** Director Bob made a motion to approve the above meeting minutes. Director Steve seconded the motion. Discussion: None

All present approved the motion.

b. Consider for Approval **Resolution 2022-66 Delinquent** amounts for collection on the Tax Rolls . **(Action Item)** Director Bob made a motion to approve Resolution 2022-66. Director Steve seconded the motion. Discussion: Eileen: Go for it!

Roll call vote: Ayes: Chris, Patrick, Bob, Elizabeth, Steven; Noes: None; Absent: None; Abstain: None

7. Public Comments – None

8. Board Member Comments-

Director Bob: None

VP Patrick: Great meeting. Let's get to work on the job qualifications/requirements.

Director Steve: I agree with Pat

Director Elizabeth: Thank you Bob for your proposal.

Director Chris: The fire department did a good job saving our equipment.

9. Adjourn

The meeting was adjourned at 8:39 pm by President Chris Calvert.

The next **Regular Meeting is scheduled for August 9, at 7:00 pm. Meeting place TBD.**

Minutes submitted by Nancy Veerkamp, Clerk of the Board

Minutes approved by Chris Calvert, President

Chris Calvert

1BF93E8E38264BC...

Signed

8/10/2022

Date

#6A



Directors

Chris Calvert, President
 Patrick Sweeney, Vice President
 Robert Whitehouse, Director
 Elizabeth Miles, Director
 Steve Strickland, Director

Staff

Gordon Stankowski, General Manager
 Brenda Kane, Billing Manager
 Rick Trites, Meter Reading/Backflow
 Nancy Veerkamp, Clerk/Administrator
 Solano Irrigation District, Operation
 & Maintenance

BOARD OF DIRECTORS
REGULAR MEETING MINUTES
August 9, 2022, at 7:00 pm

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

Present were Chris Calvert, President; Patrick Sweeney, Vice President (VP); Robert "Bob" Whitehouse, Director; Elizabeth Miles, Director; Steven Strickland, Director; Gordon Stankowski, General Manager (GM); Nancy Veerkamp, Clerk/Admin; Weston Stankowski, RG West.

Absent: None

Public (speaking): Jim Miles

1. **Call Meeting to Order/ Roll Call/ Approval of the Agenda**
 The meeting was called to order by President Chris Calvert at 7:01 pm. Director Bob made a motion to approve the agenda as written. Director Steve seconded the motion. All present approved.
2. **Public Comments:** None
3. **Consent Items-** Public comments:
 - a). Consider for Approval the monthly financials and adjustments for **July 2022**. Director Bob made a motion to approve the monthly financials and adjustments. Director Steve seconded the motion. Discussion: None

Vote: All present approved.

4. **General Managers Report-** Public comments: None

- a) The Deadline is **August 12th** for interested candidates to file nomination papers with the Solano Registrar of Voters office for the 3 open board seats. See attached current status.
- b) There is one candidate as of today's date.
- c) **Municipal Service Review, (MSR), and Sphere of Influence (SOI)** LAFCO board approval of the MSR is scheduled for August 8th. The completion of the SOI update is anticipated by year end.

The LAFCO board meeting was attended by GM Gordon, Pres. Chris, Weston and Bob Hicks of Coastland. Per Chris good information of the formation of the district was provided by Supervisor John Vasquez. LAFCO approved the MSR.

- d) **Arsenic Remediation Facility:** This work is underway, the bypass temporary piping is installed, and long lead items have been ordered. Completion is scheduled at the end **March 2023**. See attached change order #1 for a time extension due to supply chain delays.

AdEdge equipment is to be received in September.

- e) Cal Water has provided information on the original "**basis of design**" and Coastland has prepared a technical report on the design capacity of the system. See attached.

Jim Miles asked what are we trying to achieve with this report and how much did it cost? Per GM this report was requested during the MSR process. The cost is approx.. \$6,000.

- f) **The "Ad Hoc" Executive Committee** had a meeting and discussed transition planning for the GM services and how to proceed with advertisement of the position and continued discussion with SID and an option if RG West was to stay on board in a more limited role. The SID Board voted 2-2, tie vote, for authorization for the SID GM to enter negotiations with RNVWD for additional GM, Treasurer, and Administration services. See attached SID staff memo. The agenda item has been rescheduled for the full SID 5-member board meeting scheduled for August 16, 2022. See update in Continuing Business.

- g) Proposal for replacement of **District Meter Heads and Transmitters**. 5 Metron devices have been installed and working well. Programming was completed so that the Metron cloud data can be downloaded monthly to our Core Billing software. This system eliminates drive by readings and utilization of the Electronic Radio Transmitters, ERTS, and ITRON software interface. Waterscope is the website portal for each customer to review their water use. Bench testing of the original meters, 20 years old, is in progress. We will get 1-2 other alternative quotes from other qualified vendors. We will be also contacting references of other water districts currently using Metron.

Director Steve wanted to know how much it would cost to replace the heads only. Per GM approx. \$140,000. The GM will resend the proposal to the board members. Director Elizabeth

requested the info to log on be resent to Jim Miles for their use. Metron devices are installed at the following homes for testing: President Chris, GM Gordon, Director Elizabeth, Director Steve, and Billing Manager Brenda.

- h) **Solar Power** We are currently in the process of getting two budget proposal for Solar power options. It may be beneficial to make application to PGE in 2022 due to pending new legislation that would go into effect in 2023 that would diminish the 20 year benefits of self-generated power. See attached email on this subject

Jim Miles: Is this cost effective and will we receive federal credits? GM: We have looked into Grants and are awaiting a proposal. Two companies are providing bids.

- i) We have filed an insurance **Claim with SID** and JPIA for damages to the Fencing and Gate at Station #1 Well #1 due to the grass fire surrounding the pump station. SID truck knocked down the power pole outside the pump station and that started the fire. Estimated damage approximately \$50,000 more or less.
- j) We received approximately \$38,000 for the pay off on a district loan for a water right that we sold to developer Neal.
- k) Trites Backflow Services is performing the required annual backflow testing of all District connections during the month of August. Service truck and technician have identification signage to make property owners aware of their presence.

5. **Continuing Business-** Public Comments: None

- a) General Manager/Treasurer and Board Clerk/Administrator transition planning to fill these positions by the end of June 2023. Need board input on several items such as:
1. Are we going to advertise for an employee position or an independent contractor? Committee recommends negotiating with SID as number one choice and an Independent Contractor as second choice. Not to hire as a RNVWD employee position.
 2. What licensing is required for the GM and Treasurer position. No licensing is required for each position. Will verify with county counsel.
Per county counsel none are required.
 3. What are the restrictions for where the GM/Treasurer Clerk/Amin candidate lives, Solano County, Yolo, Sacramento etc Are they required to live in the RNVWD Water District? Is there a driving time to the District limit such as 30-45 minutes.

4. What office facilities in the District can the District provide to an Admin or GM/Treasurer? Or should the candidate work from a home office?
5. Recommend that the Executive Committee be authorized to negotiate with SID and or review potential candidate applications and make recommendations to the Board for board approval at a future meeting.
6. Timeline for transition as follows:
 - a. Develop a list of Qualifications and Requirements for each position during the month of August and finalize with Executive Committee.
 - b. Advertise and/or review SID proposals and independent contractor applications September and October and close the application period October 30, 2022.
 - c. Review, evaluate and interview applicants, November, December and January.
 - d. Propose recommendations to fill the position of GM, Treasurer, Administrator and Clerk and present to Board for approval at the February 2023 board meeting.
 - e. Transition the duties of the GM, Treasurer, Clerk, Administrator during the months of March, April, May and June.

(Discussion and Action Items)

The following paragraph is the response to items 1-6 above. The Board Members agreed to have the GM send out an advertisement, with a list of qualifications, to Solano County, district organizations and the district members in the next two weeks with a link to the job description on the RNVWD website. The district is looking for an insured and bonded independent contractor, not an employee. President Chris will attend the SID meeting on August 16 to see if their board approves assisting the district with ideas and direction. The drop-dead date for the applicants will be the end of September. It was also recommended that the Executive Committee short list applicants.

6. New Business- Public Comments: None

- a. Consider for Approval the Meeting Minutes of **Regular Board Meeting Minutes of July 12, 2022 (Action Item)** Director Bob made a motion to approve the above meeting minutes. Director Steve seconded the motion. Discussion: None

All present approved the motion.

- b.) Consider for Approval Annual Disclosure of **Board Member Reimbursements (Action Item)** Director Bob made a motion to accept this report. Director Steve seconded the motion.

All present approved the motion.

7. **Public Comments** – Jim Miles: looks like we are headed in the right direction.

8. **Board Member Comments-**

Director Bob: He observed a person on Acacia Lane filling a truck with water from a water hydrant with no meter. The district requires any water taken from a hydrant be metered for payment. He reported this to the GM. It is good for all of us to watch.

VP Patrick: Great meeting, see you next time.

Director Steve: Good meeting, we are getting things taken care of.

Director Elizabeth: All comments were made during the meeting.

President Chris: I attended the LAFCO board meeting. It was a good meeting with Rich presenting the MSR and GM Gordon making a presentation. Supervisor John Vasquez explained the formation of the district after a 1996 lawsuit. The district has a real respect at the county level. We've done well board.

9. **Adjourn**

President Chris made a motion to adjourn the meeting. Director Bob seconded the motion.

The meeting was adjourned at 8:17pm by President Chris Calvert.

The next **Regular Meeting is scheduled for October 11, at 7:00 pm. Meeting place TBD.**

Minutes submitted by Nancy Veerkamp, Clerk of the Board

Minutes approved by Chris Calvert, President

DocuSigned by:
Chris Calvert

8BF931E8E88264BC...
Signed

10/19/2022

Date

6A



Directors

Chris Calvert, President
Patrick Sweeney, Vice President
Robert Whitehouse, Director
Elizabeth Miles, Director
Steve Strickland, Director

Staff

Gordon Stankowski, General Manager
Brenda Kane, Billing Manager
Rick Trites, Meter Reading/Backflow
Nancy Veerkamp, Clerk/Administrator
Solano Irrigation District, Operation
& Maintenance

BOARD OF DIRECTORS
REGULAR MEETING MINUTES
October 11, 2022 at 7:00 pm

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

Roll Call: Present were Chris Calvert, President; Patrick Sweeney, Vice President (VP); Robert "Bob" Whitehouse, Director; Steven Strickland, Director; Gordon Stankowski, General Manager (GM); Nancy Veerkamp, Clerk/Admin; Weston Stankowski, RG West, Brenda Kane, Billing Manager.

Guest: Ken Swenson

Absent: Elizabeth Miles, Director (joined meeting at 7:07pm)

Public (speaking): Eileen Smith, Jim Milles

1. Call Meeting to Order/ Roll Call/ Approval of the Agenda

The meeting was called to order by President Chris Calvert at 7:00 pm.

a. Board Approved Resolution 2021-60 Updated 10-11-22 to continue with teleconferencing of Board Meetings. Board approval of this Resolution is a condition precedent to proceeding with the meeting. **(Action Item)**

Roll Call Vote: Yes: Chris, Bob, Patrick, Steve. Absent: Elizabeth

2. Public Comments: None

3. Consent Items- Public comments: None

a) Consider for Approval the monthly financials and adjustments for **August 2022**. All present approved

4. **General Managers Report-** Public comments: None

- a) **Sphere of Influence (SOI).** The completion of the LAFCO SOI update is dependent upon the District's response to the recommendations in the Municipal Service Review. See Coastland Proposal and Action Item in New Business.
- b) **Arsenic Remediation Facility:** This work is underway and 50% complete. Completion is scheduled at the end **March 2023**. Long lead items: a couple of valves.
- c) **Certificate of Appointment in Lieu of Election and Oath of Office.** Board President or General Manager will meet with Elizabeth Miles, Steven Strickland, and Ken Swenson individually to administer the Oath of Office and witness the candidate signature. The first Friday in December, 12/2/22 is the date that the 3 board members 4-year term commences. An original will be sent to the Solano County Registrar of Voters. Today is last regular board meeting with Chris Calvert as director and President. Chris's director term ends Thursday December 1, 2022. Thanks, Chris, for all that you have done for the district and your many years of tireless commitment to voluntary community service. Election by the board of a new board president will be on the agenda for the 12/13 board meeting. Newly elected board president officer takes office on January 1, 2023. Vice President Pat Sweeney will preside over the December 13th board meeting.
- d) **Well #2 Failure.** Eaton reported the reason the pump shaft was frozen, not able to turn, is that the pump had a buildup of rust flakes and sediment from the column pipe due to infrequent use. Recommendation from Eaton is to run the pump for longer periods of time when the pump is exercised weekly. Plan to be developed with SID. Currently this emergency back up pump is not operational as some parts have been ordered and improvements need to be made to chlorine injection and pump controls which all are in progress. Video of the well casing shows a hole at the bottom of the well and it is under evaluation as to size and if we intend to repair or not. It is expected that Well 2 will be operational by the end of October or sooner
- e) **Well #1 Failure.** See attached report from SID. Recommendation is to add additional controls to monitor flow in the lube line and add an additional safety shut off when flow is not adequate to lubricate the shaft. Eaton suggested the use of marine bearings that can run dry. Also, the timer for running the water lube line prior to start up was increased from 1 minute to 10 minutes as recommended by LSCE and Eaton.
- f) **The "Ad Hoc" Executive Committee** had a meeting and discussed the 5 candidates that responded to the request for qualifications. See attached candidate resumes. Committee pleased with response to RFQ. Also discussed the recent failure of both well pumps.
- g) **Audit,** the audit for fiscal year ending June 30th 2022 has been completed. A final report is expected by the December board meeting. All looks good. The Audit report will be

posted on the District Website as in prior years.

5. Continuing Business- Public Comments: Eileen: Thank you for getting the wells up and running. Chris, thank you for your years of service.

a) General Manager/Treasurer and Board Clerk/Administrator transition planning to fill these positions by the end of June 2023.

b) Consider for Approval the establishment of an "AD HOC" Hiring Committee, two board members, to review 5 applications for the independent contractor GM / Treasurer position, interview, and discuss and assess qualifications, scope of work, full time, or part time services and pricing. On August 16th the SID board did approve the SID GM to negotiate extra services with RNVWD. Provide status update to the board at the December 13, 2022 Board meeting. **(Action Item)**.

1. What office facilities in the District can be provided to an Admin or GM/Treasurer? Perhaps rent an office from SID for use by a new GM. Or should a candidate work from a home office or their local office? Pending item. Needs will vary with each candidate.

2. Timeline for transition **Update** as follows:

- ~~Develop a list of Qualifications and Requirements for each position during the month of August and finalize with Executive Committee.~~ Completed Done.

- ~~Advertise and/or review SID proposals and independent contractor applications September and close the application period September 30, 2022.~~ Completed Done

- Propose recommendations to fill the positions of GM, Treasurer, Administrator and Clerk and present to Board for approval to hire at the February 2023 board meeting.

- Transition the duties of the GM, Treasurer, Clerk, Administrator during the months of March, April, May and June.

(Discussion and Action Items). Discussion: Pres. Chris commented that Patrick has pulled his application. Director Bob made a motion to allow the Executive Committee to interview and short list the candidates. The motion was seconded by Director Steve. Discussion: Jim: Who is on the Executive Committee? Chris: President, Vice President and General Manager

Vote: Ayes: Chris, Bob, Steve, Patrick. Noes: Elizabeth.

6. New Business- Public Comments:

a) Consider for Approval the Meeting Minutes of **Regular Board Meeting August 9, 2022, (Action Item)** Director Bob made a motion to approve the above meeting minutes. Director Steve seconded the motion. Discussion: None

Vote: All present approved the motion

b) Consider for Approval **new policy 4100 Board Director's Attendance at Board Meetings. (Action Item)** Director Bob made a motion to approve the new policy and Director Steve seconded the motion.

Vote: All present approved the motion.

c) Consider for Approval Update **policy #1011 Election of Directors** and How to Fill a Vacancy. **(Action Item)** Director Bob made a motion to approve the updated policy and Director Steve seconded the motion.

Vote: All present approved the motion.

d) Consider for Approval Update of **policy # 4215 Brown Act Compliance** – Open Meeting Requirements. **(Action Item)**. Director Bob made a motion to approve the updated policy and Director Steve seconded the motion.

Vote: All present approved the motion.

e) Consider for Approval to appoint a new **JPIA Alternate** board member to fill the vacancy with Chris's departure. JPIA is our insurance carrier for general liability. **(Action Item)**. Steve Strickland volunteered to be the JPIA Alternate.

f) Consider for Approval an **extension of the current SID operator agreement** which expired in August 2022. Authorize the GM to sign an updated agreement which is based on the cost of their time, materials, and equipment. SID is a non-profit organization. GM will review any proposed revisions or changes with district counsel and the Executive Committee as may be needed. **(Action Item)** Per GM SID is considering changing the language of the liability portion of the current contract, but nothing has been received from SID at this time. SID has pulled the item from their agenda and it has not been itemized at this time. After discussion VP Patrick made a motion to propose to SID to extend the current contract to June 30, 2022 and to enter in a new contract on July 1, 2023 with the new GM. Director Steve seconded the motion.

Vote: All present approved the motion.

g) Consider for Approval the **Eaton spare parts Proposal** dated 10- 5-22. Authorize the GM to verify competitive pricing and purchase the described materials for approximately \$45,000. New column pipe is on hold currently. **(Action Item)** Public Comment: Jim Miles would like to see a program purchased to track the spare parts, knowing their useful life and when to change them out before they wear out or break. Director Bob made a motion to approve purchase of the spare parts and Director Steve seconded the motion.

Vote: All present approved the motion.

h) Consider for Approval the purchase of **new spare standby pump** that can be used for Well 1 or Well 2. Authorize the GM to purchase the pump once a specification is completed and pricing obtained. Budget amount approximately \$25,000 see Eaton estimate attached. Rebuilding the existing pump is not recommended by Eaton. **(Action Item)**
Public Comment: Eileen- yes GM: currently there is no spare pump. Director Bob made a motion to purchase the spare pump and Director Steve seconded the motion.

Vote: All present approved the motion.

i) Consider for Approval a recommendation by LAFCO in the Municipal Service Review report of a suggestion to create **Serial Numbers** for each of the 533 water rights. **(Action Item)**. GM: Currently RNVWD maintains a Control sheet of all Water Rights and can be sorted by account number, APN, Address and Owner Name.

Vote: All present approved.

j) Consider for Approval to complete a **solar engineering application** to PGE for the installation of solar panels at our four locations, two well sites and two tank sites. It is reported by the solar vendor that it is beneficial to make application to PGE in 2022 due to pending new legislation that would go into effect in 2023 that would diminish the 20-year benefits of self-generated power. See attached email memo on this subject. We have not identified grants that may be available, and we have not confirmed if federal credits are available. We have not confirmed that the proposed location of solar panels is acceptable to SID and the District. The above is work in progress. Authorize the GM and the Executive Committee to evaluate the value of doing the application currently and proceed with the \$20,000 engineering fee. PGE permits are good for one year and they allow a one-year extension. Actual installation of solar cells would therefore be completed in 2024. Choices are available to pay in full of cash, provided the district can afford and there are financing choices with minimum district cash investment. The new Inflation Reduction Act, IRA, has some provisions related to Solar and there are ongoing CA state legislation pending. Due to the complexity of this decision-making process, recommendation is made to hire an "District Representative" to assist in evaluation of District alternatives and prior to proceeding with the PGE application. Authorize the GM to execute a \$3,600 agreement with Bill Brooks for this assistance consulting services. See attached proposal **(Action Item)**. GM: Solar rebates and tax credits seem to be changing frequently and in January the State of California, PG&E and the PUC are going to make more changes. Discussion: The solar purchase is in the Capital Improvement Plan. VP Patrick made a motion to approve the agreement with Bill Brooks. Director Steve seconded the motion.

Vote: Ayes: Chris, Bob, Patrick Steve; Noes: Elizabeth

k) Consider for Approval the 3-year agreement with Bay City for **emergency standby generator maintenance** and service \$24,324 for the 3 years, see proposal attached. Authorize the GM to sign this 3-year agreement as recommended by SID. **(Action Item)** Public Comment: Eileen – we need one. Director Bob made a motion to approve the service contract and VP Patrick seconded the motion.

Vote: All present approved the motion.

l) Consider for Approval the purchase and installation of 50 **Metron meter heads** for approximately \$20,000. We need spare parts as many of the district connections have 20-year-old electronics and we do not want to continue with the prior technology and do not want to continue with the prior vendor Itron. Some of these new meter heads will be paid by developers when used for new connections. We will eventually need 400 new meter heads. We may roll out a larger replacement plan in future years as we have funds available. The actual meters are reported in good condition, and we will further confirm this in the condition assessment plan. We plan on Trites doing the installations and Brenda doing the set up for billing all in accordance with our pilot program. **(Action Item)** Discussion: Director Elizabeth: Is this a phased plan? GM: currently yes. The Itron software is not supported anymore. This is the is the same amount budgeted for the year for Itron replacement heads, I would like to move forward with the new icloud meter heads. Director Bob made a motion to approved the purchase. The motion was seconded by VP Patrick.

Vote: Ayes: Chris, Bob, Steve, Elizabeth; Noes; Patrick

m) Consider for Approval the request for **Annexation Resolution 2022-67** and **Sale of a District Water Right** to property owner **Forfang**, for a property that is currently in the District Sphere of Influence. Address 7717 West Ranch Road reference parcel APN 0105-040-470. District intends to sell one water right for \$40,000 financed by the District over 20 years at 3% interest. Property owner may also purchase a water right transfer from available supplemental water rights that other property owners have currently listed their interest to sell. See attached Water Right Tracking Log. **(Action Item)** Public Comment: Jim asked that the district consider increasing the interest from 3% in the future. Director Bob made a motion to approve the Sale of a water right and VP Patrick seconded the motion.

Roll call vote: Ayes: Chris, Bob, Elizabeth, Patrick, Steve

n) Consider for Approval the **Coastland letter** proposal dated 10/4/22 for engineering services. Authorize the GM to sign this agreement and have Coastland proceed with the scope of work outlined in the proposal for a not to exceed of \$33,600. **(Action Item)** GM: This is a Condition Assessment requested by LAFCO in the approved MSR. This would determine the life expectancy of all district equipment, piping, and facilities. Director Bob made a motion to approve the proposal and VP Patrick seconded the motion.

Discussion: Elizabeth: Is this a different engineering report requested by LAFCO? GM: Yes this determines the life expectancy of all district plant, piping, and facilities, their current status and when to replace for long term planning. SID was originally asked two years ago to provide this service, but they have been unable to perform for various reasons. This has been in the budget for two years. Director Bob made a motion to approve this proposal. VP Patrick seconded the motion.

Vote: Ayes: Chris, Bob, Patrick, Steve; Noes: Elizabeth

7. **Public Comments** – Jim: We need a program to track parts/items along with the Condition Assessment.

8. **Board Member Comments-**

Director Bob: Thank you Chris for you service to our district – you hired the right people to turn the district around and made the district profitable and sustainable. We are much better off because you have served.

VP Patrick: No comment

Director Steve: Thanks so much Chris. I'm just nervous spending money.

Director Elizabeth: We are not closing loops on items. We need to think about the long term.

President Chris: Brenda I will put your item on the next agenda. I want to thank Patrick and Steve for stepping up during the recent pump(s) failure. Gordon was ill and you both came out to help. You have a passion for this district. Gordon, it has been a pleasure and an honor to work with you and the Board. GM is a tough job. Being on a Board is a tough job. Thanks, Ken, for showing up tonight.

9. **Adjourn**

The meeting was adjourned at 9:36 pm by President Chris Calvert.

The next **Regular Meeting is scheduled for December 13, at 7:00 pm. Meeting place TBD.**

Minutes submitted by Nancy Veerkamp, Clerk of the Board

Minutes approved by Pat Sweeney, President

DocuSigned by:
Patrick J. Sweeney
Signed

12-14-22
Date



Directors

Patrick Sweeney, President
Robert Whitehouse, Director
Elizabeth Miles, Director
Steven Strickland, Vice President
Ken Swenson, Director

Staff

Gordon Stankowski, General Manager
Brenda Kane, Billing Manager
Rick Trites, Meter Reading/Backflow
Nancy Veerkamp, Clerk/Administrator
Solano Irrigation District, Operation
& Maintenance

BOARD OF DIRECTORS
REGULAR MEETING MINUTES
DECEMBER 13, 2022 at 7:00 pm

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

Roll Call: Present were Patrick Sweeney, Vice President (VP); Robert "Bob" Whitehouse, Director; Elizabeth Miles, Director; Steven Strickland, Director, Ken Swenson, Director; Gordon Stankowski, General Manager (GM); Nancy Veerkamp, Clerk/Admin; Weston Stankowski, RG West, Brenda Kane, Billing Manager.

Invited Guests: Dale Motiska, Brad Foulk

Absent: None

Public (speaking): Eileen Smith, Jim Miles

Director Elizabeth Miles was sworn in with the Oath of Office by GM. Director Steven (12.11.22) and Director Ken (12.7.22) had taken the Oath of Office earlier in the month with the GM.

1. Call Meeting to Order/ Roll Call/ Approval of the Agenda

The meeting was called to order by Vice President Patrick Sweeney at 7:00 pm. Director Bob made a motion to approve the Agenda and the motion was seconded by Director Steven.

Roll Call Vote: Yes: Bob, Elizabeth, Patrick, Steven, Ken; Noes: None

a. Board Approved Resolution 2021-60 Updated 12-13-22 to continue with teleconferencing of Board Meetings. Board approval of this Resolution is a condition precedent to proceeding with the meeting. **(Action Item)** Director Steve made a motion to approve updated Resolutions 2021-60 and Director Bob seconded the motion.

Roll Call Vote: Yes: Bob, Patrick, Steven, Ken; Noes: Elizabeth.

2. **Public Comments:** None

3. **Consent Items-** Public comments: None

a) Consider for Approval the monthly financials and adjustments for **September and October 2022**. Director Bob made a motion to approve the monthly financials and adjustments with Director Steve seconding the motion.

Roll Call Vote: Yes: Bob, Elizabeth, Patrick, Steven, Ken; Noes: None

4. **General Managers Verbal Informational Report-** Public comments: Jim Miles: I believe the draft Sphere of Influence (SOI) is expanding the district, who orchestrated the new map and why are some parcels in or out. My friend may want to join the district and borders this draft SOI what if he wants to be included?

a) **Sphere of Influence (SOI).** LAFCO SOI update is dependent upon the District's response to the recommendations in the Municipal Service Review, (MSR). Reference **draft response from Coastline and the GM transmittal email**. New business in this agenda has a Resolution for approval by the District for an updated boundary and corresponding updated SOI. Many questions were raised and Vice President Patrick referred more discussion to the New Business item 6e.

b) **State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW) Sanitary Survey from April 2021.** This report is performed every 3 years. A copy has been posted on the District Website. Conclusion in the report states "RNWWD continues to be capable of meeting the requirements of the California Safe Drinking Water Act and provides a reliable and adequate supply of drinking water. The water system complies with regulations and permit conditions. There were no significant deficiencies identified during the sanitary survey."

c) **Arsenic Remediation Facility:** This work is underway and 65% complete. Completion is scheduled for **April 2023**. Completion date is dependent on obtaining 3 new motorized valves which have a very long manufacturing lead time due to supply chain problems. Current delivery date for these valves is the end of March 2023. This was identified at the start of the project.

d) **Well #2.** Eaton is currently scrubbing the well casing to remove rust buildup, air lift sand removal. Once completed a second video will be performed and we can then complete the condition assessment of this well and determine if holes in the casing need to be repaired. The second video will be performed tomorrow.

e) **Well #1.** We replaced the motor due to excessive vibration and will have the motor reconditioned. Pump is currently operating fine. We are pricing out additional controls for improvements in monitoring the flow in the lube line, vibration, and water level in the well. SID called and the pump is vibrating more today. A consultant will be called to come out asap.

f) **Spare Parts**, GM is working with Eaton and consultants on an order for a complete set of spare parts so that we have a backup: pump, shaft, bearings, and couplings that can be used from storage in the event of a failure for either pump station 1 or 2. No lead time

g) **The "Ad Hoc" Executive Committee** had a meeting and discussed a short list of 2 of the 4 candidates for General Manager position.

h) **Solar** engineering study on hold

j) **Metron cloud-based customer service meters** an additional 25 meters were purchased and 14 installed at existing locations. The remaining 11 will be used on new connection or stored on hand to use as our spare parts.

k) **Legislative updates regarding Brown Act and Board Meetings**: Stay with AB 361 (expires end of February 2023) and transition to AB 2449 (in effect 1/1/23) after the February board meeting. The new President will determine the February meeting location whether on Go To Meeting or in person.

5. **Continuing Business-** Public Comments: Brenda: Are the meetings not monthly? GM: They have been bi-monthly for some time. Eileen: Is a new motor ordered? GM: No, we have an extra motor all the time.

a) **General Manager/Treasurer and Board Clerk/Administrator** transition planning to fill these positions by the end of June 2023. "Ad Hoc" Executive Committee has the following recommendations for further review. The full-time monthly fee rate from the candidates was: SID \$28,000; Foulk \$21,500; Babs \$12,500 and Motiska \$7,500. It was determined by the Committee that Bab's proposed relocation from Southern California as not ideal being new to the area and that the SID candidate was conflicted with SID also being our Operator and his position as an employee of SID. **(Discussion Item)**

b) **Mostiska and Foulk** are here today for the candidates to speak to the board on why they should be selected for the GM position. Each candidate will have 3 minutes to present, and the board will have 7 minutes for Q&A, approximately. **(Discussion Item)**

Each candidate presented their qualifications and reasons for pursuing the position.

c) Consider for Approval a board member to replace Chris Calvert on the 3-person **Executive Committee** consisting of two board members and the GM. The Executive Committee will meet in December and January and continue with evaluation of these two candidates' skills, abilities, time allocation, office facilities etc. with goal of making a recommendation to the board at the February 14th board meeting. **(Action Item)** Director Bob made a motion to consider Ken Swenson for the Executive Committee. Vice President Patrick seconded the motion. Discussion.

Roll Call Vote: Ayes: Bob, Elizabeth, Patrick, Steven, Ken; Noes: None

d) Transition and training is planned from March through June together with the current GM. **(Discussion Item)**

e) The Treasurer position has not been specifically addressed with the candidates. Board Clerk/Administrator position has been put off until the GM is identified and selected by the board. **(Discussion Item)**

f) At the request of the Executive Committee, the current GM, RG West, has stated it is open to discussions with the Executive Committee and board on potential continued role and responsibilities beyond the end of June 2023. **(Discussion Item)**
Elizabeth: Will there be a contract for any future roll? GM: Yes

g) Agreement with SID for continuation of Operations and Maintenance Services. See attached letter from SID GM. **(Discussion Item)**

6. **New Business-** Public Comments: Jim Miles: regarding the update of the SOI Resolution, please consider to bench this item for now.

a) Consider for Approval the Meeting Minutes of **Regular Board Meeting October 11, 2022, (Action Item)** Director Steve made a motion to approve the above meeting minutes. Director Elizabeth seconded the motion. Discussion: None

Roll Call Vote: Ayes: Bob, Elizabeth, Patrick, Steven, Ken; Noes: None

b) Consider for Approval a quarterly payment to **BK Bookkeeping of \$477.66 as reimbursement for the charges** under the lease agreement that BK has entered with Quadient for the DS35 Folder/Inserter used by BK for the RNVD mailing of District billings to customers. The GM did not agree with this request for addition to the contract with BK as it was not mentioned in the current 3-year agreement with BK recently signed in 2021 and no mention of this in any of the prior independent contractor agreements with BK over the past 10 years. **(Action Item)**

Director Bob made a motion to reimburse BK Bookkeeping for the prior two payments and for the district to pay future costs of the lease. Director Bob rescinded his motion when discussion started. Director Elizabeth made a motion to reimburse Brenda for the prior two payments and cover the lease costs in the future and for RNVD to not take over the lease. Vice President Patrick seconded the motion. Discussion: Vice President Patrick asked by this was not in her contract? Brenda said she had not thought about it until the lease came up for renewal. The folder/inserter is solely used for RNVD billing. She had also suggested that

RNVWD take over the lease.

Roll Call Vote: Ayes: Bob, Elizabeth, Patrick, Steven, Ken; Noes: None

c) Consider for Approval **new Policy 1033 Campaign Contributions and Refuse and Recuse. (Action Item)** Director Steve made a motion to approve policy 1033. Director Elizabeth seconded the motion. Discussion: None

Roll Call Vote: Ayes: Bob, Elizabeth, Patrick, Steven, Ken; Noes: None

c) Consider for Approval new **"Will Serve" Policy 3135** requested by LAFCO **(Action Item)** Director Bob made a motion to approve Policy 3135. Director Steve seconded the motion. Discussion: Elizabeth: Whoever is performing each of the 6 tasks needs to be in the policy? GM: It would be various people. Please see Item 4a for more information on this item.

Roll Call Vote: Ayes: Bob, Patrick; Noes: Elizabeth, Steven, Ken

d) Consider for Approval the request by Bob Whitehouse to **purchase a plaque** to honor the many years of service of Chris Calver as board president and to place this sign at Station #5 located at the end of Ciarlo Lane. **(Action Item)** Director Elizabeth made a motion to approve the purchase. Director Steven seconded the motion. Discussion:

Roll Call Vote: Ayes: Bob, Elizabeth, Patrick, Steven, Ken; Noes: None

e) Consider for Approval **Resolution 2022-68** for presentation to LAFCO of our requested **update for District Boundary and Sphere of Influence**. LAFCO will formalize a SOI update as part of their requirement to do every 5 years along with the MSR update which has been completed. **(Action Item)** Director Steven made a motion to table this Resolution. Director Elizabeth seconded the motion. Discussion: Jim Miles: I believe this expands the district beyond the 533 connections. Bob: A sphere alone does not add connections. Motion tabled per Roll Call Vote.

Roll Call Vote: Ayes: Elizabeth, Patrick, Steven, Ken; Noes: Bob

f) Consider for Approval a Joint Powers Insurance Agency, **JPIA Alternate** to our current representative Steve Strickland. JPIA is our Liability and Property Insurance Carrier. **(Action Item)** Director Steve made a motion to appoint Ken Swenson an alternate to JPIA. Director Elizabeth seconded the motion. Discussion: None

Roll Call Vote: Ayes: Bob, Elizabeth, Patrick, Steven, Ken; Noes: None

g) Consider for **Approval the Audit** for fiscal year ending June 30, 2022. The full report has been sent to the board and posted on our website. **(Action Item)**

Director Steve made a motion to approve the Audit. Director Bob seconded the motion. Discussion: None

Roll Call Vote: Ayes: Bob, Elizabeth, Patrick, Steven, Ken; Noes: None

h) Consider for Approval the election of a new **Board President** for the remaining one-year term effective 1-1-2023 due to the retirement of Chris Calvert. **(Action Item)**. If Pat Sweeney is voted to be the President, then the board will need to also vote for a new vice president for the remaining Sweeney VP term. **(Action Item)** Director Bob made a motion to elect Patrick new board president. Director Steve seconded the motion. Discussion: None

Roll Call Vote: Ayes: Bob, Elizabeth, Patrick, Steven, Ken; Noes: None

Director Bob nominated Steven to the office of Vice President. Director Patrick seconded the motion. Discussion: None

Roll Call Vote: Ayes: Bob, Elizabeth, Patrick, Steven, Ken; Noes: None

7. **Public Comments** – Jim Miles: Thank you for tabling the SOI Resolution. Eileen: Thank you for doing your job.

8. **Board Member Comments-**

Director Bob: Merry Christmas, thank you for the interviewee's for attending.

Patrick: Thanks Dale & Brad.

Director Steven: None – fun evening

Director Elizabeth: Welcome Ken, I appreciate all the time the board members put in. Thank you, interviewees.

Director Ken: None at this time

9. **Adjourn**

The meeting was adjourned at 8:52 pm by President Patrick Sweeney.

The next **Regular Meeting is scheduled for February 14, at 7:00 pm. Meeting place TBD.**

Minutes submitted by Nancy Veerkamp, Clerk of the Board

Minutes approved by Patrick Sweeney, President

DocuSigned by:
Patrick J. Sweeney

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Signed

2/15/2023

Date