



MANAGING RESOURCES FOR A BETTER FUTURE

DIRECTORS  
NICK BRUNO, PRESIDENT  
JEFFREY D. COULTHARD, VICE PRESIDENT  
SHANNON SIMONIAN, TREASURER  
ERIC BREAM  
MIKE DELAGUERRA  
MATTHEW CERNIGLIA  
HENK GRIFFIN

JULIA D. BERRY, GENERAL MANAGER/SECRETARY  
STEPHEN T. SPENCER, DISTRICT ENGINEER  
FRANK SPLENDORIO, LEGAL COUNSEL

**Minutes of the Regular Meeting of the Board of Directors  
Root Creek Water District  
held on  
Monday, December 8, 2025**

**1. Call to Order**

The board meeting for the Root Creek Water District (RCWD) was called to order at 11:02 a.m. by President Nick Bruno. Board members present were Nick Bruno, Jeffrey Coulthard, Shannon Simonian, Eric Bream and Mike DelaGuerra, and Henk Griffin. Board member(s) absent: Matt Cerniglia. Members of the public included Julia Berry, Frank Splendorio, Al Solis, Brian Ehlers, Steve Pickens, Steve Spencer, and Melissa Anna.

**2. Additions to the Agenda**

There were no additions to the agenda.

**3. Public Comment**

There was no public comment.

**4. Closed Session**

Closed Session convened at 11:05 a.m. and closed at 11:19 a.m.

**5. Report from Closed Session**

There were no reportable items.

**6. Potential Conflicts of interest**

There were no potential conflicts of interest identified.

**7. Consent Calendar**

A motion was made by Director Griffin, seconded by Director Coulthard, to adopt the minutes from the meeting on November 10, 2025, and to accept the October 2025 financials. The motion carried.

**8. Correspondence**

There was no correspondence.

## 9. **Board Action Items**

- a. **Meeting Schedule** – Director Griffin made a motion, seconded by Director Simmonian, to adopt a 2026 Board of Directors Meeting Schedule. The motion carried.
- b. **Irrevocable Dedication of Easements** – A motion was made by Director DelaGuerra, seconded by Director Coulthard, to authorize the General Manager, or her designee, to accept a deed or a grant conveying any interest in, or easement upon, real estate on behalf of the Root Creek Water District in accordance with the provisions of Government Code Section 27281, in a form approved by the General Counsel. The motion carried.
- c. **District Standards and Specifications** – Director Griffin made a motion, seconded by Director DelaGuerra, to adopt updated District Standard Specifications for Public Works improvement. The motion carried.
- d. **1.2 MGD WWTF Contract Change Order** - Director Griffin made a motion, seconded by Director Simonian to authorize the General Manager, or her designee, to sign a change order for electrical construction and instrumentation for the Tertiary WWTP with Clark Bros. Inc. and to make a budget adjustment in the amount of \$4,767,000, *Budget Item 900.14-3*. The motion carried.

## 10. **District Engineer Report**

District Engineer Stephen Spencer reported the average daily wastewater flow for the month of November was 449,272 gallons and the daily peak flow was 718,927 gallons. There were 27,761,306 gallons in municipal water deliveries in November to support the following uses: municipal, landscape irrigation, commercial, system hydrant flushing, construction Water Treatment Facility commissioning, and Wastewater Treatment Plant operations. In the month of November, the total residential and commercial water connections in the system were 3,125. The permitting for the new Water Treatment Plant is ongoing and compliance samples look good. Comcast is working to install fiber out to the 1.0 Million Gallon Water Supply Tank.

## 11. **Legal Counsel Report**

Legal Counsel Frank Spelendorio reminded the Board that AB 1234 Ethics training session needs to be completed by Elected Officials and Executives every 2 years and noted the addition of new Fiscal and Final training requirements in 2026.

## 12. **District Manager's Report**

GM Berry reported there were 29 Building Permits issued in November. She issued a change order to pay for septic pond hauling through Clark Bros, Inc. estimated at \$100,000 and issued a change order coming to install fiber between Well 5 and Well 2 along with security for Water Treatment Facility and the Wastewater Treatment Plant. The GM reported plans are in place to update the ICAD Services Agreement contract to establish ICAD as District Integrator and noted 2026 upcoming Board Elections,

Capacity Fee Study, and Rate Study. Operations Meetings regarding Sanitary Sewer Management Plan and the Water Treatment Facility are being held regularly. Additional fencing will be installed at storm basins to reduce liability and to illegal dumping.

13. **Community Facilities District (CFD)** – Director DelaGuerra made a motion, seconded by Director Griffin to authorize the Root Creek Water District Board of Directors acting as the Board of Directors of the Community Facilities District to adopt the Local Special Tax & Bond Accountability Report for FY 2024-25 required for CFD 2016-1. The motion carried.

14. **Adjournment**

The meeting was adjourned unanimously at 12:04 p.m.



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Julia D. Berry, District Secretary