



DIRECTORS
NICK BRUNO, PRESIDENT
JEFFREY D. COULTHARD, VICE PRESIDENT
AMBER MENDOZA, TREASURER
ERIC BREAM
DANNY HOFFMAN
LYNN HOFFMAN
TONI SCARBOROUGH

JULIA D. BERRY, GENERAL MANAGER/SECRETARY
MIKE CUTTONE, ASSISTANT TREASURER
BRIAN EHLERS, DISTRICT ENGINEER
LAUREN D. LAYNE, LEGAL COUNSEL

**Minutes of the Meeting of the Board of Directors
Root Creek Water District
held on
September 13, 2021**

1. Call to Order

The board meeting for the Root Creek Water District was called to order at 11:12 a.m. at the Lodge at Riverstone by President Nick Bruno. Board members present: Nick Bruno, Jeff Coulthard, Eric Bream, Dan Hoffman, Lynn Hoffman, and Amber Mendoza. Board Members absent: Toni Scarborough. Members of the public included Julia Berry, Lauren Layne, Brian Ehlers, Sydney Wishon, Emory Wishon, and Shay Bakman.

2. Additions to the Agenda

There were no additions to the agenda.

3. Public Comment

There was no public comment.

4. Potential Conflicts of Interests

There were no conflicts identified.

5. Consent Calendar (6a.-b)

A motion was made by Director L. Hoffman, seconded by Director Coulthard and the motion carried to approve the minutes of the regular board meeting on August 9, 2021, and to accept the financial statements for the month of July 2021. The motion carried.

6. Correspondence:

The district received no correspondence.

7. Committee Reports

a. Water Supply and Utilization Committee

- i. It was reported that RCWD was in a position to sell surface water in 2021, due to the inability to deliver the water as a result of the dry year conditions.

8. BOARD ACTION ITEMS

a. **Fiscal Year 2018 Audit**

A motion was made by Director Mendoza seconded by Director L. Hoffman to accept the audit for FY 2018 and the motion carried.

b. **Grant Funding Application**

A motion was made by Director Coulthard and seconded by Director L. Hoffman to approve a contract to apply for USBR grant funding on behalf of the District to expand the water delivery system with Provost and Pritchard, not to exceed \$30,000, budget account *620.04 -05 Engineering*. The motion carried.

c. **Purchase and Sale Agreement**

A motion was made by Director Coulthard and seconded by Director L. Hoffman to enter into an agreement to purchase Well 276 with budget account *900.03c -02 Well #276 Conversion*. The motion carried.

d. **Well Sharing Agreement**

A motion was made by Director L. Hoffman and seconded by Director Coulthard to approve the Well Sharing Agreement related to Well #276 in substantial form, subject to review by counsel. The motion carried.

a. **Lyles Diversified Change Order**

The item was tabled for the next meeting.

9. **District Engineer's Report**

District Engineer Ehlers reported that the system is approaching 1,000 connections and will most likely reach this number by the end of 2021. In the summer months, there was 30 million gallons per month of water use in residential and landscape service. He also reported that peak daily wastewater flows are 145,000gpd. There has been an increase the number of plan sets submitted for review by the district, which indicates an uptick in the near future as it relates to infrastructure construction.

10. **Legal Counsel Report**

Counselor Layne reported that the Governor's Order related to the Brown Act rules in effect due to the pandemic will expire on September 30, 2021. The requirements for in person meetings and public accessibility will return to the original guidelines under the Brown Act.

11. **General Manager's Report**

Riverstone Building Permits:
August 20

GM Berry reported that the district has been focused on collecting accounts which are in arrears. Both municipal and agricultural customers are on the accounts receivable list. She mentioned that there will be a meeting of the ad hoc Budget Committee in the near future in preparation for adoption of a Fiscal Year 2022 Budget.

Staff is in the process of preparing an updated rate structure for inspection fees. After analyzing the data, inspection fees will need to be increased to cover cost of providing the service as infrastructure is constructed. Simultaneously, a Connection Fee analysis is underway, and the board will have an opportunity to review and amend connection fees at its discretion. 2022 fees and rates will be established at the November 15, 2021 board meeting.

GM Berry made a recommendation that the RCWD board of directors consider using a portion of the funds derived from the sale of water to pay down existing debt to put the district in a more favorable financial position. A motion was made by Director D. Hoffman, seconded by Director L. Hoffman to make a \$3.1 million payment toward the current debt principal and the motion carried

12. Adjournment

The meeting was adjourned after the motion by L. Hoffman, seconded by D. Hoffman at 11:30 a.m.



Julia D. Berry, District Secretary