



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

SPECIAL MEETING OF THE BOARD OF DIRECTORS

AGENDA

Per Executive Order N-29-20, which allows local and state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, this Regular Meeting of the Board of Directors of the Root Creek Water District

will be held via telephone conference call on

Monday, September 21, 2020

9:30 a.m.

and can be accessed as follows:

Teleconference Number 559-256-4200

Bridge #: 2

Pin Code: 0123

The public may participate in the meeting as otherwise permitted under the Brown Act by calling into this telephone number.

- 1. CALL TO ORDER**
- 2. ADDITIONS TO THE AGENDA**

(The Board may add an item to the agenda if, upon a two-thirds vote, the Board finds that there is a need for immediate action on the matter and the need came to the attention of the District after the posting of this Agenda.)

- 3. PUBLIC COMMENT**

Members of the public may address the Board on any matter related to the District that is not included on the Agenda. Comments are limited to five (5) minutes per person.

- 4. POTENTIAL CONFLICT(S) OF INTEREST**

(Any Board member who has a potential conflict of interest may now identify the item and recuse himself or herself from discussing and voting on the matter.)

5. CONSENT CALENDAR – Review and Consider for Action

- a. Approval of Minutes of the Regular Board Meeting on September 14, 2020

6. BOARD ACTION ITEMS - The Board may take action on any of the following items:

NEW BUSINESS

- a. **Wastewater Treatment Facility Installation and Lease-** Review and consider bids submitted in response to a Request for Proposals (RFP) to install and lease a 50,000 gallon per day wastewater treatment plant – Review and take action.

7. ADJOURN

- Items on the Agenda may be taken in any order.
- Action may be taken on any item listed on the Agenda.
- Writings relating to open session Agenda items that are distributed to members of the Board of Directors will be available for inspection at the District office, excluding writings that are not public records or are exempt from disclosure under the California Public Records Acts.
- **ACCOMMODATIONS FOR PERSONS WITH DISABILITIES**
A person with a qualifying disability under the Americans With Disabilities Act of 1990 may request the District to provide a disability-related modification or accommodation in order to participate in any public meeting of the District. Such assistance includes appropriate alternative formats for the agendas and agenda packets used for any public meetings of the District. Requests for such assistance and for agendas and agenda packets shall be made in person, by telephone, or by written correspondence to the District at (559) 970-8778 or P.O. Box 27950, Fresno, California 93729, at least 48 hours before a District meeting.



MANAGING RESOURCES FOR A BETTER FUTURE

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**Minutes of the Meeting of the Board of Directors
Root Creek Water District
held on
September 14, 2020**

1. Call to Order:

The board meeting for the Root Creek Water District was called to order via conference call at 11:01 a.m. via conference call by President Nick Bruno. Board members present were: Nick Bruno, Jeff Coulthard, Dan Hoffman, Lynn Hoffman, and Amber Mendoza. Members absent: Eric Bream and Toni Scarborough. Members of the public included Julia Berry, Lauren Layne, and Brian Ehlers.

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:

A motion was made to accept and approve items 5a. (minutes) by Director Coulthard, seconded by Director D. Hoffman, and the motion carried with Director Bruno abstaining. Director Mendoza made a motion to accept 5b. (July financials) and seconded by Director D. Hoffman. The motion carried.

6. Correspondence:

There was no correspondence.

7. COMMITTEE REPORTS

a. Water Supply and Utilization ad hoc Committee

There was no report given.

b. Wastewater Working Group (WWG)

An RFP to lease a 50,000 gallons per day MBR plant has been issued and proposals are expected to be accepted Friday, September 14, 2020. There will need to be a Special Board meeting to take action to enter into a lease agreement.

Simultaneously, staff is working on an RFP for a larger wastewater plant to be released in the short term.

The WWG is recommending that the district purchase replacement fabric-style membranes for the two (2) Ovivo plants currently operation, as opposed to the ceramic style membranes that were previously approved by the board at the May 2020 meeting. The overall cost is higher, but membranes will be replaced in both Ovivo plants, instead of only one set of ceramic membranes replaced in one plant, as was previously approved by the Board.

8. BOARD ACTION ITEMS

a. **District Standards and Specifications**

A motion was made Director L. Hoffman and seconded by Director D. Hoffman to update the standards for W-1 Water Sand Pipe Bedding and Trench Backfill, W-2 Water Sand Pipe Bedding and Cement Slurry Trench Backfill and Standard Specification for PVC Water Pipe. The motion carried.

b. **Consulting Agreement**

A motion was made by Director Coulthard and seconded by Director L. Hoffman to enter into a revised contract for general management with Julia Berry Consulting Inc. and terminate the existing contract with Julia Berry, as an individual. The motion carried.

c. **Siting New Well**

A motion was made by Director L. Hoffman, seconded by Director Coulthard to enter into contract with Provost and Pritchard to identify a site for a new District well in the amount of \$55,000.00. The motion carried.

d. **Wastewater Treatment Facility Spare Parts**

A motion was made by Director L. Hoffman, seconded by Director D. Hoffman to authorize the purchase of a spare membranes for the wastewater treatment facility in the amount of \$180,770.68, in lieu of the previously authorized amount of \$138,407.00, due to a change in material, and update budget account *900.01.3 Capital Expenditures* to reflect this expenditure. The motion carried.

e. **Master Planning Engineering Services**

A motion was made by Director L. Hoffman, seconded by Director Coulthard to enter into contract with Precision Engineering to design master planned storm drain improvements in Riverstone Village B in the amount of \$15,000.00 and update budget item *Engineering 620.04.4* to reflect this expenditure. The motion carried.

9. **District Engineer's Report**

The average daily flow at the wastewater plant in August was 73,000 gallons per day (gpd), peak flow daily is 91,930 gpd, down from the prior month. Operating pressure for

the water system is looking good. Average daily water deliveries in the month of August were 73,000 gallons/day down from 77,000 gallons/day in July. The District Engineer has been reviewing many plans for development in Riverstone and it appears that construction in Village will begin to increase.

12. Legal Counsel Report

Mrs. Layne reported that the CA legislature is no longer in session and that there were no bills which survived the process that are harmful to local agencies.

13. General Manager's Report

Riverstone Building Permits:

August 66

For basin cleaning, ALW Enterprises, Inc. was selected to do the work as the lowest bidder at a cost of \$23,000. This work has not commenced due to the basins being too wet to enter.

GM Berry reminded the board to perform AB 1234 (Ethics) and sexual harassment training as required yearly. The FPPC offers AB 1234 Ethics Training and ACWA performs online free trainings.

Approved expenditure: Well #2 Cleaning Costs

Well #2 Cleaning - \$66,528.74, Madera Pumps – assigned to Budget Item 540.02.2
Fence at Well #2 gate installation is also underway, as large equipment has been unable to access to site.

The Budget Committee will meet in the next month. The committee includes: Nick Bruno, Amber Mendoza, Julia Berry, and Brian Ehlers.

11. Adjournment

Director L. Hoffman made a motion to adjourn, seconded by Director Coulthard, and the motion carried unanimously. The meeting was adjourned at 11:47 a.m.

Julia D. Berry, District Secretary