

1 MINUTES OF THE SIX HUNDRED AND SIXTY FIRST REGULAR MEETING OF THE
2 BOARD OF DIRECTORS OF THE RIO ALTO WATER DISTRICT HELD ON
3 WEDNESDAY, OCTOBER 16, 2024, AT 6:30 P.M., AT THE DISTRICT BOARD ROOM.
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6 DIRECTORS PRESENT:
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8 Rick Brubaker, President
9 Ginny Mercer, Vice-President
10 Louise Wilkinson, Director
11 Drew Battles, Director
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13 STAFF PRESENT:
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15 Martha Slack, General Manager
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18 ALSO PRESENT:
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19 Kathy Bezayiff, Resident
20 Roger Horton, Resident
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22 ABSENT:
23

24 Peter Suggs, Director, listening by phone
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26

27 Agenda Item #1 – Public Comment. President Brubaker informed the public in attendance that
28 we would be following a new procedure by asking the public if they had any comments to make
29 on any agenda items during this period. This would be noted and they would be addressed when
30 that agenda item was discussed.
31

32 Agenda Item #2 – Approval of Excused Absences. Vice-President Mercer made a motion to
33 approve the absence of Director Suggs, seconded by Director Wilkinson.
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35 Agenda Item #3 – Manager's Report. President Brubaker addressed the Board and asked them to
36 save their questions until the end of the Manager's Report presentation tonight and in future
37 meetings. The Manager presented the Manager's Report through October 11, 2024.
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1 Agenda Item #4 – Approval of the Minutes of the Six Hundred and Sixtieth Regular Board

2 Meeting Held on September 25, 2024, at 6:30 p.m. in the District Board Room. Director

3 Wilkinson made a motion to approve the Minutes of the Six Hundred and Sixtieth Regular Board

4 Meeting held on September 25, 2024, seconded by Director Battles. The motion carried (4-0).

5 Director Suggs absent.

7 Agenda Item #5 – Approval of the September Disbursement Reports. A brief question/answer

8 period ensued, and President Brubaker asked for a format change adding numbered line items for

9 quick reference during question/answer periods. Director Wilkinson made a motion to approve

10 the September Disbursement Reports, seconded by Vice-President Mercer. The motion carried

11 (4-0). Director Suggs absent.

12
13 Agenda Item #6 – Review and Possible Approval of the New District Vehicle Policy. Director

14 Wilkinson made a motion to review and approve the new District Vehicle Policy, seconded by

15 Vice-President Mercer. Vice-President Mercer pointed out several grammatical errors and

16 President Brubaker suggested we include “no vaping” to the Driving Safety section. Director

17 Wilkinson revised her motion to “approve as corrected”, seconded by Vice-President Mercer.

18 The motion carried (4-0). Director Suggs absent.

19
20 Agenda Item #7- Review of the RAWD Community Facilities District 2011-1 (Wastewater

21 System Improvement Project) CFD Tax Administration Report for Fiscal Year 2024-2025.

22 The General Manager informed the Directors that this report is prepared annually and that a copy

23 of the report is forwarded to USDA and The State Revolving Fund.

1 Agenda Item #8 - Report to Board on 10/15 Succession and Emergency Response Ad Hoc

2 Committee Meetings Held on 10/15/24. The General Manger updated the Board on progression
3 made at the Succession Ad Hoc Committee. She reported the proposed timeline for future
4 retirements, and the procedure we would be following to fill those positions. She informed the
5 Board that we would be filling the Bookkeeping and Secretarial positions through the use of
6 Rush Personnel because they provide background and reference checks, and skills testing. Any
7 applicants will be required to sign up with Rush Personnel. Prospective new hires will be hired
8 on a temporary basis for a three-month period. This will give us the opportunity to work with the
9 applicants, observe their work habits, and see if they are a good fit for the District. As far as the
10 General Manager position, she informed the Directors that she would be announcing the future
11 vacancy at the next WRMS meeting. Director Suggs reported that we had a good Emergency
12 Preparedness and Response Committee meeting and complimented Dean on his concise Operator
13 Response report. It was determined at the meeting that we would need several documents, one
14 for Operator Procedures, one for Administrative Procedures (including communication and
15 coordination with the POA evacuation policy) and one for Recovery Procedures. Dean and
16 Martha will be working together to provide a draft of the Administrative Procedures at the next
17 committee meeting.

18
19 Agenda Item #9 - Communications:

20 Staff: The Manager apologized to Director Battles, from the Lead Water Operator, for the delay
21 in his tour of the distribution system. We are shorthanded right now, as an employee has
22 COVID. In response to the restaurant closing, the Directors agreed to still contact Kenny
23 to see if he could cater for the District Holiday Dinner. A tentative date of Saturday,

1 December 7th was suggested for the event and the General Manager said she needed to
2 run this date by the employees.

3
4 Directors: None

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6 Having no further business to discuss, Vice-President Mercer made a motion to adjourn the
7 meeting at 7:30 p.m., seconded by Director Wilkinson. The motion carried. (4-0). Director
8 Suggs absent.

9
10 Sincerely,

11 
12

13 Martha Slack, General Manager
14

Addendum A
Manager's Report
October 11, 2024

Drought/Water Consumption/SGMA: The new water year began October 1st and compares with the last two water years as follows:

Water Year	October 9 Precipitation Received	Average Precipitation to Date	Percent of Average	Shasta Lake feet from Crest
2024/2025	0.00	.33	0%	71.93
2023/2024	0.21	0.43	48%	47.53
2022/2023	0.00	.60	0%	181.01

Field Crew:

We received 1 new connection since last reported. Connections to date this fiscal year are:

Connections to Date 2024/2025	#
Water 1" Meter	3
Water 1" Duplex	0
Water 2" Meter	0
Water 1" Landscape Meter	0
Water ¾" Landscape Meter	1
Normal Sewer/LPSS	0
Commercial Sewer	0

The field crew have completed or are currently working on the following tasks:

- Sludge delivered to landfill.
- Started draining the 500k gallon tank for repairs to be done by Superior Tank on Tuesday morning.
- Installed meter on Castle Crag.
- Completed the investigation on force main on Freshwater. Determined that it was the customer's irrigation plumbing that was installed in the easement near the edge of the road. Customer has been notified.
- The field crew have completed Defensive Driving and Confined Space required classes.
- Field crew plan on doing two sewer patches on Rio Alto Drive before the heavy rains start.
- Tree and bush trimming at WWTP.
- Made repairs to hydrant located near Steelhead Landing on Rio Alto Drive.
- Sewer TV'd on Sloop Lane. Found major root intrusion and will be cleaning early next week.
- Dean is working on the Backflow Prevention procedures as required and we will be working on the policy and Resolution.

Pending projects:

- Wetland pond vegetation thinning and removal. Once completed they will be patching the DG.
- Eagle Paving to repair patches that are responsibility of Rio Alto.
- More sewer patch repairs- as time allows. (Fall)
- Completion of Sewer Camera Project.
- Completion of the Hydrant identification cap painting.

Regulatory:

The September Water and Wastewater Reports are included in the board package.

Solar Updates:

Solar updates period September 3, 2024 through October 2, 2024:

	<u>True-Up Month</u>	<u>Current Month Net Energy Usage</u>	<u>Cumulative Energy or Credits Dollar True-up</u>	<u>Cumulative Non-Bypassable Charges</u>
Office	August	\$(101.70))	\$(290.60)	\$ 52.05
WWTP	November	\$1,224.72	\$18,128.61	\$2,983.32
Well#6	February	\$(5,219.02)	\$(4,010.63)	\$3,395.72
Well#5	March	\$6,095.08	\$ (13,761.72)	\$1,950.05

Admin:

- Grant completion report completed and emailed to ACWA.
- Dean and I attended the FEMA Disaster preparedness classes for water and wastewater this week. Way too much information to absorb.
- After meeting with our Risk Control Manager from ACWA it was recommended that Districts have a Vehicle Policy on file. I have prepared one for your approval in this board package. I am also working with staff on the required Work Place Violence Prevention Policy. All signs have been posted as requested in the assessment.
- Still no resolution to the radio issue.
- Waiting on final audit from Auditors.
- Received the \$7,877 refund back on sewer camera.
- Will be holding ad hoc meetings on the 15th.



Rio Alto Water District

22099 River View Drive, Cottonwood, California 96022

Telephone 530-347-3835 • Fax 530-347-1007

www.rawd.org

DATE: October 16, 2024

BOARD MEETING ATTENDANCE

NAME

ADDRESS

AFFILIATION

Kathy Beyazit 21917 Hayfork Pl Roger Horton 18986 Compass	Resident "
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