

**BELLA VISTA WATER DISTRICT  
BOARD OF DIRECTORS**

**July 22, 2024**

The regular meeting of the Board of Directors of Bella Vista Water District convened at the District Office Boardroom on Monday, July 22, 2024, at 5:30 p.m.

Any member of the public may speak during Public Comment or may email public comments to [csartori@bvwd.org](mailto:csartori@bvwd.org) and comments will be read from each member of the public. The District will use best efforts to swiftly resolve requests for reasonable modifications or accommodations with individuals with disabilities, consistent with the Americans with Disabilities Act, and resolving any doubt whatsoever in favor of accessibility.

Board Members Present:

President	-	Guy Walters
Director	-	Frank Schabarum
Director	-	Ted Bambino
Director	-	Jim Smith
Director	-	Bob Nash

Board Members Absent: None

Officers and Staff Present:

General Manager/Secretary-Treasurer	-	David Coxey
Finance and Administration Manager	-	Christy Sartori

Public:

Don Groundwater, Provost & Prichard Consulting Group

**CALL TO ORDER AND ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**1. Public Comment**

None

**2. Consent Calendar:**

- 2-1 Approval of Minutes of June 24, 2024, Regular Meeting
- 2-2 Financial Reports for Month Ending June 2024
- 2-3 Quarterly Investment Portfolio (ending June 2024)

**M/S:** [Smith/Nash] The Board approved and accepted the consent calendar as presented.

**AYE:** Walters, Schabarum, Bambino, Smith, Nash **NAY:** None; **ABSENT:** None

We are an equal opportunity employer and provider.

**Old Business**

None

**New Business**

None

**Reports and Communications**

**3. Adopt Revised Design Standards**

David Coxe, General Manager, presented the proposed updates to the District's Design Standards, which are necessary to coordinate the development of required facilities for the use and protection of the public. David explained that incorporating maximum design velocity and headloss will be useful parameters for the extensive hydraulic modeling planned for the Master Plan Update.

Don Groundwater, Provost & Prichard Consulting Group discussed the basis of the needed changes proposed to the District's Design Standards.

**M/S:** [Bambino/Nash] Adopt the Design Standards as revised and presented and authorize the General Manager to make minor corrections and clarifications as needed.

**AYE:** Walters, Schabarum, Bambino, Smith, Nash **NAY:** None; **ABSENT:** None

**4. Authorize Wage and Salary Adjustments for Non-represented Staff**

David Coxe stated that the District's represented staff are governed by a MOU and receive annual general wage adjustments as well as scheduled step increases. There are currently no such provisions for non-represented staff.

David stated that the management and non-represented employees have taken on additional regulatory workload without hiring more staff and have managed the increasing workload during the District's severe staffing shortages over the past year and a half. The District and its employees could not have foreseen the recent extreme increases in California's cost of living. After reviewing the consumer price index figures and comparing wage and salary information for similar positions in agencies of similar size and complexity, it is clear that wage adjustments are necessary and justifiable.

David recommended that the Board authorize the General Manager to use his discretion to grant wage and salary adjustments to non-represented positions at a rate determined by the consumer price index and market trends. These adjustments will be awarded based on merit, salary anniversary, and cost-of-living factors and not to exceed the amounts reflected in the current or future adopted budgets.

**M/S:** [Schabarum/Bambino] The Board authorizes the General Manager to exercise his discretion in awarding wage and salary adjustments for the listed non-represented positions at a rate established by the consumer price index and market trends and awarded on the basis of merit, salary anniversary, and cost-of-living and not to exceed the amounts reflected in the current or future adopted budgets.

**AYE:** Walters, Schabarum, Bambino, Smith, Nash **NAY:** None; **ABSENT:** None

## **5. Water Supply and Production Update**

David reviewed the water supply and production update outlined in the item.

Discussion only. No Board action was taken.

## **6. Projects and Developments Report**

David reviewed details of the projects and developments outlined in the item.

Discussion only. No Board action was taken.

## **7. Manager's Report**

David provided a report that includes updates on staffing, the status of advertised positions, and a draft new position titled Cross Connection Control Specialist that will require both union and board approval. Administrative activities include fiscal year-end, financial audit preparation, payroll transition to Paychex. Distribution activities include maintenance, USAN ticket management and coordination with PG&E related to wildfire hardening phases 1.1 and 1.3. Included in the budget is a new Rate Study and Master Plan. Both are significant efforts. Many other projects and activities are in planning or in progress. David and Tom Zaharris provided a tour of the Wintu Pumping Plant for Reclamation staff related in part to the planned substation replacement. A tour for Sheriff Johnson and OES staff is planned for early August. A Policy and Legislation Committee meeting is recommended for August. A required ethics training is planned for August 13, hosted by Rio Alto Water District. David has meetings planned with Redding Electric Utility, and the City of Redding Public Works Department regarding service area boundary issues. The next board meeting is scheduled for August 26, 2024.

Discussion only. No Board action was taken.

## **8. Board Member' Comments and Reports**

Director Schabarum shared his experience from the multi-agency tour of Paradise, CA that he and David Coxe attended. There are several lessons and areas of concern relating to the property insurance industry and practices.


Discussion only. No Board action was taken.

The meeting was adjourned at 7:15 p.m.

**BELLA VISTA WATER DISTRICT**

STATE OF CALIFORNIA )  
  ) SS  
COUNTY OF SHASTA    )


I, DAVID J. COXEY, Secretary to the Board of Directors of the Bella Vista Water District, presented to the Board of Directors the minutes of the Meeting of July 22, 2024, for approval by the Board of Directors.

  
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David J. Coxey, Secretary of the Board of Directors

STATE OF CALIFORNIA )  
  ) SS  
COUNTY OF SHASTA    )

I, DAVID J. COXEY, Secretary of the Board of Directors of Bella Vista Water District, DO HEREBY CERTIFY that the aforementioned minutes attached hereto were approved by the Board of Directors of said District at their meeting of August 26, 2024.

Ayes:           Bambino, Nash, Schabarum, Smith, and Walters  
Noes:           0  
Absent:        0  
Abstain:       0

  
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David J. Coxey, Secretary to the Board of Directors

Date: August 27, 2024