

Mendocino County

Russian River Flood Control & Water Conservation Improvement District

151 Laws Avenue Suite D, Ukiah, CA 95482

707.462.5278

rrfc@pacific.net

A G E N D A

**Board of Trustees – Regular Meeting
Monday, April 1, 2019, *5:00 pm* at the District Office**

1. Roll Call
2. Public Expression- See End of Agenda for Information on Public Expression
3. Urgent Items
4. Approval of Agenda
5. Approval of March 4, 2019 Regular Meeting Minutes
6. March Financial Report (Accounts Payable, Income/Expenses/%Budget, Balance Sheet w/ YTD Comp)

Items for Discussion Possible Action:

7. Trustee Liaison Assignments to Cooperative Agencies
8. Upper Russian River Water Agency Contract Terms
9. RRFC District Relations with Cooperative Agencies
10. Potter Valley Project Status
11. Water Right License Reporting and Customer Water Use Reporting and Possible Formation of Ad Hoc Committee
12. General Manager Employment
Update on recruitment efforts, interim management, and options for continued District management.
13. Board Member Reports
14. Direction on Future Agenda Items
15. Closed Session – Real Estate Negotiations: Government Code Section §54956.8
16. Adjournment

ACTION ITEMS – All agenda items are potential action items unless otherwise noted.

PUBLIC EXPRESSION – The Board welcomes public participation in its Board meetings. Comments shall include any item not on the agenda that is within the subject matter jurisdiction and authority of the District. No action may be taken on any item not appearing on the agenda; however, the Board may direct such items to be placed on the agenda of a future meeting or may request additional information on any such item. The Board may limit testimony to three (3) minutes per person and not more than ten (10) minutes for a particular subject. All items on the agenda are considered action items unless otherwise noted. All times and the order of business are approximate and subject to change. (Posted 03-29-18)

President
John Reardan

Vice President
Tyler Rodrigue

Treasurer
Alfred White

Trustee
William Carson

Trustee
Matthew Froneberger

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Mendocino County
RUSSIAN RIVER FLOOD CONTROL &
WATER CONSERVATION IMPROVEMENT DISTRICT
151 Laws Avenue, Suite D Ukiah, CA 95482
(707) 462-5278 rrfc@pacific.net

DRAFT MINUTES
Regular Meeting
March 4, 2019

1. Roll Call

President Reardan called the meeting to order at 5:04pm in the District Offices.

Members Present: John Reardan, President
 Tyler Rodrigue, Vice President
 Alfred White, Treasurer
 William Carson, Trustee
 Matthew Froneberger Trustee

Staff: Tamara Alaniz, Interim General Manager

2. Public Expression – Chris Obergin addressed the Board regarding water meter issues. Staff will follow up with Ranch Systems and Mr. Obergin. Jerry Cardoza, speaking as a private citizen and not as a Board representative from the any other water district, asked to address the Board on Agenda Item 9, Discussion of the Upper Russian River Water Agency Contract Terms and the Board agreed to hear his public expression out of agenda order. He shared his thoughts on RRFC District participation in Upper Russian River Water Agency (URRWA.)

3. Urgent Items

Trustee Matt Froneberger submitted a letter formally rescinding his Board resignation which he previously submitted to the District Board on February 27, 2019. President Reardan noted that to be effective, resignations are to be submitted to the Clerk of the Board of Supervisors.

4. Approval of Agenda

Treasurer White moved to approve the agenda. Trustee Carson seconded the motion. The motion was approved by unanimous vote:

Ayes: 5 (Reardan, Rodrigue, White, Carson, Froneberger)

5. Approval of the January 29, 2019 Special Meeting Minutes

Treasurer White moved approval of the Minutes for the January 29, 2019 Special Meeting. Trustee Carson seconded the motion. The motion was approved by unanimous vote:

Ayes: 4 (Reardan, Rodrigue, White, Carson)

Abstain: 1 (Froneberger)

6. Approval of the February 4, 2019 Regular Meeting Minutes

Treasurer White moved approval of the Minutes for the February 4, 2019 Regular Meeting as presented. Trustee Carson seconded the motion. The motion was approved by unanimous vote:

Ayes: 5 (Reardan, Rodrigue, White, Carson, Froneberger)

President
John Reardan

Vice President
Tyler Rodrigue

Treasurer
Alfred White

Trustee
William Carson

Trustee
Matthew Froneberger

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7. Approval of the February 7, 2019 Special Meeting Minutes

Treasurer White moved approval of the Minutes for the February 7, 2019 Special Meeting as presented. Trustee Carson seconded the motion. The motion was approved by unanimous vote:

- Ayes: 4 (Reardan, Rodrigue, White, Carson)
- Abstain: 1 (Froneberger)

8. February Financial Report (Accounts Payable, Profit/Loss/%, Balance Sheet)

Trustee Carson moved the financial report be accepted as presented and filed. Trustee Froneberger seconded the motion. The motion was approved by unanimous vote:

- Ayes: 5 (Reardan, Rodrigue, White, Carson, Froneberger)

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

9. Discussion of Upper Russian River Water Agency Contract Terms

(See Item 2. Public Expression for Jerry Cardoza’s public comment on this item.)

Interim GM Alaniz reviewed details of contractual obligation. Discussion was held and the Board directed Trustee Carson, in his role as District Representative to the Upper Russian River Water Agency JPA, to communicate that this District is supportive of the consolidation efforts and views Willow County Water District’s participation in URRWA as critical to the consolidation.

10. Discussion of Potter Valley Project Status

Janet Paulie, Potter Valley Irrigation District and Inland Water & Power Commission (IWPC) provided an update to the Board on Potter Valley Project relicensing process, detailing the recent publication of notice from Federal Energy Regulatory Commission (FERC) in a letter to PG&E dated March 1, 2019.

James Green, a member of the public, addressed the Board, noting the comments of Congress Huffman at a recent Town Hall meeting.

11. Discussion of Water Right License Reporting and Customer Water Use Reporting and Possible Formation of Ad Hoc Committee

The Board directed Interim GM Alaniz to communicate with District Legal Counsel regarding a request for an extension on the deadline for reporting to the State Water Resources Control Board. The Board directed Elizabeth Salomone to continue reading the meters, gather meter and water use data, and compile a report for submission by or as close as possible to April 1, 2019.

12. Discussion of General Manager Recruitment

The Board directed Interim General Manager Alaniz to communicate with Bob Murray & Associates to continue the recruitment process for District General Manager.

13. Board Member Reports

Trustee Froneberger reported on the recent Town Hall meeting and reported on the discussion with them regarding the Potter Valley Project.

14. Direction on Future Agenda Items

98 *Trustee Liaison assignments

99

100 **15. Closed Session – Public Employment; General Manager: Government Code Section**
101 **54954.5**

102 The Board cancelled the closed session.

103

104 **16. Adjournment**

105 Trustee Froneberger moved to adjourn at 7:22 PM. Vice President Rodrigue seconded the
106 motion. The motion was approved by unanimous vote:

107 Ayes: 5 (Reardan, Rodrigue, White, Carson, Froneberger)

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DRAFT

Russian River Flood Control District
Income & Expense / Budget vs. Actual
July 2018 through June 2019

Accrual Basis

	Jul '18 - Jun 19	Budget
Ordinary Income/Expense		
Income		
Interest-LAIF	0.00	0.00
Interest-SBMC	0.00	0.00
Other Inc	0.00	0.00
Property Taxes		
Current Secured	20,872.52	36,736.20
Current Unsecur	1,404.58	1,420.00
Highway Prop. Rental	0.00	0.00
Homeowner Exemp	0.00	428.00
HOPTR	-48.85	0.00
MCRDA Pass thru	6,356.91	0.00
Prior Secured	0.00	0.00
Prior Unsecured	47.09	25.00
SB813	4,483.92	209.04
Supplement Roll	0.00	0.00
URDA Pass thru	0.00	0.00
Total Property Taxes	33,116.17	38,818.24
Uncategorized Income	0.00	0.00
Water Sales		
Application Fee	0.00	0.00
Water Sales - Other	302,928.63	262,859.04
Total Water Sales	302,928.63	262,859.04
Total Income	336,044.80	301,677.28
Expense		
Account-Audit	0.00	4,000.00
Bank Charges	0.00	60.00
Conservation Program	0.00	0.00
Consulting	30,625.64	10,000.00
District Vehicle	3,034.36	3,000.00
Election	0.00	0.00
Engineering		
Water Accounting	0.00	0.00
Total Engineering	0.00	0.00
Fees	0.00	1,000.00
Frost WDMP	6,800.00	7,000.00
Gage		
Gualala Gage Reimbursement	0.00	15,650.00
Gage - Other	14,037.50	12,950.00
Total Gage	14,037.50	28,600.00
Insurance		
Employee Life	16,913.76	6,100.00
Liability Insurance	3,976.16	2,500.00
Workers Comp	0.00	3,000.00
Total Insurance	20,889.92	11,600.00
ISRP	0.00	0.00
Legal	2,154.24	20,000.00
Meeting Stipends	4,375.00	4,000.00
Membership	6,810.52	9,000.00
Meters Expense	4,136.44	60,000.00
Office Expense	2,396.84	6,500.00
Payroll Expenses		
CalPERS Company Match	5,046.02	9,000.00
CALPERS Fees	0.00	0.00
CalPERS Unfunded Pns. Liability	3,986.00	4,000.00
Employee 457 Plan	0.00	8,900.00

Russian River Flood Control District
Income & Expense / Budget vs. Actual
July 2018 through June 2019

Accrual Basis

	<u>Jul '18 - Jun 19</u>	<u>Budget</u>
Gross Wages	90,551.63	150,000.00
Roth IRA	0.00	0.00
Traditional IRA	0.00	0.00
Payroll Expenses - Other	0.00	0.00
Total Payroll Expenses	99,583.65	171,900.00
Payroll Taxes		
FICA	3,742.37	0.00
Medicare	1,320.34	2,000.00
Payroll Taxes - Other	0.00	0.00
Total Payroll Taxes	5,062.71	2,000.00
Postage, Copies & Reproductions	0.00	400.00
Reimbursed Expense	-68,000.00	0.00
Rent	4,680.00	6,360.00
SGMA		
USGS Modeling	0.00	8,000.00
SGMA - Other	0.00	5,000.00
Total SGMA	0.00	13,000.00
SWRCB Permits	10,215.16	11,500.00
Telephone	1,512.31	1,800.00
Training	0.00	2,500.00
Travel/Mileage	0.00	2,500.00
UC Modeling	8,000.00	7,000.00
Uncollectable Accounts	0.00	0.00
Utilities	857.74	1,700.00
Total Expense	157,172.03	385,420.00
Net Ordinary Income	178,872.77	-83,742.72
Other Income/Expense		
Other Expense		
Operating Reserves	0.00	25,000.00
Total Other Expense	0.00	25,000.00
Net Other Income	0.00	-25,000.00
Net Income	178,872.77	-108,742.72

Russian River Flood Control District Income & Expense / Budget vs. Actual

Accrual Basis

July 2018 through June 2019

	% of Budget
Ordinary Income/Expense	
Income	
Interest-LAIF	0.0%
Interest-SBMC	0.0%
Other Inc	0.0%
Property Taxes	
Current Secured	56.8%
Current Unsecur	98.9%
Highway Prop. Rental	0.0%
Homeowner Exemp	0.0%
HOPTR	100.0%
MCRDA Pass thru	100.0%
Prior Secured	0.0%
Prior Unsecured	188.4%
SB813	2,145.0%
Supplement Roll	0.0%
URDA Pass thru	0.0%
Total Property Taxes	85.3%
Uncategorized Income	0.0%
Water Sales	
Application Fee	0.0%
Water Sales - Other	115.2%
Total Water Sales	115.2%
Total Income	111.4%
Expense	
Account-Audit	0.0%
Bank Charges	0.0%
Conservation Program	0.0%
Consulting	306.3%
District Vehicle	101.1%
Election	0.0%
Engineering	
Water Accounting	0.0%
Total Engineering	0.0%
Fees	0.0%
Frost WDMP	97.1%
Gage	
Gualala Gage Reimbursement	0.0%
Gage - Other	108.4%
Total Gage	49.1%
Insurance	
Employee Life	277.3%
Liability Insurance	159.0%
Workers Comp	0.0%
Total Insurance	180.1%
ISRP	0.0%
Legal	10.8%
Meeting Stipends	109.4%
Membership	75.7%
Meters Expense	6.9%
Office Expense	36.9%
Payroll Expenses	
CalPERS Company Match	56.1%
CALPERS Fees	0.0%
CalPERS Unfunded Pns. Liability	99.7%
Employee 457 Plan	0.0%

Russian River Flood Control District Income & Expense / Budget vs. Actual

Accrual Basis

July 2018 through June 2019

	% of Budget
Gross Wages	60.4%
Roth IRA	0.0%
Traditional IRA	0.0%
Payroll Expenses - Other	0.0%
Total Payroll Expenses	57.9%
Payroll Taxes	
FICA	100.0%
Medicare	66.0%
Payroll Taxes - Other	0.0%
Total Payroll Taxes	253.1%
Postage, Copies & Reproductions	0.0%
Reimbursed Expense	100.0%
Rent	73.6%
SGMA	
USGS Modeling	0.0%
SGMA - Other	0.0%
Total SGMA	0.0%
SWRCB Permits	88.8%
Telephone	84.0%
Training	0.0%
Travel/Mileage	0.0%
UC Modeling	114.3%
Uncollectable Accounts	0.0%
Utilities	50.5%
Total Expense	40.8%
Net Ordinary Income	-213.6%
Other Income/Expense	
Other Expense	
Operating Reserves	0.0%
Total Other Expense	0.0%
Net Other Income	0.0%
Net Income	-164.5%

**Russian River Flood Control District
Accounts Payable**

March 2019

	Type	Date	Memo	Account	Amount
Alaniz, Tamara (vendor)	Bill Pmt -Check	03/01/2019	February 2019 Invoice	SBMC Checking	-2,300.00
Cardmember Service	Bill Pmt -Check	03/01/2019	February 2019 Statement	SBMC Checking	-143.94
Elizabeth Salomone	Bill Pmt -Check	03/01/2019	February 2019 Invoice	SBMC Checking	-250.00
Jeff Hodge	Bill Pmt -Check	03/01/2019	GM Interview Reimbursement Expenses	SBMC Checking	-670.76
Ricoh USA, Inc.	Bill Pmt -Check	03/01/2019	Invoice 101744310	SBMC Checking	-67.54
Willow County Water District	Bill Pmt -Check	03/04/2019	March 2019 Rent and Utilities	SBMC Checking	-641.17

Russian River Flood Control District

Balance Sheet

As of March 31, 2019

Accrual Basis

	Mar 31, 19	Mar 31, 18
ASSETS		
Current Assets		
Checking/Savings		
LAIF		
Capital Reserve	52,000.00	1.00
Emergency Reserve	25,000.00	0.00
Operating Reserve	195,000.00	0.00
WaterSupplyReliability Reserve	209,252.68	0.00
LAIF - Other	0.00	461,251.68
Total LAIF	481,252.68	461,252.68
SBMC Checking	294,874.15	227,437.38
SBMC Savings	67,468.60	67,468.60
Total Checking/Savings	843,595.43	756,158.66
Accounts Receivable		
Accounts Receivable	93,302.26	27,161.77
Total Accounts Receivable	93,302.26	27,161.77
Other Current Assets		
Interest Receivable	560.86	560.86
Taxes Receivable	3,515.19	3,515.19
Undeposited Funds	0.00	10,575.00
Total Other Current Assets	4,076.05	14,651.05
Total Current Assets	940,973.74	797,971.48
Fixed Assets		
Meters		
At Cost	98,265.89	19,402.33
Total Meters	98,265.89	19,402.33
Total Fixed Assets	98,265.89	19,402.33
TOTAL ASSETS	1,039,239.63	817,373.81
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
*Accounts Payable	46.01	5,275.16
Total Accounts Payable	46.01	5,275.16
Other Current Liabilities		
Payroll Liabilities		
CalPERS	-199.43	-199.43
CalPERS 457 Def Comp	-1,500.00	-8,624.91
CalPERS Match	573.56	573.56
Life Insurance	-527.00	-526.97
State Withholding CA	-676.36	-676.36
Total Payroll Liabilities	-2,329.23	-9,454.11
Total Other Current Liabilities	-2,329.23	-9,454.11
Total Current Liabilities	-2,283.22	-4,178.95
Total Liabilities	-2,283.22	-4,178.95
Equity		
Opening Bal Equity	541,116.95	462,253.39
Retained Earnings	321,533.13	499,032.31
Net Income	178,872.77	-139,732.94

Russian River Flood Control District

Balance Sheet

As of March 31, 2019

Accrual Basis

	<u>Mar 31, 19</u>	<u>Mar 31, 18</u>
Total Equity	<u>1,041,522.85</u>	<u>821,552.76</u>
TOTAL LIABILITIES & EQUITY	<u>1,039,239.63</u>	<u>817,373.81</u>