

Mendocino County

Russian River Flood Control & Water Conservation Improvement District

151 Laws Avenue Suite D, Ukiah, CA 95482

707.462.5278

rrfc@pacific.net

AGENDA

Board of Trustees – Regular Meeting

Monday, February 4, 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 December 7, 2018 Regular Meeting Minutes
6. Approval of January 7, 2019 Regular Meeting Minutes
7. January Financial Report (Accounts Payable, Income/Expenses/%Budget, Balance Sheet w/ YTD Comp)

Items for Discussion and Possible Action:

8. Board of Trustees Committee Liaison Appointments
9. Discussion of Goals and Objectives of Upper Russian River Water Agency
10. Board Member Reports
11. Direction on Future Agenda Items
12. Closed Session – Public Employment; General Manager: Government Code Section 54954.5
13. 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 01-29-18)

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

MINUTES
Regular Meeting
December 3, 2018

1. Roll Call

President Matthew Froneberger called the meeting to order at 5:30pm in the District Offices.

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

Staff: Tamara Alaniz, General Manager

2. Public Expression – No one from the public indicated an interest in addressing the Board.

3. Urgent Items - None

4. Approval of Agenda

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

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

5. Approval of the Regular Meeting Minutes

Trustee White moved approval of the Minutes for the November 5, 2018 Regular Meeting. Vice President Reardan seconded the motion. The motion was approved by unanimous vote:

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

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

Trustee White moved the financial report be accepted as presented and filed. Vice President Reardan seconded the motion. The motion was approved by unanimous vote:

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

7. Committee Report

GM Alaniz noted the Ad Hoc General Manager Recruitment meeting is scheduled for December 13, 2018 at 10:00am.

44 **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

45 **8. Consideration for Changing the Time and/or Day of Regular Board Meetings**

46 Trustee Carson moved to approve Policy No. 18-03, changing the time of the Regular Board
47 meetings from 5:30pm to 5:00pm. Trustee White seconded the motion. The motion was approved
48 by unanimous vote:

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

50

51 **9. General Manager Recruitment**

52 GM Alaniz provided an update. The Ad Hoc Committee will meet with a representative from the
53 recruiting firm who will present the short list of qualified applicants. The Commission directed
54 the GM to schedule a Special Meeting on December 13th at 10:00am with a closed session on
55 public employment.

56

57 **10. Consideration of Contract with Tamara Alaniz to Provide Transitional General Manager
58 Services**

59 Trustee White moved to approve the presented contract with Tamara Alaniz with correction to the
60 numbering in Article VI General Provisions. Treasurer Rodrigue seconded the motion. The
61 motion was approved by unanimous vote:

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

63

64 **11. Point of Delivery and Irrigable Acreage Mapping Update**

65 GM Alaniz presented. Commission discussed the various points of diversions and customers,
66 reviewing the process of refining the irrigable acreage information. There was discussion to
67 determine clarification of State Water Control Board requirements of identifying and managing
68 points of diversion on the license, including District liability.

69

70 **12. Master Calendar - December**

71 The Special Meeting was added for December 13, 2018 at 10:00am.

72

73 **13. Board Member Reports**

74 *Treasurer Rodrigue* reported on the technical meeting for the GSC and GSA.

75 *Vice President Reardan, Trustee Carson, and GM Alaniz* reported on the Inland Water and Power
76 Commission.

77 *Chair Froneberger* reported on his conversation with the Ukiah Daily Journal editor regarding
78 water issues.

79

80 **14. General Manager Report**

81 Nothing additional was reported.

82

83 **15. Direction on Future Agenda Items**

84 Nothing additional.

85

86 **16. Closed Session – Public Employment; General Manager: Government Code Section
87 54954.5**

88 No closed session was held.

89

90 **17. Adjournment**

91 Vice President Reardan moved to adjourn at 7:06 pm. Treasurer Rodrigue seconded the motion.
92 The motion was approved by unanimous vote:

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

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

MINUTES
Regular Meeting
January 7, 2019

1. Roll Call

Vice President Reardan called the meeting to order at 5:05pm in the District Offices.

Members Present: Matthew Froneberger, President, arrived at 5:20pm with apologies
John Reardan, Vice President
Alfred White, Trustee
William Carson, Trustee

Absent: Tyler Rodrigue, Treasurer

Staff: Tamara Alaniz, Interim General Manager

2. Public Expression – No one from the public indicated an interest in addressing the Board.

3. Urgent Items - None

4. Approval of Agenda

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

Ayes: 3 (Carson, Reardan, White)
Absent: 2 (Froneberger and Rodrigue)

5. Nomination and Appointment of Board of Trustees Officers for 2019

Trustee White moved to nominate John Reardan for President. Trustee Carson seconded the motion. The motion was approved by unanimous vote:

Ayes: 3 (Carson, Reardan, White)
Absent: 2 (Froneberger and Rodrigue)

Trustee Carson moved to nominate Tyler Rodrigue for Vice President. Trustee White seconded the motion. The motion was approved by unanimous vote:

Ayes: 3 (Carson, Reardan, White)
Absent: 2 (Froneberger and Rodrigue)

Trustee Carson moved to nominate Al White for Treasurer. President Reardan seconded the motion. The motion was approved by unanimous vote:

Ayes: 3 (Carson, Reardan, White)
Absent: 2 (Froneberger and Rodrigue)

49 **6. Approval of the December 13, 2018 Special Meeting Minutes**
50 Trustee Carson moved approval of the Minutes for the December 13, 2018 Special Meeting.
51 Treasurer White seconded the motion. The motion was approved by unanimous vote:
52 Ayes: 3 (Carson, Reardan, White)
53 Absent: 2 (Froneberger and Rodrigue)

54
55 **7. December Financial Report** (Accounts Payable, Profit/Loss/%, Balance Sheet)
56
57 Treasurer White moved the financial report be accepted as presented and filed. Trustee Carson
58 seconded the motion. The motion was approved by unanimous vote:
59 Ayes: 3 (Carson, Reardan, White)
60 Absent: 2 (Froneberger and Rodrigue)

61
62 **8. Committee Report**
63 None.

64
65
66 **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

67
68 **9. Consideration of Resolution #19-01 – Appointing Representatives to the Ukiah Valley**
69 **Basin Groundwater Sustainability Agency**

70 Interim GM Alaniz presented, noting updates from last year’s assignment and resolution.
71
72
73 Trustee Carson moved to approve Resolution #19-01 appointing the District representatives to the
74 Groundwater Sustainability Agency be approved. Trustee Froneberger seconded the motion. The
75 motion was approved by unanimous roll call vote:
76 Ayes: 4 (Carson, Froneberger, Reardan, White)
77 Absent: 1 (Rodrigue)

78
79 **10. General Manager Recruitment Update**
80 Interim GM Alaniz reported on the Stakeholder interview panelists and the Board of Trustees
81 interviews of the final applicants.

82
83 **11. Board Member Reports**
84 *Trustee Carson* reported on the Upper Russian River Water Managers meeting. He noted there
85 was not an Upper Russian River Water Agency Board meeting in December.

86
87 *Treasurer White* reported the December GSA meeting was cancelled.

88
89 **12. General Manager Report**
90 Nothing additional was reported.

91
92 **13. Direction on Future Agenda Items**
93 *Committee and liaison assignments for 2019
94 *Upper Russian River Water Agency JPA
95 *General Management employment, possibly a closed session.

96
97

98 **14. Closed Session – Public Employment; General Manager: Government Code Section**
99 **54954.5**

100 The Board did not need to enter into closed session.

101

102 **15. Adjournment**

103 Trustee Carson moved to adjourn at 5:45pm. Treasurer White seconded the motion. The motion
104 was approved by unanimous vote:

105

106 Ayes: 4 (Carson, Froneberger, Reardan, White)

107 Absent: 1 (Rodrigue)

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

Accrual Basis

July 2018 through June 2019

	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	0.00	262,859.04
Total Water Sales	0.00	262,859.04
Total Income	33,116.17	301,677.28
Expense		
Account-Audit	0.00	4,000.00
Bank Charges	0.00	60.00
Conservation Program	0.00	0.00
Consulting	23,196.44	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	2,183.36	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	3,640.00	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	620.96	1,700.00
Total Expense	148,252.57	385,420.00
Net Ordinary Income	-115,136.40	-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	-115,136.40	-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	0.0%
Total Water Sales	0.0%
Total Income	11.0%
Expense	
Account-Audit	0.0%
Bank Charges	0.0%
Conservation Program	0.0%
Consulting	232.0%
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	33.6%
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
July 2018 through June 2019

Accrual Basis

	<u>% of Budget</u>
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	57.2%
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	36.5%
Total Expense	38.5%
Net Ordinary Income	137.5%
Other Income/Expense	
Other Expense	
Operating Reserves	0.0%
Total Other Expense	0.0%
Net Other Income	0.0%
Net Income	105.9%

Russian River Flood Control District
Accounts Payable

January 2019

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
Bob Murray and Associates Inc	Bill Pmt -Check	01/23/2019	1286	General Manager search - Invoice #8041	-14,990.79
Cardmember Service	Bill Pmt -Check	01/23/2019	1287	January 2019 Statement	-313.02
Elizabeth Salomone	Bill Pmt -Check	01/07/2019	1284	December 2018 Invoice	-500.00
Ricoh USA, Inc.	Bill Pmt -Check	01/23/2019	1288	Invoice 101618428	-67.54
Ukiah Daily Journal	Bill Pmt -Check	01/23/2019	1289	Acct.# 76071: Digital Access to Newspaper - One Year	-49.36
Willow County Water District	Bill Pmt -Check	01/07/2019	1285	January 2019 Rent and Utilities	-633.60

Russian River Flood Control District

Balance Sheet

As of January 29, 2019

Accrual Basis

	Jan 29, 19	Jan 29, 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	211,251.68
Total LAIF	481,252.68	211,252.68
SBMC Checking	93,631.47	210,747.43
SBMC Savings	67,468.60	217,442.81
Total Checking/Savings	642,352.75	639,442.92
Accounts Receivable		
Accounts Receivable	535.77	2,039.77
Total Accounts Receivable	535.77	2,039.77
Other Current Assets		
Interest Receivable	560.86	560.86
Taxes Receivable	3,515.19	3,515.19
Total Other Current Assets	4,076.05	4,076.05
Total Current Assets	646,964.57	645,558.74
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	745,230.46	664,961.07
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
*Accounts Payable	46.01	46.01
Total Accounts Payable	46.01	46.01
Other Current Liabilities		
Payroll Liabilities		
CalPERS	-199.43	-472.87
CalPERS 457 Def Comp	-1,500.00	-7,124.91
CalPERS Match	573.56	287.74
Federal Withholding	0.00	-576.00
FICA		
Company	0.00	-286.95
Employee	0.00	-286.95
Total FICA	0.00	-573.90
Life Insurance	-527.00	-780.25
Medicare		
Company	0.00	-67.11
Employee	0.00	-67.11
Total Medicare	0.00	-134.22
State Withholding CA	-676.36	-1,002.42
Total Payroll Liabilities	-2,329.23	-10,376.83

Russian River Flood Control District

Balance Sheet

As of January 29, 2019

Accrual Basis

	<u>Jan 29, 19</u>	<u>Jan 29, 18</u>
Total Other Current Liabilities	-2,329.23	-10,376.83
Total Current Liabilities	-2,283.22	-10,330.82
Total Liabilities	-2,283.22	-10,330.82
Equity		
Opening Bal Equity	541,116.95	462,253.39
Retained Earnings	321,533.13	499,032.31
Net Income	-115,136.40	-285,993.81
Total Equity	747,513.68	675,291.89
TOTAL LIABILITIES & EQUITY	<u><u>745,230.46</u></u>	<u><u>664,961.07</u></u>

RRFC Board - Committees 2019					
			P	VP	T
	Carson	Froneberger	Reardon	Rodrigue	White
Engineering			X		
Audit & Finance				X	
Personnel					X
Public Information and Government Affairs		X			
Policy	X				

RRFC Board - Agency Liaisons 2019					
			P	VP	T
	Carson	Froneberger	Reardon	Rodrigue	White
Calpella CWD				X	
Hopland PUD				X	
Millview CWD					X
Redwood Valley CWD	X				
City of Ukiah		X			
Willow CWD	X				
Water District JPA	x (alt)				X
IWPC	x (alt)		X		
SGMA / GSA				x (alt)	X
<i>MCRC</i>			X		