

**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, January 7, 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. Nomination and Appointment of Board of Trustees Officers for 2019
6. Approval of December 13, 2018 Special Meeting Minutes
7. December Financial Report (Accounts Payable, Income/Expenses/%Budget, Balance Sheet w/ YTD Comp)
8. Committee Reports

**Items for Discussion and Possible Action:**

9. Consideration of Resolution #19-01 – Appointing Representatives to the Ukiah Valley Basin Groundwater Sustainability Agency
10. General Manager Recruitment Update
11. Board Member Reports
12. Consulting General Manager Report
13. Direction on Future Agenda Items
14. Closed Session – Public Employment; General Manager: Government Code Section 54954.5
15. 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 12-31-18)

***President***  
*Matthew Froneberger*

***Vice President***  
*John Reardan*

***Treasurer***  
*Tyler Rodrigue*

***Trustee***  
*Alfred White*

***Trustee***  
*William Carson*

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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](mailto:rrfc@pacific.net)

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**MINUTES**  
**Special Meeting**  
**December 13, 2018**

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**1. Roll Call**

President Matthew Froneberger called the meeting to order at 10:04 am in the District Office.

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Members Present: Matthew Froneberger, President  
John Reardan, Vice President  
Tyler Rodrigue, Treasurer (arrived at 10:08 am)  
Alfred White, Trustee  
William Carson, Trustee

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Staff: Tamara Alaniz, General Manager

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

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**3. Urgent Items** – Trustee White moved that an item titled ‘Directors Comments’ be added to the agenda to accommodate Trustee Carson’s request to speak. Trustee Reardan seconded.

The motion was approved by unanimous vote:

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

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**4. Directors Comments** – Trustee Carson reiterated discussions introduced by Trustee White at the previous Upper Russian River Water Agency, and regarding the District’s future participation in consolidation efforts with the County Water Districts. Trustee Carson agrees that the District should step back and allow Redwood Valley and Millview to continue exploring ways to consolidate the county water districts.

Trustee White added that the Groundwater Sustainability Agency (GSA) requires a resolution of appointment to the GSA Board to be passed by the Board at its next regular meeting.

**5. Approval of Agenda**

Trustee White moved to approve the agenda as amended. Trustee Carson seconded the motion.

The motion was approved by unanimous vote:

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

**6. Closed Session – Public Employment; General Manager: Government Code Section 54954.5**

President Froneberger recused himself from the remainder of the meeting and Trustee Reardan chaired the meeting through adjournment. Joel Bryden of Bob Murray and Associates, the consultant working on General Manager recruitment for the District introduced himself to participate in the item.

*President*                      *Vice President*                      *Treasurer*                      *Trustee*                      *Trustee*  
*Matthew Froneberger*      *John Reardan*                      *Tyler Rodrigue*                      *Alfred White*                      *William Carson*

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51 The Board entered closed session at 10:25 am.  
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53 The Board left closed session at 12:43 pm and announced that a presentation had been given by  
54 the consultant on candidates for the position.  
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56 **7. Adjournment**  
57 Trustee Carson moved to adjourn at 12:45 pm. Trustee White seconded the motion. The motion  
58 was approved by unanimous vote:  
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60 Ayes: 4 (Carson, Reardan, Rodrigue, White)  
61 Absent: 1 (Froneberger)

**Russian River Flood Control District**

**Accounts Payable**

December 2018

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
<b>Alfred White</b>	Bill Pmt -Check	12/12/2018	1273	July - Dec 2018 Board Meeting Stipend	-650.00
<b>Cardmember Service</b>	Bill Pmt -Check	12/31/2018	1282	December 2018 Statement	-98.66
<b>Elizabeth Salomone</b>	Bill Pmt -Check	12/03/2018	1270	November 2018 Invoice	-510.00
<b>Herum/Crabtree/Suntag</b>	Bill Pmt -Check	12/21/2018	1279	11/30/18 Invoice #90872	-326.40
<b>Intuit</b>	Check	12/08/2018		Monthly Subscription	-2.00
<b>John Reardan</b>	Bill Pmt -Check	12/12/2018	1274	July - Dec 2018 Board Meeting Stipend	-350.00
<b>Mendocino County Auditor</b>	Deposit	12/31/2018		Deposit	29,324.89
<b>Ricoh USA, Inc.</b>	Bill Pmt -Check	12/21/2018	1280	Invoice 101492937	-67.54
<b>Shane Feirer</b>	Bill Pmt -Check	12/03/2018	1272	Invoice 2 - 12/03/18	-850.00
<b>Tyler Rodrigue</b>	Bill Pmt -Check	12/12/2018	1276	July - Dec 2018 Board Meeting Stipend	-300.00
<b>US Cellular</b>	Bill Pmt -Check	12/31/2018	1283	Invoice #0284651667	-99.16
<b>USGS</b>	Bill Pmt -Check	12/21/2018	1281	Bill #90691960	-7,018.75
<b>William Carson</b>	Bill Pmt -Check	12/12/2018	1277	July - Dec 2018 Board Meeting Stipend	-625.00
<b>Willow County Water District</b>	Bill Pmt -Check	12/03/2018	1271	December 2018 Rent and Utilities	-614.34

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

Accrual Basis

July 2018 through June 2019

	Jul '18 - Jun 19	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Interest-LAIF	0.00	0.00
Interest-SBMC	0.00	0.00
Other Inc	0.00	0.00
<b>Property Taxes</b>		
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
<b>Total Property Taxes</b>	33,116.17	38,818.24
<b>Uncategorized Income</b>	0.00	0.00
<b>Water Sales</b>		
Application Fee	0.00	0.00
Water Sales - Other	0.00	262,859.04
<b>Total Water Sales</b>	0.00	262,859.04
<b>Total Income</b>	33,116.17	301,677.28
<b>Expense</b>		
Account-Audit	0.00	4,000.00
Bank Charges	0.00	60.00
Conservation Program	0.00	0.00
Consulting	7,705.65	10,000.00
District Vehicle	2,952.46	3,000.00
Election	0.00	0.00
<b>Engineering</b>		
Water Accounting	0.00	0.00
<b>Total Engineering</b>	0.00	0.00
<b>Fees</b>	0.00	1,000.00
<b>Frost WDMP</b>	6,800.00	7,000.00
<b>Gage</b>		
Gualala Gage Reimbursement	0.00	15,650.00
Gage - Other	14,037.50	12,950.00
<b>Total Gage</b>	14,037.50	28,600.00
<b>Insurance</b>		
Employee Life	16,913.76	6,100.00
Liability Insurance	3,976.16	2,500.00
Workers Comp	0.00	3,000.00
<b>Total Insurance</b>	20,889.92	11,600.00
<b>ISRP</b>	0.00	0.00
<b>Legal</b>	2,154.24	20,000.00
<b>Meeting Stipends</b>	4,375.00	4,000.00
<b>Membership</b>	6,810.52	9,000.00
<b>Meters Expense</b>	4,136.44	60,000.00
<b>Office Expense</b>	1,835.34	6,500.00
<b>Payroll Expenses</b>		
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>
<b>Gross Wages</b>	90,551.63	150,000.00
<b>Roth IRA</b>	0.00	0.00
<b>Traditional IRA</b>	0.00	0.00
<b>Payroll Expenses - Other</b>	0.00	0.00
<b>Total Payroll Expenses</b>	99,583.65	171,900.00
<b>Payroll Taxes</b>		
<b>FICA</b>	3,742.37	0.00
<b>Medicare</b>	1,320.34	2,000.00
<b>Payroll Taxes - Other</b>	0.00	0.00
<b>Total Payroll Taxes</b>	5,062.71	2,000.00
<b>Postage, Copies &amp; Reproductions</b>	0.00	400.00
<b>Reimbursed Expense</b>	-68,000.00	0.00
<b>Rent</b>	3,120.00	6,360.00
<b>SGMA</b>		
<b>USGS Modeling</b>	0.00	8,000.00
<b>SGMA - Other</b>	0.00	5,000.00
<b>Total SGMA</b>	0.00	13,000.00
<b>SWRCB Permits</b>	10,215.16	11,500.00
<b>Telephone</b>	1,512.31	1,800.00
<b>Training</b>	0.00	2,500.00
<b>Travel/Mileage</b>	0.00	2,500.00
<b>UC Modeling</b>	8,000.00	7,000.00
<b>Uncollectable Accounts</b>	0.00	0.00
<b>Utilities</b>	507.36	1,700.00
<b>Total Expense</b>	131,698.26	385,420.00
<b>Net Ordinary Income</b>	-98,582.09	-83,742.72
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
<b>Operating Reserves</b>	0.00	25,000.00
<b>Total Other Expense</b>	0.00	25,000.00
<b>Net Other Income</b>	0.00	-25,000.00
<b>Net Income</b>	<b>-98,582.09</b>	<b>-108,742.72</b>

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

Accrual Basis

July 2018 through June 2019

	% of Budget
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Interest-LAIF	0.0%
Interest-SBMC	0.0%
Other Inc	0.0%
<b>Property Taxes</b>	
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%
<b>Total Property Taxes</b>	85.3%
<b>Uncategorized Income</b>	0.0%
<b>Water Sales</b>	
Application Fee	0.0%
Water Sales - Other	0.0%
<b>Total Water Sales</b>	0.0%
<b>Total Income</b>	11.0%
<b>Expense</b>	
Account-Audit	0.0%
Bank Charges	0.0%
Conservation Program	0.0%
Consulting	77.1%
District Vehicle	98.4%
Election	0.0%
<b>Engineering</b>	
Water Accounting	0.0%
<b>Total Engineering</b>	0.0%
<b>Fees</b>	0.0%
<b>Frost WDMP</b>	97.1%
<b>Gage</b>	
Gualala Gage Reimbursement	0.0%
Gage - Other	108.4%
<b>Total Gage</b>	49.1%
<b>Insurance</b>	
Employee Life	277.3%
Liability Insurance	159.0%
Workers Comp	0.0%
<b>Total Insurance</b>	180.1%
<b>ISRP</b>	0.0%
<b>Legal</b>	10.8%
<b>Meeting Stipends</b>	109.4%
<b>Membership</b>	75.7%
<b>Meters Expense</b>	6.9%
<b>Office Expense</b>	28.2%
<b>Payroll Expenses</b>	
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%
<b>Total Payroll Expenses</b>	<b>57.9%</b>
Payroll Taxes	
FICA	100.0%
Medicare	66.0%
Payroll Taxes - Other	0.0%
<b>Total Payroll Taxes</b>	<b>253.1%</b>
Postage, Copies & Reproductions	0.0%
Reimbursed Expense	100.0%
Rent	49.1%
SGMA	
USGS Modeling	0.0%
SGMA - Other	0.0%
<b>Total SGMA</b>	<b>0.0%</b>
SWRCB Permits	88.8%
Telephone	84.0%
Training	0.0%
Travel/Mileage	0.0%
UC Modeling	114.3%
Uncollectable Accounts	0.0%
Utilities	29.8%
<b>Total Expense</b>	<b>34.2%</b>
<b>Net Ordinary Income</b>	<b>117.7%</b>
Other Income/Expense	
Other Expense	
Operating Reserves	0.0%
<b>Total Other Expense</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.0%</b>
<b>Net Income</b>	<b>90.7%</b>



**Russian River Flood Control District**  
**Balance Sheet**

Accrual Basis

As of December 31, 2018

	Dec 31, 18	Dec 31, 17
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>LAIF</b>		
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
<b>Total LAIF</b>	481,252.68	211,252.68
<b>SBMC Checking</b>	105,185.78	207,468.17
<b>SBMC Savings</b>	67,468.60	217,442.81
<b>Total Checking/Savings</b>	653,907.06	636,163.66
<b>Accounts Receivable</b>		
Accounts Receivable	-9,464.23	2,039.77
<b>Total Accounts Receivable</b>	-9,464.23	2,039.77
<b>Other Current Assets</b>		
Interest Receivable	560.86	560.86
Taxes Receivable	3,515.19	3,515.19
Undeposited Funds	5,000.00	0.00
<b>Total Other Current Assets</b>	9,076.05	4,076.05
<b>Total Current Assets</b>	653,518.88	642,279.48
<b>Fixed Assets</b>		
<b>Meters</b>		
At Cost	98,265.89	19,635.04
<b>Total Meters</b>	98,265.89	19,635.04
<b>Total Fixed Assets</b>	98,265.89	19,635.04
<b>TOTAL ASSETS</b>	<b>751,784.77</b>	<b>661,914.52</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
*Accounts Payable	46.01	9,440.83
<b>Total Accounts Payable</b>	46.01	9,440.83
<b>Other Current Liabilities</b>		
<b>Payroll Liabilities</b>		
CalPERS	-199.43	-199.43
CalPERS 457 Def Comp	-1,500.00	-6,631.41
CalPERS Match	573.56	573.56
Life Insurance	-527.00	-527.00
State Withholding CA	-676.36	-676.36
<b>Total Payroll Liabilities</b>	-2,329.23	-7,460.64
<b>Total Other Current Liabilities</b>	-2,329.23	-7,460.64
<b>Total Current Liabilities</b>	-2,283.22	1,980.19
<b>Total Liabilities</b>	-2,283.22	1,980.19
<b>Equity</b>		
Opening Bal Equity	541,116.95	462,253.39
Retained Earnings	321,533.13	499,032.31
Net Income	-108,582.09	-301,351.37

**Russian River Flood Control District**  
**Balance Sheet**

As of December 31, 2018

Accrual Basis

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	<u>Dec 31, 18</u>	<u>Dec 31, 17</u>
Total Equity	<u>754,067.99</u>	<u>659,934.33</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>751,784.77</u></b>	<b><u>661,914.52</u></b>

**MENDOCINO COUNTY RUSSIAN RIVER FLOOD CONTROL &  
WATER CONSERVATION IMPROVEMENT DISTRICT**

**RESOLUTION #19-01**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF MCRRFC & WCID  
APPOINTING REPRESENTATIVES TO THE UKIAH VALLEY BASIN  
GROUNDWATER SUSTAINABILITY AGENCY**

**WHEREAS**, groundwater in the Ukiah Basin is a vital resource to meet the water supply needs for customers of the District;

**WHEREAS**, the County of Mendocino, City of Ukiah, Upper Russian River Water Agency and the District have come together as Member Agencies to improve management of groundwater in the Ukiah Valley Basin under a Joint Powers Agreement (JPA) creating the Ukiah Valley Basin Groundwater Sustainability Agency (GSA);

**WHEREAS**, each of the Member Agencies is a local agency as defined by the Sustainable Groundwater Management Act of 2014 (SGMA), duly organized and existing under and by virtue of the laws of the State of California with the ability to exercise powers related to groundwater management; and,

**WHEREAS**, Article 7 of the GSA JPA provides for the appointment and re-appointment by Resolution of Directors and Alternate Directors on the Agency Board of Directors to serve as representatives of each Member Agency, including the District.

**NOW, THEREFORE, BE IT RESOLVED** that, upon execution of the Agency JPA by the Member Agencies, the Board of Trustees hereby appoints Trustee Alfred White to serve as the Director representing the District on the Ukiah Valley Basin Groundwater Sustainability Agency board;

**BE IT FURTHER RESOLVED** that, Trustee Tyler Rodrigue is appointed as Alternate Director to represent the District on the Ukiah Valley Basin Groundwater Sustainability Agency in the event that the Director representing the District cannot attend a GSA Board of Directors meeting.

**ADOPTED** 7th of January, 2019 by the Board of Trustees of the Mendocino County Russian River Flood Control & Water Conservation Improvement District.

John Reardan	Yes / No / Abstain / Absent
Tyler Rodrigue	Yes / No / Abstain / Absent
Alfred White	Yes / No / Abstain / Absent
William Carson	Yes / No / Abstain / Absent
Matthew Froneberger	Yes / No / Abstain / Absent

Signed:

\_\_\_\_\_  
John Reardan  
President

Attest: \_\_\_\_\_  
Tamara Alaniz  
General Manager

## **General Manager's Report – January 7, 2019**

### **Agenda Item 5. Nomination and Appointment of Board of Trustees Officers for 2019**

Nominations of Vice President Reardan for President and Treasurer Rodrigue for Vice President are anticipated. Nominations do not require a second and shall be voted on by the quorum present.

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

The Groundwater Sustainability Agency (GSA) Agreement requires that its Board members be appointed every two years. A resolution will need to be adopted to re-appoint the Trustees to the GSA Board and a motion is recommended below.

**A motion** to approve Resolution #19-01 re-appointing the District representatives to the Groundwater Sustainability Agency.

### **Agenda Item 10. General Manager Recruitment Update**

Bob Murray and Associates (BMA) has completed their term in assistance to the District with the General manager recruitment process. A final bill for reference and background checks on the final three candidates is expected. A stakeholder panel interview is scheduled for January 28, with a special board meeting due for scheduling the next day on January 29, 2019 for panel-recommended candidate interviews.

### **OTHER ITEMS**

Closed Session – Public Employment; General Manager: Government Code Section 54954.5