

A G E N D A

**Board of Trustees – Regular Meeting
Monday, July 3, 2017, 5:30 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 June 5, 2017 Regular Meeting Minutes
6. June Financial Report (Accounts Payable, EOY Income/Expenses/%, EOY Balance Sheet)
7. Committee Reports
 - a) None

Items for Discussion and Possible Action:

8. Discussion of Millview CWD Masonite Project
9. Discussion of Upper Russian River Water Agency and LAFCo Application
10. Discussion of Water Rights License and Compliance Plan Strategies – *Strategic Plan: R/A Goal 3*
11. Master Calendar – July and August
12. Board Member Reports
13. General Manager Report
14. Direction on Future Agenda Items
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 06-23-17)

President
William Carson

Vice President
Matthew Froneberger

Treasurer
Tyler Rodrigue

Trustee
Alfred White

Trustee
John Reardan

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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
June 5, 2017

1. Roll Call

President William Carson called the regular meeting to order at 5:30pm in the District Offices.

Members Present:

William Carson, President
Matthew Froneberger, Vice President
Tyler Rodrigue, Treasurer (arrived 5:33 pm)
Alfred White, Trustee
John Reardan, Trustee

Staff: Tamara Alaniz, General Manager

2. Public Expression

No one showed interest in speaking.

3. Approval of Agenda

Trustee Froneberger moved approval of the Agenda for June 5, 2017. Trustee Reardan seconded the motion. The motion was approved by unanimous vote:

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

4. Approval of the May 8, 2017 Regular Meeting Minutes

Trustee White moved approval of the minutes of the May 8, 2017 Regular Meeting with one spelling correction. Trustee Reardan seconded the motion. The motion was approved by unanimous vote:

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

5. Financial Report (Accounts Payable, Income/Expense/%, Balance Sheet)

Trustee Reardan moved to accept and file the financial report. Vice President Froneberger seconded the motion. The motion was approved by unanimous vote:

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

6. Committee Report

The Finance Committee met to draft the budget (see Agenda Item 8 of this meeting.)

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

47 **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

48
49 **7. Consideration of District Vehicle Purchase from Redwood Ford**

50 Treasurer Rodrigue moved to approve the purchase of a District vehicle, a 2017 Ford Escape
51 AWD from Redwood Ford, Ukiah, California in the amount of \$24,902.09. Trustee White
52 seconded the motion. The motion was approved by unanimous vote:

53
54 Ayes: 5 (Carson, Froneberger, Reardan, Rodrigue, White)

55
56 **8. Consideration of Draft Budget for Fiscal Year 2017-18**

57 GM Alaniz presented the draft budget as proposed by the Finance Committee. It was noted the
58 draft budget is based on the actual expenditures of Fiscal Year 2016-17. Any unexpected
59 expenses during Fiscal Year 2017-18 will be presented to the Board for approval. It was also
60 clarified that the line item for metering is not an authorization for a larger program expenditure
61 and Board approval would be required before expenditure meter program is implemented. An
62 amendment of an additional \$36,000.00 for the election line was directed.

63
64 Vice President Froneberger moved to approve the draft budget for Fiscal Year 2017-18 as
65 amended in the election line. Trustee Reardan seconded the motion. The motion was approved by
66 unanimous vote:

67
68 Ayes: 5 (Carson, Froneberger, Reardan, Rodrigue, White)

69
70 **9. Discussion of Water Rights License and Compliance Plan Strategies**

71 *-Strategic Plan: R/A Goal 3*

72
73 GM Alaniz provided an update. The District has received the water right license. District Legal
74 Counsel and State Water Resources Control Board staff met to discuss the compliance plan
75 required by the license terms, which is now being developed to include SB 88 related actions to
76 meet the terms. The Board requested a letter be sent to District customers informing them about
77 the District’s meter inventory and reporting compliance requirements.

78
79 **10. Consideration of Resolution #17-03 – Supporting ACWA Policy Statement against the
80 Unimpaired Flows Policy of the State Water Resources Control Board**

81
82 Trustee White moved to approve Resolution #17-03 – Supporting ACWA Policy Statement
83 against the Unimpaired Flows Policy of the State Water Resources Control Board. Trustee
84 Reardan seconded the motion. The motion was approved by roll call vote:

85
86 Ayes: 5 (Carson, Froneberger, Reardan, Rodrigue, White)

87
88 **11. Letters Supporting North Coast Representatives to the ACWA Region 1 Board**

89
90 GM Alaniz presented the letters of support being sent and no motions were made.

91
92 **12. Summer Internship for Compliance Plan Survey**

93
94 GM Alaniz noted an intern may be utilized to assist in the water rights license compliance plan,
95 noting the District worker’s compensation insurance covers an intern.

97 **13. Master Calendar – June and July 2017**

98

99 GM Alaniz provided an updated June calendar during the meeting.

100

101 **14. Board Member Reports**

102

103 Trustee White provided an update on the Upper Russian River Watershed Agency. A cost
104 estimate for the Local Agency Formation Commission (LAFCo) consolidation process is
105 scheduled to be discussed.

106

107 Trustee Reardan reported on the May Inland Water and Power Commission meeting.

108

109 **15. General Manager Report**

110

111 GM Alaniz provided information on the Coyote Dam website discrepancies.

112

113 **16. Direction on Future Agenda Items**

114 The Board requested agenda item regarding social media.

115

116 **17. Adjournment**

117 Trustee White moved that the meeting be adjourned at 7:20 pm. Vice President Froneberger
118 seconded the motion. The motion was approved by unanimous vote:

119

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

121

**Russian River Flood Control District
Transaction List by Vendor**

June 2017

	Type	Date	Memo	Amount
Alfred White	Bill Pmt -Check	06/20/2017	January - June 2017 Board Meeting Stipend	-475.00
Cardmember Service	Bill Pmt -Check	06/20/2017	June 2017 Statement	-1,311.98
Herrum/Crabtree/Suntag	Bill Pmt -Check	06/20/2017	05/31/17 Invoice #s 85036 & 85064	-4,305.42
Intuit	Check	06/08/2017	Monthly Fee	-2.00
IWPC JPA	Bill Pmt -Check	06/05/2017	2017 Annual Dues	-2,000.00
John Rearidan	Bill Pmt -Check	06/20/2017	January - June 2017 Board Meeting Stipend	-150.00
Matthew Fronberger	Bill Pmt -Check	06/20/2017	January - June 2017 Board Meeting Stipend	-275.00
Paul Zellman	Bill Pmt -Check	06/20/2017	January - June 2017 Board Meeting Stipend	-250.00
Redwood Ford	Bill Pmt -Check	06/05/2017	District Vehicle Purchase	-24,902.09
Ricoh USA, Inc.	Bill Pmt -Check	06/20/2017	Invoice 98952023	-67.23
Sonoma County Water Agency	Bill Pmt -Check	06/20/2017	Invoice WTR-00000594 06/05/2017	-10,000.00
State Compensation Insurance Fund	Bill Pmt -Check	06/20/2017	1674756 - 16 - 06/05/17	-1,039.25
Tyler Rodrigue	Bill Pmt -Check	06/20/2017	January - June 2017 Board Meeting Stipend	-300.00
URRWA JPA	Bill Pmt -Check	06/01/2017	Invoice #100 - May 2017 Dues	-100.00
	Bill Pmt -Check	06/20/2017	Invoice #107 - June 2017 Dues	-100.00
William Carson	Bill Pmt -Check	06/20/2017	January - June 2017 Board Meeting Stipend	-575.00
Willow County Water District	Bill Pmt -Check	06/01/2017	June 2017 Rent and Utilities	-577.74

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

Accrual Basis

July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest-LAIF	391.35			
Interest-SBMC	0.00	0.00	0.00	0.0%
Property Taxes				
Current Secured	34,898.59	20,000.00	14,898.59	174.5%
Current Unsecur	1,432.24	2,000.00	-567.76	71.6%
Highway Prop. Rental	0.00	0.00	0.00	0.0%
HOPTR	407.00	410.00	-3.00	99.3%
MCRDA Pass thru	10,309.45			
Prior Secured	-0.65	0.00	-0.65	100.0%
Prior Unsecured	53.10	0.00	53.10	100.0%
SB813	173.58	200.00	-26.42	86.8%
Supplement Roll	356.55			
URDA Pass thru	0.00	10,000.00	-10,000.00	0.0%
Total Property Taxes	47,629.86	32,610.00	15,019.86	146.1%
Water Sales				
Application Fee	1,600.00	0.00	1,600.00	100.0%
Water Sales - Other	325,065.96	360,000.00	-34,934.04	90.3%
Total Water Sales	326,665.96	360,000.00	-33,334.04	90.7%
Total Income	374,687.17	392,610.00	-17,922.83	95.4%
Expense				
Account-Audit	2,060.00	3,000.00	-940.00	68.7%
Bank Charges	30.00	300.00	-270.00	10.0%
Conservation Program	1,300.50	20,000.00	-18,699.50	6.5%
Consulting	8,754.24	11,000.00	-2,245.76	79.6%
District Vehicle	24,902.09	7,000.00	17,902.09	355.7%
Election	0.00	36,000.00	-36,000.00	0.0%
Engineering				
Water Accounting	750.00			
Total Engineering	750.00			
Fees				
County Admin. Fees	612.49			
Fees - Other	716.53	2,000.00	-1,283.47	35.8%
Total Fees	1,329.02	2,000.00	-670.98	66.5%
Flood Control	0.00	4,000.00	-4,000.00	0.0%
Frost WDMP	0.00	0.00	0.00	0.0%
Gage	26,550.00	12,500.00	14,050.00	212.4%
Insurance				
Dental	0.00	0.00	0.00	0.0%
Employee Life	506.51	0.00	506.51	100.0%
Health	4,479.90	12,000.00	-7,520.10	37.3%
Liability Insurance	2,517.67	2,500.00	17.67	100.7%
Vehicle	0.00	1,000.00	-1,000.00	0.0%
Workmens Comp	-15.99	1,050.00	-1,065.99	-1.5%
Total Insurance	7,488.09	16,550.00	-9,061.91	45.2%
ISRP	10,227.67	7,000.00	3,227.67	146.1%
Legal	11,443.02	20,000.00	-8,556.98	57.2%
Meeting Stipends	3,475.00	4,000.00	-525.00	86.9%
Membership	7,102.00	6,000.00	1,102.00	118.4%
Meters Expense	11,203.91	30,000.00	-18,796.09	37.3%
Office Expense	2,687.66	6,500.00	-3,812.34	41.3%
Payroll Expenses				
CalPERS Company Match	6,520.91	13,000.00	-6,379.09	50.9%
CALPERS Fees	701.60	0.00	701.60	100.0%
CalPERS Unfunded Pns. Liability	1,065.50	1,000.00	65.50	106.6%
Employee 457 Plan	0.00	0.00	0.00	0.0%
Gross Wages	108,970.00	105,000.00	3,970.00	103.8%
Roth IRA	500.00			
Traditional IRA	1,400.00			
Payroll Expenses - Other	0.00	24.00	-24.00	0.0%
Total Payroll Expenses	119,258.01	119,024.00	234.01	100.2%
Payroll Taxes				
FICA	6,648.34	0.00	6,648.34	100.0%
Medicare	1,554.86	2,000.00	-445.14	77.7%
Payroll Taxes - Other	0.00	0.00	0.00	0.0%
Total Payroll Taxes	8,203.20	2,000.00	6,203.20	410.2%
Postage, Copies & Reproductions	35.55	816.00	-780.45	4.4%
Reimbursed Expense	-14,680.40			
Rent	6,240.00	6,400.00	-160.00	97.5%
SGMA				
USGS Modeling	0.00	0.00	0.00	0.0%
SGMA - Other	0.00	0.00	0.00	0.0%
Total SGMA	0.00	0.00	0.00	0.0%
SWRCB Permits	9,077.33	11,500.00	-2,422.67	78.9%

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

Accrual Basis

July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Telephone	1,802.59	1,750.00	52.59	103.0%
Training	1,437.50	4,000.00	-2,562.50	35.9%
Travel/Mileage	3,146.67	5,500.00	-2,353.33	57.2%
UC Modeling	10,000.00	10,000.00	0.00	100.0%
Uncollectable Accounts	0.00			
Utilities	907.33	1,680.00	-772.67	54.0%
Total Expense	264,730.98	348,520.00	-83,789.02	76.0%
Net Ordinary Income	109,956.19	44,090.00	65,866.19	249.4%
Other Income/Expense				
Other Expense				
Operating Reserves	0.00	25,000.00	-25,000.00	0.0%
Total Other Expense	0.00	25,000.00	-25,000.00	0.0%
Net Other Income	0.00	-25,000.00	25,000.00	0.0%
Net Income	109,956.19	19,090.00	90,866.19	576.0%

Russian River Flood Control District
Balance Sheet
As of June 30, 2017

Accrual Basis

	Jun 30, 17	Jun 30, 16
ASSETS		
Current Assets		
Checking/Savings		
LAIF		
FERC	1.00	1.00
LAIF - Other	211,251.68	1,978.56
Total LAIF	211,252.68	1,979.56
Operating Reserve	0.00	33,881.77
SBMC Checking	347,073.83	272,039.12
SBMC Savings	217,415.41	367,222.11
Total Checking/Savings	775,741.92	675,122.56
Accounts Receivable		
Accounts Receivable	48,240.77	40,176.96
Total Accounts Receivable	48,240.77	40,176.96
Other Current Assets		
Interest Receivable	394.96	588.26
Taxes Receivable	3,515.19	3,515.19
Undeposited Funds	0.00	400.00
Total Other Current Assets	3,910.15	4,503.45
Total Current Assets	827,892.84	719,802.97
Fixed Assets		
Meters		
At Cost	19,635.04	19,635.04
Total Meters	19,635.04	19,635.04
Total Fixed Assets	19,635.04	19,635.04
TOTAL ASSETS	847,527.88	739,438.01
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
*Accounts Payable	-186.70	3,005.05
Total Accounts Payable	-186.70	3,005.05
Other Current Liabilities		
Accounts Payable	-5,668.16	-5,668.16
Payroll Liabilities		
CalPERS	347.45	403.82
CalPERS 457 Def Comp	-3,176.91	0.00
CalPERS Match	1,344.52	1,750.00
Federal Withholding	1,460.00	180.18
FICA		
Company	577.01	0.00
Employee	577.01	0.00
Total FICA	1,154.02	0.00
Health	0.00	-2,474.04
Life Insurance	-82.08	0.00
Medicare		
Company	134.95	0.00
Employee	134.95	0.00
Total Medicare	269.90	0.00
State Withholding CA	3.08	134.59

Russian River Flood Control District

Balance Sheet

As of June 30, 2017

Accrual Basis

	<u>Jun 30, 17</u>	<u>Jun 30, 16</u>
Total Payroll Liabilities	1,319.98	-5.45
Total Other Current Liabilities	-4,348.18	-5,673.61
Total Current Liabilities	-4,534.88	-2,668.56
Total Liabilities	-4,534.88	-2,668.56
Equity		
Opening Bal Equity	462,253.39	462,253.39
Retained Earnings	279,853.18	247,672.11
Net Income	109,956.19	32,181.07
Total Equity	852,062.76	742,106.57
TOTAL LIABILITIES & EQUITY	<u>847,527.88</u>	<u>739,438.01</u>

General Manager's Report – July 3, 2017

Agenda Item 8. Discussion of Millview CWD Masonite Project

GM Bill Koehler will talk to the Board about Millview's groundwater project on the Masonite property.

Agenda Item 9. Discussion of Upper Russian River Water Agency (URRWA) and LAFCo Application

The URRWA JPA Board met and discussed this item at its June 7, 2017 meeting. There was a general agreement that a better understanding of the Plan for Services elements, including water supply availability and avoiding the extension of moratoria over the whole consolidated district.

Staff will continue to work on quantifying our water supply and demand while developing solutions to our common concerns, prior to filing an application with LAFCo.

Cost sharing scenarios were also discussed in order to develop appropriate methods between our districts for sharing project costs. Methods based on revenues, water sales and service area size were discussed with strengths and weaknesses identified for each. More work is needed in future months.

Agenda Item 10. Discussion of Water Rights License and Compliance Plan Strategies – Strategic Plan: R/A Goal 3

We are developing a compliance plan that includes SB 88-related actions to meet the license terms. Our meters are inventories and we have developed a list (numbered, without names) to determine where further SB 88 compliance is needed.

Other Items

- Customer Letter on Consolidation
- State Senator McGuire Meeting
- PVP Scoping Meeting
- D2 Cert Course