

**AGENDA**

**Board of Trustees – Regular Meeting  
Monday, March 13, 2017, 5:00 pm at the District Office**

1. Roll Call
2. Public Expression- See End of Agenda for Information on Public Expression
3. Approval of Agenda
4. February Financial Report (Accounts Payable, Income/Expenses/%, Balance Sheet)
5. Committee Reports
  - a) None

**Items for Discussion and Possible Action:**

6. Discussion of Groundwater Sustainability Agency (GSA) Formation – *SP: RWR Goal 2*
7. Discussion of Upper Russian River Water Agency JPA – *SP: RWR Goal 3*
8. Discussion of Draft Water Rights License – *Strategic Plan: R/A Goal 3*
9. Update on Water Use Reporting
10. Master Calendar – March and April
11. Board Member Reports
12. General Manager Report
13. Direction on Future Agenda Items
14. Closed Session – Government Public Employee Performance Evaluation: Code Section 54954.5. (General Manager)
15. Adjournment

**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 03-10-17)

**President**  
*Paul Zellman*

**Vice President**  
*William Carson*

**Treasurer**  
*Tyler Rodrigue*

**Trustee**  
*Alfred White*

**Trustee**  
*Matthew Froneberger*

**Russian River Flood Control District  
Accounts Payable List by Vendor**

February 2017

Type	Date	Memo	Amount
Cardmember Service			
Elizabeth Salomone			
Bill	02/21/2017	February 2017 Statement	-3,367.57
Herum/Crabtree/Santag			
Bill Pmt -Check	02/02/2017	February 1, 2017 Invoice	-270.00
Bill Pmt -Check	02/01/2017	Invoice 83411 dated 12/30/16, revd 01/23/17	-97.92
Intuit			
Check	02/08/2017	Monthly Fee	-2.00
Mendocino County Auditor			
Bill	02/23/2017	FY 15-16 Property Tax Administrative Services	-612.49
Pehling and Pehling, Corp			
Bill	02/21/2017	Invoice 720	-2,060.00
Ricoh USA, Inc.			
Bill Pmt -Check	02/01/2017	Invoice 98173895	-66.91
Bill	02/21/2017	Invoice 98330629	-66.91
Robertson & Associates, CPAs			
Bill	02/20/2017	Invoice #58371	-205.00
URRWA JPA			
Bill Pmt -Check	02/01/2017	Invoice #74 - January 2017 Dues	-100.00
Bill	02/21/2017	Invoice #80 - February 2017 Dues	-100.00
US Cellular			
Bill Pmt -Check	02/01/2017	Invoice #0173707749 rcvd 01/25/17	-81.83
Bill	02/28/2017	Invoice #0178249878 rcvd 02/28/17	-84.02
Willow County Water District			
Bill Pmt -Check	02/01/2017	February 2017 Rent and Utilities	-618.04

**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
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Property Taxes</b>				
Current Secured	21,610.63	20,000.00	1,610.63	108.1%
Current Unsecured	1,432.24	2,000.00	-567.76	71.6%
HOPTR	206.51	410.00	-203.49	50.4%
MCRDA Pass thru	6,383.59			
Prior Secured	-4.45			
Prior Unsecured	49.95			
SBB13	173.58	200.00	-26.42	86.8%
Supplement Roll	228.74			
URDA Pass thru	0.00	10,000.00	-10,000.00	0.0%
<b>Total Property Taxes</b>	<b>30,080.79</b>	<b>32,610.00</b>	<b>-2,529.21</b>	<b>92.2%</b>
<b>Water Sales</b>				
Application Fee	1,600.00			
Water Sales - Other	1,699.05	360,000.00	-358,300.95	0.5%
<b>Total Water Sales</b>	<b>3,299.05</b>	<b>360,000.00</b>	<b>-356,700.95</b>	<b>0.9%</b>
<b>Total Income</b>	<b>33,379.84</b>	<b>392,610.00</b>	<b>-359,230.16</b>	<b>8.5%</b>
<b>Expense</b>				
Account-Audit	2,060.00	3,000.00	-940.00	68.7%
Bank Charges	0.00	300.00	-300.00	0.0%
Conservation Program	1,300.50	20,000.00	-18,699.50	6.5%
Consulting	3,303.36	11,000.00	-7,696.64	30.0%
District Vehicle	0.00	7,000.00	-7,000.00	0.0%
Election	0.00	36,000.00	-36,000.00	0.0%
Engineering				
Water Accounting	750.00			
<b>Total Engineering</b>	<b>750.00</b>			
<b>Fees</b>				
County Admin. Fees	612.49			
Fees - Other	716.53	2,000.00	-1,283.47	35.8%
<b>Total Fees</b>	<b>1,329.02</b>	<b>2,000.00</b>	<b>-670.98</b>	<b>66.5%</b>
Flood Control	0.00	4,000.00	-4,000.00	0.0%
Gage	13,062.50	12,500.00	562.50	104.5%
<b>Insurance</b>				
Health	4,479.90	12,000.00	-7,520.10	37.3%
Liability Insurance	0.00	2,500.00	-2,500.00	0.0%
Vehicle	0.00	1,000.00	-1,000.00	0.0%
Workmens Comp	-126.90	1,050.00	-1,176.90	-12.1%
<b>Total Insurance</b>	<b>4,353.00</b>	<b>16,550.00</b>	<b>-12,197.00</b>	<b>26.3%</b>
ISRP	10,227.67	7,000.00	3,227.67	146.1%
Legal	4,722.24	20,000.00	-15,277.76	23.6%
Meeting Stipends	1,450.00	4,000.00	-2,550.00	36.3%
Membership	4,702.00	6,000.00	-1,298.00	78.4%
Meters Expense	10,166.51	30,000.00	-19,833.49	33.9%
Office Expense	2,179.37	6,500.00	-4,320.63	33.5%
<b>Payroll Expenses</b>				
CALPERS Company Match	4,401.10	13,000.00	-8,598.90	33.9%
CALPERS Fees	701.60			
CALPERS Unfunded Pns. Liability	774.85	1,000.00	-225.15	77.5%
Gross Wages	71,943.92	105,000.00	-33,056.08	68.5%
Roth IRA	500.00			
Traditional IRA	1,400.00			
Payroll Expenses - Other	0.00	24.00	-24.00	0.0%
<b>Total Payroll Expenses</b>	<b>79,721.47</b>	<b>119,024.00</b>	<b>-39,302.53</b>	<b>67.0%</b>
<b>Payroll Taxes</b>				
FICA	4,349.62			
Medicare	1,017.26	2,000.00	-982.74	50.9%
<b>Total Payroll Taxes</b>	<b>5,366.88</b>	<b>2,000.00</b>	<b>3,366.88</b>	<b>268.3%</b>
Postage, Copies & Reproductions	35.55	816.00	-780.45	4.4%
Rent	4,680.00	6,400.00	-1,720.00	73.1%
SWRCB Permits	9,077.33	11,500.00	-2,422.67	78.9%
Telephone	1,547.02	1,750.00	-202.98	88.4%
Training	1,437.50	4,000.00	-2,562.50	35.9%
Travel/Mileage	2,194.12	5,500.00	-3,305.88	39.9%
UC Modeling	0.00	10,000.00	-10,000.00	0.0%
Uncollectable Accounts	0.00			
Utilities	691.65	1,680.00	-988.35	41.2%
<b>Total Expense</b>	<b>164,357.69</b>	<b>348,520.00</b>	<b>-184,162.31</b>	<b>47.2%</b>
<b>Net Ordinary Income</b>	<b>-130,977.85</b>	<b>44,090.00</b>	<b>-175,067.85</b>	<b>-297.1%</b>
<b>Other Income/Expense</b>				
Other Expense				
Operating Reserves	0.00	25,000.00	-25,000.00	0.0%

**Russian River Flood Control District**  
**Income & Expense / Budget vs. Actual**  
**July 2016 through June 2017**

Accrual Basis

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
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%
<b>Net Income</b>	<b>-130,977.85</b>	<b>19,090.00</b>	<b>-150,067.85</b>	<b>-686.1%</b>

# Russian River Flood Control District

## Balance Sheet

As of February 28, 2017

Accrual Basis

	Feb 28, 17	Feb 29, 16
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>LAIF</b>		
<b>FERC</b>	1.00	1.00
<b>Operating Reserve</b>	33,881.77	33,881.77
<b>LAIF - Other</b>	151,978.56	1,978.56
<b>Total LAIF</b>	185,861.33	35,861.33
<b>SBMC Checking</b>	32,406.89	23,595.52
<b>SBMC Savings</b>	367,415.41	414,922.11
<b>Total Checking/Savings</b>	585,683.63	474,378.96
<b>Accounts Receivable</b>		
<b>Accounts Receivable</b>	2,021.77	3,673.91
<b>Total Accounts Receivable</b>	2,021.77	3,673.91
<b>Other Current Assets</b>		
<b>Interest Receivable</b>	394.96	588.26
<b>Taxes Receivable</b>	3,515.19	3,515.19
<b>Total Other Current Assets</b>	3,910.15	4,103.45
<b>Total Current Assets</b>	591,615.55	482,156.32
<b>Fixed Assets</b>		
<b>Meters</b>		
<b>At Cost</b>	19,635.04	19,635.04
<b>Total Meters</b>	19,635.04	19,635.04
<b>Total Fixed Assets</b>	19,635.04	19,635.04
<b>TOTAL ASSETS</b>	<b>611,250.59</b>	<b>501,791.36</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
<b>*Accounts Payable</b>	6,309.29	-186.70
<b>Total Accounts Payable</b>	6,309.29	-186.70
<b>Other Current Liabilities</b>		
<b>Accounts Payable</b>	-5,668.16	-5,668.16
<b>Payroll Liabilities</b>		
<b>CalPERS</b>	127.39	885.94
<b>CalPERS 457 Def Comp</b>	-1,449.66	0.00
<b>CalPERS Match</b>	1,433.90	1,045.23
<b>Federal Withholding</b>	0.00	473.75
<b>FICA</b>		
<b>Company</b>	0.00	243.62
<b>Employee</b>	0.00	243.62
<b>Total FICA</b>	0.00	487.24
<b>Health</b>	0.00	1,891.42
<b>Life Insurance</b>	-588.63	0.00
<b>Medicare</b>		
<b>Company</b>	0.00	56.98
<b>Employee</b>	0.00	56.98
<b>Total Medicare</b>	0.00	113.96
<b>State Withholding CA</b>	-676.36	137.47
<b>Total Payroll Liabilities</b>	-1,153.36	5,035.01

**Russian River Flood Control District**

**Balance Sheet**

Accrual Basis

As of February 28, 2017

---

	<u>Feb 28, 17</u>	<u>Feb 29, 16</u>
Total Other Current Liabilities	-6,821.52	-633.15
Total Current Liabilities	-512.23	-819.85
Total Liabilities	-512.23	-819.85
Equity		
Opening Bal Equity	462,253.39	462,253.39
Retained Earnings	279,853.18	247,672.11
Net Income	-130,343.75	-207,314.29
Total Equity	611,762.82	502,611.21
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>611,250.59</u></b>	<b><u>501,791.36</u></b>

# March 2017

March 2017							April 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

Monday	Tuesday	Wednesday	Thursday	Friday
Feb 27	28	Mar 1	2	3
		5:00pm 6:30pm Water Districts JPA Board Meeting (Laws Avenue Office) 6:00pm 8:00pm City of Ukiah Council Meeting (Council Chambers, 300 Seminary Ave., Ukiah)		
6	7	8	9	10
9:00am 10:30am LAFCo Board Meeting (501 Low Gap - County Office Building)	9:00am 11:30am Board of Supervisors Meeting (501 Low Gap Road, Ukiah)	6:00pm 7:30pm Calpella County Water District Meeting (Calpella Elementary School Library)	1:00pm 4:00pm PG&E Public Meeting on PVP (Ukiah Confer Power Commission (Conference Board Meeting (25 Center Street, Ukiah))	
13	14	15	16	17
9:00am 11:00am Public Policy Facilitation Committee (Santa Rosa County Office Building) 5:00pm 6:30pm RRFC Board Meeting 6:00pm 7:30pm Willow County Water District Board Meeting (501 Low Gap Road, Ukiah)		6:00pm 7:00pm City of Ukiah Council Meeting (Council Chambers, 300 Seminary Ave., Ukiah)	6:00pm 7:30pm Redwood Valley Water District Board Meeting (2370 Webb Ranch Road (East Road to Road D to Colony Drive to Webb Ranch Road))	
20	21	22	23	24
4:00pm 4:30pm Water Committee (Farm Bureau)	9:00am 11:30am Board of Supervisors Meeting (501 Low Gap Road, Ukiah) 9:00am 10:30am RCD Board Meeting (410 Jones Street, Ukiah) 5:00pm 6:30pm Millview County Water District Board Meeting (501 Low Gap Road, Ukiah)			
27	28	29	30	31
		5:00pm 7:00pm City of Ukiah Water Workshop (City Council Chambers)	TAMARA VACATION DAY	Cesar Chavez Holiday

# April 2017

April 2017							May 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	1	2	3	4	5	6	7
9	10	11	12	13	14	15	8	9	10	11	12	13	14
16	17	18	19	20	21	22	15	16	17	18	19	20	21
23	24	25	26	27	28	29	22	23	24	25	26	27	28
30							29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Apr 3</p> <p>9:00am 10:30am LAFCo Board Meeting (501 Low Gap - County Office Building)</p>	<p>4</p> <p>9:00am 11:30am Board of Supervisors Meeting (501 Low Gap Road, Ukiah)</p>	<p>5</p> <p>5:00pm 6:30pm Water Districts JPA Board Meeting (Laws Avenue Office) 6:00pm 8:00pm City of Ukiah Council Meeting (Council Chambers, 300 Seminary Ave., Ukiah)</p>	<p>6</p>	<p>7</p>
<p>10</p> <p>5:00pm 6:30pm RRFC Board Meeting 6:00pm 7:30pm Willow County Water District Board Meeting (Laws Avenue Office)</p>	<p>11</p>	<p>12</p>	<p>13</p>	<p>14</p>
TAMARA VACATION DAYS				
<p>17</p> <p>4:00pm 4:30pm Water Committee (Farm Bureau)</p>	<p>18</p> <p>9:00am 11:30am Board of Supervisors Meeting (501 Low Gap Road, Ukiah) 9:00am 10:30am RCD Board Meeting (410 Jones Street, Suite C-3, Ukiah, CA ☐ (707) 45:00pm 6:30pm Millview County Water District Board Meeting (</p>	<p>19</p> <p>6:00pm 7:30pm Calpella County Water District Meeting (Calpella Elementary School Library) 6:00pm 7:00pm City of Ukiah Council Meeting (Council Chambers, 300 Seminary Ave., Ukiah)</p>	<p>20</p> <p>6:00pm 7:30pm Inland Water and Power Commission (Conference Room 5, City of Ukiah Civic Center Annex, 411 Ukiah Civic Center Annex, 411 Board Meeting (25 Center Street, Hopland) 6:30pm 8:00pm Hopland PUD Board Meeting (25 Center Street, Hopland)</p>	<p>21</p>
<p>24</p>	<p>25</p>	<p>26</p>	<p>27</p>	<p>28</p>

Apr 3 - 7

Apr 10 - 14

Apr 17 - 21

Apr 24 - 28



## General Manager's Report – March 13, 2017

### **Agenda Item 6. Discussion of Groundwater Sustainability Agency (GSA) Formation**

Background: The URRWA passed a resolution in January requiring that RRFC abstain from voting on GSA matters at the URRWA JPA meetings. At the RRFC Board meeting on February 13, the City representatives requested that RRFC leave the URRWA in order to maintain its vote on the GSA JPA Governing Board. That agenda item ended with the City agreeing to approach its counsel to provide enforceable language for the GSA JPA document that would satisfy their concerns about the voting weight of RRFC on GSA-related matters.

Developments: RRFC counsel has provided guidance that suggests the inclusion of the following amended language to Section 7.1.3 in the GSA JPA document to address the concerns of enforceability as expressed by the City representatives:

"Relationship of Members. The Upper Russian River Water Agency is a joint powers authority consisting of several water districts within the Ukiah Valley and the RRFC. For purposes of the Agency [GSA JPA], the RRFC desires to be a separate, dues-paying member of the Agency with a separate vote, and as such, will not take part in any action or discussion, and shall not vote on, item of the Upper Russian River Water Agency related to the Agency. The abstention of the RRFC from such agenda items of the Upper Russian River Water Agency shall be separately reflected in documents of the Upper Russian River Water Agency. Should the RRFC fail to abstain from taking part in any vote relating to the Agency before the Upper Russian River Water Agency, it shall not be entitled to vote on that matter when it comes before the Agency."

No suggested language or contact has yet been received from the City regarding the language they agreed to pursue for the GSA JPA document. At its meeting on March 1, the URRWA Board discussed the resolution passed on voting abstention and other responsible actions taken to ensure that there was no extra voting weight given to RRFC on GSA matters; and, they agreed that there was no additional voting weight given and no further action should be taken. The same night at a meeting of the Ukiah City Council, the Council did not agree to form its own GSA and directed the ad hoc committee to go back to the SGMA group and work out their concerns with the group. With the language provided by our counsel and the anticipated language from the City's counsel, we should be able to work through the concerns of the City and move forward with the JPA document.

**No action** is being recommended on this item.

### **Agenda Item 7. Discussion of Upper Russian River Water Agency JPA**

At the March 1 URRWA JPA meeting, GM Koehler was on vacation and I led the meeting in his absence. A proposal was made that projects undertaken by the individual districts should be brought forward to the JPA Board for transparency and open discussion. A draft letter jointly signed by the water districts to solicit consolidation support from the governor's office and our local legislators, along with support letters from our local partners was proposed. The unique process of our voluntary consolidation can be used as an example to other districts in the state. Moving forward with the LAFCO process, entertaining proposals for a Plan of Services that includes a rate study and model, capital improvement plan and the establishment of zones of benefit for the consolidated district, and

continuing to look for funding for capital improvements were the primary discussion topics of the meeting. It was emphasized again that the consolidation process should remain transparent and cooperative and the final product of our consolidation efforts should result in no district being worse off than it is now, only better. It was also proposed that I lead the URRWA JPA meetings in the future. Agreement on this proposal was also reached with GM Koehler and GM Redding after discussions since the meeting.

**No action** is recommended on this item

### **Agenda Item 8. Discussion of Draft Water Rights License**

The SWRCB water rights division will not look at the drinking water department request for attention to the multiple pending water rights issues of the URRWA districts until April. The District did receive an email response on February 23 from water rights staff that they are actively working on the RRFC draft license.

**No action** is recommended on this item.

### **Agenda Item 9. Update on Water Use Reporting**

The SWRCB water use reporting is due April 1 and progress is being made with the contractors' worksheet submittals.

**No action** is recommended on this item.

### **Other Items**

- LAIF Transfer Completed
- Update on PG&E Potter Valley Project Meeting
- Update on Public Policy Facilitation Committee Meeting
- March 31 – Cesar Chavez Holiday
- March 30 – Tamara Vacation Day
- April 11-14 – Tamara Vacation Days