

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, March 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 January 29, 2019 Special Meeting Minutes
6. Approval of February 4, 2019 Meeting Minutes
7. Approval of February 7, 2019 Special Meeting Minutes
8. February Financial Report (Accounts Payable, Income/Expenses/%Budget, Balance Sheet w/ YTD Comp)

Items for Discussion and Possible Action:

9. Discussion of Upper Russian River Water Agency Contract Terms
10. Discussion of Potter Valley Project Status
11. Discussion of Water Right License Reporting and Customer Water Use Reporting and Possible Formation of Ad Hoc Committee
12. Discussion of General Manager Recruitment
13. Board Member Reports
14. Direction on Future Agenda Items
15. Closed Session – Public Employment; General Manager: Government Code Section 54954.5
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 03-01-18)

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
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MINUTES
Special Meeting
January 29, 2019

1. Roll Call

Vice President Rodrigue called the meeting to order at 8:30am in the District Office.

Members Present: John Reardan, President (Arrived at 8:50am)
Tyler Rodrigue, Vice President
Alfred White, Treasurer
William Carson, Trustee

Members Absent: Matthew Froneberger, Trustee (recused)

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 Rodrigue seconded the motion. The motion was approved by unanimous vote:

Ayes: 3 (Rodrigue, White, Carson)
Absent: 1 (Reardan)
Absent: 1 (Froneberger) (recused)

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

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

The Board entered closed session at 8:50am and returned to the public meeting at 1:53pm reporting out that General Manager candidates were interviewed and the Board deliberated on General Manager employment selection. The Board announced it would continue the meeting until 5:30pm on the same day to return to Closed Session.

CONTINUATION OF THE MEETING TO A SPECIFIED DATE AND TIME:

At 1:57pm, Trustee Carson moved to adjourn the meeting until 5:30pm the same day. Vice President Rodrigue seconded the motion. The motion was approved by unanimous vote:

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

President
John Reardan

Vice President
Tyler Rodrigue

Treasurer
Alfred White

Trustee
William Carson

Trustee
Matthew Froneberger

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President Reardan called the meeting back to order at 5:30pm in the District Offices.

- Members Present: John Reardan, President
- Tyler Rodrigue, Vice President
- Alfred White, Treasurer
- William Carson, Trustee
- Absent: Matthew Froneberger, Trustee (recused)

Item 5 Continued: Closed Session – Public Employment; General Manager: Government Code Section 54954.5

The Board re-entered closed session at 5:30pm and returned to the public meeting at 5:50pm reporting out that the Board deliberated on General Manager employment selection.

Treasurer White moved to offer a contract for employment as General Manager of the Russian River Flood Control & Water Conservation Improvement District to Matt Froneberger and direct staff to develop a contract. Vice President Rodrigue seconded the motion. The motion was approved by unanimous vote:

- Ayes: 4 (Reardan, Rodrigue, White, and Carson)
- Absent: 1 (Froneberger) (recused)

6. Adjournment

Trustee Carson moved to adjourn at 6:00pm. Treasurer White seconded the motion. The motion was approved by unanimous vote:

- Ayes: 4 (Reardan, Rodrigue, White, and Carson)
- Absent: 1 (Froneberger) (recused)

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RUSSIAN RIVER FLOOD CONTROL &
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151 Laws Avenue, Suite D Ukiah, CA 95482
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MINUTES
Regular Meeting
February 4, 2019

1. Roll Call

President Reardan called the meeting to order at 5:00pm 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 – No one from the public indicated an interest in addressing the Board.

3. Urgent Items - None

4. Approval of Agenda

Treasurer White moved to approve the agenda with correction to the date of the Regular Meeting from December 7 to December 3, 2018. Trustee Froneberger seconded the motion. The motion was approved by unanimous vote:

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

5. Approval of the December 7 3, 2018 Regular Meeting Minutes

Trustee Carson moved approval of the Minutes for the December 3, 2018 Regular Meeting with correction to line 65 (~~Commission~~ Board). Trustee Froneberger seconded the motion. The motion was approved by unanimous vote:

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

6. Approval of the January 7, 2019 Regular Meeting Minutes

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

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

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

It was noted that the auditor had a journal entry in Quickbooks that significantly adjusted the reporting in the Employee Life Insurance line item.

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

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

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

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ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. Board of Trustees Committee Liaison Appointments

Interim GM Alaniz presented. The following appointments were generally approved by the Board:

Committees

- Engineering: Reardan
- Audit & Finance: White
- Personnel: Rodrigue
- Public Information and Government Affairs: Froneberger
- Policy: Carson

Agency Liaisons

- Rodrigue: Calpella CWD, Hopland PUD, SGMA/GSA as Alternate
- White: Millview CWD, SGMA/GSA, Water District JPA as Alternate
- Carson: Redwood Valley CWD, Willow CWD, Water District JPA, IWPC as Alternate
- Reardan: IWPC, MCRC
- Froneberger: City of Ukiah

9. Discussion of Goals and Objectives of Upper Russian River Water Agency

Trustee Carson provided a handout and reported that there is support among members to continue the joint efforts of the URRWA JPA. He shared information received in a meeting with Uma Hinman, Executive Officer of Local Agency Formation Commission (LAFCo.) He continued about Zones of Benefit and contracting with a consultant to facilitate the consolidation and the future of the District in the URRWA JPA. Board discussion followed.

10. Board Member Reports

Treasurer White reported on the Groundwater Sustainability Agency Technical Advisory Committee responsibilities and upcoming participation in the plan development.

11. Direction on Future Agenda Items

- *Upper Russian River Water Agency Joint Powers of Authority separation letter
- *Potter Valley Project status as a regular agenda item.

Trustee Froneberger recused himself from the remainder of the meeting.

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

The Board entered closed session at 6:13pm and returned to the public meeting at 6:42pm reporting out that there is no new information to report.

13. Adjournment

Treasurer White moved to adjourn at 6:45pm. Trustee Carson seconded the motion. The motion was approved by unanimous vote:

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

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MINUTES
Special Meeting
February 7, 2019

1. Roll Call

President Reardan called the meeting to order at 8:05am in the District Offices.

Members Present: John Reardan, President
Tyler Rodrigue, Vice President
Alfred White, Treasurer
William Carson, Trustee
Members Absent: Matthew Froneberger, Trustee
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 White moved to approve the agenda. Trustee Carson seconded the motion. The motion was approved by unanimous vote:
Ayes: 4 (Reardan, Rodrigue, White, Carson)
Absent: 1 (Froneberger)

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Public Employment; General Manager: Government Code Section 54954.5

Interim GM Alaniz presented the proposed changes to the General Manager Contract as requested by Mr. Froneberger. The Board discussed the contract and directed changes to contract language. The Board agreed that significant feedback from legal counsel could be incorporated into the contract through an amendment if necessary.

Treasurer White moved to approve the employment contract with Matthew Froneberger for the position of General Manager with discussed changes and directed Alaniz to contact him. Trustee Carson seconded the motion. The motion was approved by unanimous vote:
Ayes: 4 (Reardan, Rodrigue, White, Carson)
Absent: 1 (Froneberger)

6. Adjournment

Treasurer White moved to adjourn at 8:27am. Vice President Rodrigue seconded the motion. The motion was approved by unanimous vote:

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

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

Russian River Flood Control District

Accounts Payable

February 2019

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
Alaniz, Tamara (vendor)	Bill Pmt -Check	02/04/2019	1290	January 2019 Invoice	-3,277.50
Elizabeth Salomone	Bill Pmt -Check	02/04/2019	1291	January 2019 Invoice	-80.00
Jeff Hodge	Bill	02/11/2019		GM Interview Reimbursement Expenses	-670.76
Ralph Felix	Bill Pmt -Check	02/04/2019	1293	GM Interview Reimbursement Expenses	-850.94
Willow County Water District	Bill Pmt -Check	02/04/2019	1292	February 2019 Rent and Utilities	-635.61

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	302,774.00	262,859.04
Total Water Sales	302,774.00	262,859.04
Total Income	335,890.17	301,677.28
Expense		
Account-Audit	0.00	4,000.00
Bank Charges	0.00	60.00
Conservation Program	0.00	0.00
Consulting	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	2,394.84	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	4,160.00	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	736.57	1,700.00
Total Expense	156,528.86	385,420.00
Net Ordinary Income	179,361.31	-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	179,361.31	-108,742.72

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

Accrual Basis

	<u>% of Budget</u>
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	111.3%
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	36.8%
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	65.4%
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	43.3%
Total Expense	40.6%
Net Ordinary Income	-214.2%
Other Income/Expense	
Other Expense	
Operating Reserves	0.0%
Total Other Expense	0.0%
Net Other Income	0.0%
Net Income	-164.9%

Russian River Flood Control District

Balance Sheet

As of February 28, 2019

Accrual Basis

	Feb 28, 19	Feb 28, 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	88,787.42	149,163.20
SBMC Savings	67,468.60	217,442.81
Total Checking/Savings	637,508.70	577,858.69
Accounts Receivable		
Accounts Receivable	302,839.77	11,039.77
Total Accounts Receivable	302,839.77	11,039.77
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	944,424.52	592,974.51
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	1,042,690.41	612,376.84
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
*Accounts Payable	716.77	46.01
Total Accounts Payable	716.77	46.01
Other Current Liabilities		
Payroll Liabilities		
CalPERS	-199.43	-199.43
CalPERS 457 Def Comp	-1,500.00	-7,874.91
CalPERS Match	573.56	573.56
Life Insurance	-527.00	-526.98
State Withholding CA	-676.36	-676.36
Total Payroll Liabilities	-2,329.23	-8,704.12
Total Other Current Liabilities	-2,329.23	-8,704.12
Total Current Liabilities	-1,612.46	-8,658.11
Total Liabilities	-1,612.46	-8,658.11
Equity		
Opening Bal Equity	541,116.95	462,253.39
Retained Earnings	321,533.13	499,032.31
Net Income	181,652.79	-340,250.75
Total Equity	1,044,302.87	621,034.95

Russian River Flood Control District
Balance Sheet

As of February 28, 2019

Accrual Basis

	<u>Feb 28, 19</u>	<u>Feb 28, 18</u>
TOTAL LIABILITIES & EQUITY	<u>1,042,690.41</u>	<u>612,376.84</u>