

A G E N D A

Board of Trustees-Regular Meeting

Monday, November 9th, 2015 5:00 pm @ the District Office

- 1) Roll Call
- 2) Public Expression- See End of Agenda for Information on Public Expression
- 3) Approval/Correction of Minutes from the Regular Meeting of October 12, 2015
- 4) Approval/Correction of Minutes from the Special Meeting of November 2, 2015
- 5) Consent Calendar -- The following items are considered routine and will be enacted by a single motion and roll call of the Board.
 - a) Rent & Utilities
 - b) Ricoh
 - c) Elizabeth Salomone
 - d) CSDA
 - e) Ranch Systems
 - f) Michael Woods
- 6) Committee Reports
 - a) Engineering and Operations
 - b) Finance and Audit
 - c) Personnel and Organization
 - d) Public Information and Governmental Affairs
 - e) Inland Water & Power Commission
- 7) Staff Report
- 8) Discussion and Possible Action re: Consolidation with Redwood Valley – Financial Services RFP Results
- 9) Discussion and Possible Action re: Licensing Map Requirements
- 10) Discussion and Possible Action re: Mendocino LAFCo Special District Representative Nominations
- 11) Discussion and Possible Action re: General Manager Recruitment
- 12) Discussion and Possible Action re: Approval of “office assistant/meter reader/ board clerk” job description
- 13) Discussion and Possible Action re: Offer part time employment to Elizabeth Salomone
- 14) Discussion and Possible Action re: Adoption of Personnel Policies and Forms
- 15) Discussion and Possible Action re: Closed Session Code –one Item Section § Gov’t Code § 54956.9 Threat of Litigation
- 16) Adjournment

PUBLIC EXPRESSION-The Board welcomes participation in the 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 are considered action items unless otherwise noted. All times and the order of business are approximate and subject to change. (Posted 10/08/15)

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
October 12th, 2015

1. Roll Call

President Richard Shoemaker called the meeting to order at 5:02pm, at the District offices.

Members Present: Richard Shoemaker, President
Alfred White, Vice President
Paul Zellman, Treasurer
Lee Howard, Trustee
Judy Hatch, Trustee

Members Absent: none

2. Public Expression

Bill Koehler expressed that Redwood Valley County Water District as co-sponsors of the project, would have appreciated being involved in the scheduling of the presentation. President Shoemaker apologized for the oversight.

Lee Howard expressed concern over communications procedures with RRFC District. He noted he sent a letter to the District office addressed to the Board and to his knowledge it has not been disseminated to the Board members yet. President Shoemaker noted some of those concerns would be addressed in closed session.

Judy Hatch expressed recent conversation with former General Manager. President Shoemaker noted some of those concerns would be addressed in closed session.

A member of the public audience expressed her opinion that the transition of General Manager was "sloppy." She also expressed her opinion that the Board Members are equal and the Chair has no extra authority. She asked who is running the District. She asked for the qualifications of District legal counsel and President Shoemaker referred to the attorney's website.

President Shoemaker noted some of those concerns would be addressed in closed session and/or during the meeting under specific Agenda Items and the non-agendized items were considered Public Expression.

3. Approval/Correction of Minutes from Regular Meeting of September 14, 2015

Trustee Howard noted his request for his statement for the record in the September 14, 2015 meeting was not located at the end of the minutes, when he spoke, but was included in the Public Expression instead. An edit was requested to include the statement at the end of the minutes. The statement is: "Lee Howard reminded all present that he no longer has internet access."

Vice President White moved that minutes from the Special Meeting of September 14, 2015 be approved. Treasurer Zellman seconded the motion. The motion was approved by roll call vote:

Ayes: 5 (Hatch, Howard, Shoemaker, White, Zellman)

4. Consent Calendar

Trustee Hatch moved that invoices from State Fund, Legal Counsel, and ACWA be added to the Consent Calendar as urgency items. Vice President White seconded the motion. The motion was approved by roll call vote:

Ayes: 5 (Hatch, Howard, Shoemaker, White, Zellman)

Trustee Hatch moved that the Consent Calendar excepting Item "a" be approved. Vice President White seconded the motion. The motion was approved by roll call vote:

Ayes: 5 (Hatch, Howard, Shoemaker, White, Zellman)

5. Committee Reports

5a. Engineering & Operations – The Fetzer meter was stolen.

5b. Finance & Audit – Awaiting audit completion.

5c. Personnel & Organization – Trustee Howard noted he did not locate the vacancy advertised in several locations he would have expected to see it. Treasurer Zellman noted he had asked for a job description last week and is still waiting. For further discussion, see items 11 and 12 of the agenda.

5d. Governmental Affair & Pubic Information – RVCWD is hosting a webinar of the UC Davis modeling presentation on October 20th, 2015 and will forward the information to the District office. Trustee Howard suggested the email be forwarded to all RRFC District interested parties.

Trustee Howard complimented the presentation handout material. He shared copies of this with Board of Supervisors members and Judy Hatch and recommended having additional copies made. Bill Koehler offered to provide copies and invoice the District as appropriate.

5e. Inland Water & Power Commission – Treasurer Zellman reported on updates.

6. General Managers Report

Elizabeth Salomone updated the Board on office management issues.

Vice President White and Treasurer Zellman offered to ride along with November meter reading.

7. Discussion and Possible Action re: Authorized Signatures in Banking

It was noted Trustees need to go to the bank and sign the signature card.

Trustee Howard moved to authorize a form be signed and submitted to the bank for Elizabeth Salomone to act as business agent at the bank. Trustee Hatch seconded the motion. The motion was approved by roll call vote:

Ayes: 5 (Hatch, Howard, Shoemaker, White, Zellman)

Resolution 15-02 was reviewed for bank signature authorization and amended to include District credit card.

Trustee Hatch moved to authorize Resolution 15-02 with addition of Visa Card ending in 9582. Vice President White seconded the motion. The motion was approved by roll call vote:

Ayes: 5 (Hatch, Howard, Shoemaker, White, Zellman)

A member of the public commented.

8. Discussion and Possible Action re: Expanded contract with Pam Rones for Accounting Services

Trustee Howard moved to approve the amended Pam Rones contract. Vice President White seconded the motion. The motion was approved by roll call vote:

Ayes: 5 (Hatch, Howard, Shoemaker, White, Zellman)

9. Discussion and Possible Action re: Agenda Item Submittal Procedures & Timeline Policy

President Shoemaker suggested Trustees submit agenda topics ten days prior to the Regular Meeting. Scope of work for Elizabeth Salomone was discussed.

10. Discussion and Possible Action re: Licensing Map Requirements

Trustee Hatch summarized the newest requirement for licensing map requirements.

Trustee Howard moved to direct Chair Shoemaker to communicate with Sean White regarding the licensing map requirements and bring back to the Board in 30 days. Trustee Hatch seconded the motion. The motion was approved by roll call vote:

Ayes: 5 (Hatch, Howard, Shoemaker, White, Zellman)

11. Discussion and Possible Action re: General Manager Recruitment

The recruitment consultant was not available for teleconferencing.

12. Discussion and Possible Action re: Adoption of Personnel Policies and Forms

Trustee Howard moved to incorporate the changes discussed to the presented General Manager personnel policies and brought back for adoption. Vice President White seconded the motion. The motion was approved by roll call vote:

Ayes: 5 (Hatch, Howard, Shoemaker, White, Zellman)

Trustee Lee Howard noted for the record that though his cure and correct letter to the District did not give two dates, it specifically referred to both August 27th and September 8th because he didn't know the dates until he received the return, however the letter

13. Closed Session, Two Items, Sections § 54957(b) & Gov't Code § 54956.9 Threat of Litigation

President Shoemaker reported out from the closed session.

Item one – no action.

Item two - staff was directed to research minutes of August 27, 2015 meeting for items to re-agendize for action due to noticing issues for the Special Meeting of August 27, 2015.

14. Adjournment

The meeting was adjourned at 8:10pm.

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
Special Meeting
November 2, 2015

1. Roll Call

President Richard Shoemaker called the special meeting for November 2nd, 2015 to order at 5:02pm, at the District Offices at 151 Laws Ave. Suite D, Ukiah, CA 95482

Members Present: Richard Shoemaker, President
 Alfred White, Vice President
 Paul Zellman, Treasurer

Members Absent: Judy Hatch, Trustee
 Lee Howard, Trustee

2. Public Expression

Rosalind Peterson submitted a one page memo which was later distributed to all Trustees, including those Trustees not in attendance.

3. Closed Session Code –Two Items Sections § 54957(b) & Gov’t Code § 54956.9 Threat of Litigation

The closed session was opened at 6:10pm.

President Shoemaker’s report out of closed session: Nothing to report.

4. Adjournment

The meeting was adjourned at 7:30pm.

Willow County Water District

Ukiah, CA 95482

Invoice

Date	Invoice #
10/31/2015	422

Bill To
Russian River Flood Control District 151 Laws Avenue Ukiah, CA 95482

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Rent 11/01/15 through 11/30/15	520.00	520.00
	Utilties	33.71	33.71
		Total	\$553.71

Service For:

WILLOW COUNTY WATER DISTRICT
 151 LAWS AVE # A&B
 UKIAH, CA 95482

Your Account Summary

Amount Due on Previous Statement	\$92.62
Payment(s) Received Since Last Statement	-92.62
Previous Unpaid Balance	\$0.00
Current Electric Charges	\$58.52
Current Gas Charges	8.90

Questions about your bill?

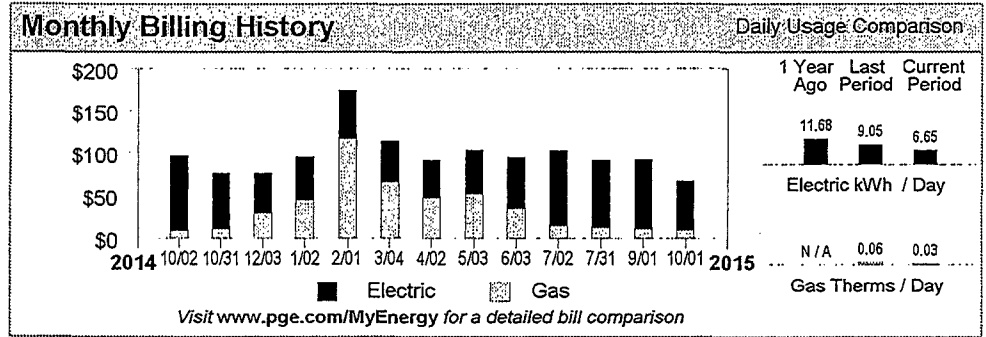
24 hours, 7 days/wk 1-800-468-4743
 Business Specialist available:
 Mon-Sat: 7am to 9pm
 www.pge.com/MyEnergy

Total Amount Due by 10/19/2015 \$67.42

Local Office Address

2641 N STATE ST
 UKIAH, CA 95482

RRFCD 33.71
 WVS 33.71



Please return this portion with your payment. No staples or paper clips. Do not fold. Thank you.

99907680031834700000067420000006742



Account Number: 7680031834-7	Due Date: 10/19/2015	Total Amount Due: \$67.42	Amount Enclosed: \$
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588370075242 01 AV 0.388 423 8365 8

 WILLOW COUNTY WATER DISTRICT
 151 LAWS AVE
 UKIAH, CA 95482-6655

PG&E
 BOX 997300
 SACRAMENTO, CA 95899-7300



PLEASE RETURN THIS REMITTANCE PORTION WITH YOUR PAYMENT

ACCOUNT NUMBER 1370572-1026182USC

PLEASE REFER TO ACCOUNT NUMBER ON ALL INQUIRIES
PLEASE DO NOT STAPLE OR FOLD THIS PORTION

7A JM

DUE DATE	11/01/2015
INVOICE DATE	10/13/2015
INVOICE NUMBER	95644179
AMOUNT DUE	\$67.06
ACCOUNT NUMBER	

PAID RECEIVED
OCT 19 2015

2093



B I L L
L O
L
MENDOCINO COUNTY RUSSIAN RIVER
RUSSIAN RIV FLOOD CNTRL WTR CO
151 LAWS AVE STE D
UKIAH CA 95482-8226

R E M I T T

RICOH USA, INC.
PO BOX 650073
DALLAS TX 75265-0073



BY:.....

01 0000000013705728 0000956441796 0000000000067066

RICOH

Ricoh USA, Inc.

ACCOUNT NUMBER: 1370572-1026182USC

To avoid late charges, all payments must be received by the due date. Late charges will be added to your invoice consistent with the terms and conditions of your contract.

7A JM

INVOICE NUMBER	95644179
INVOICE DATE	10/13/2015
DUE DATE	11/01/2015

For billing inquiries, please call Customer Service at number printed below. Please refer to account number on all inquiries.

B I L L
L O
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MENDOCINO COUNTY RUSSIAN RIVER
RUSSIAN RIV FLOOD CNTRL WTR CO
151 LAWS AVE STE D
UKIAH CA 95482-8226

PLEASE CALL 1-800-595-1011 FOR ACCOUNT INQUIRIES

DESCRIPTION	CURRENT CHARGES		TOTALS	
RENT MIN. IMAGES: 2,000		62.03		
MODEL : MP301SPF SERIAL: C86108178				
METER FROM: 08/27/2015 TO : 09/29/2015				
METER BEG.: 1,416 END : 1,924				
STATE TAX		4.03		
COUNTY TAX		.62		
DISTRICT TAX		.38		
MP301SPF C86108178				\$67.06
CURRENT BILLING PERIOD: 10/01/2015 - 10/31/2015				
YOU CAN ALSO MANAGE YOUR ACCOUNT ONLINE AT: WWW.GETMYACCOUNTS.COM				
- GO GREEN AND OBTAIN YOUR INVOICE ELECTRONICALLY				
- MAKE PAYMENTS				
- VIEW ACCOUNT AND PAYMENT HISTORY				
CURRENT	30 DAYS	60 DAYS	90 DAYS	
67.06	0.00	0.00	0.00	
THANK YOU FOR YOUR PROMPT PAYMENT				AMOUNT DUE
				\$67.06

RETAIN THIS INVOICE PORTION FOR YOUR RECORDS

Invoice

Elizabeth Salomone

Date: Nov 1, 2015

To: Russian River Flood Control
Ukiah, California

Date	Description	Hours
Oct 1, 2015	Administration	0.50
Oct 5, 2015	meter read	3.75
Oct 6, 2015	meter read	4.75
Oct 6, 2015	Administration	1.25
Oct 7, 2015	Administration	1.75
Oct 8, 2015	Administration	2.25
Oct 9, 2015	Administration	3.25
Oct 11, 2015	Administration	0.50
Oct 12, 2015	Administration	3.25
Oct 13, 2015	Administration	1.50
Oct 14, 2015	Administration	4.00
Oct 16, 2015	Administration	1.00
Oct 19, 2015	Administration	0.50
Oct 20, 2015	Administration	3.25
Oct 21, 2015	Administration	2.25
Oct 22, 2015	Administration	1.00
Oct 26, 2015	Administration	0.50
Oct 27, 2015	Administration	1.25
Oct 28, 2015	Administration	1.25
Oct 29, 2015	Administration	0.75
Oct 30, 2015	Administration	0.75

Total Hours: 39.25

EXPENSES:

\$40 per hour \$ 1,570.00

Date	Description	Miles	
Oct 5 & 6	Meter reading mileage, \$.575 per mile	100	\$57.50

TOTAL: \$1,627.50



California Special Districts Association
 1112 I Street, Suite 200
 Sacramento, CA 95814
 Phone: (916) 442-7887 Fax: (916) 442-7889
 Toll-Free Phone: (877) 924-2732

First Invoice

RECEIVED
 OCT 19 2015

BY:.....

Russian River Flood Control and WCID
 151 Laws Avenue, Suite D
 Ukiah, CA 95482

Membership ID: 169
 RMS-Regular Member

(Please note if address correction needed.)

2016 Membership Dues-Regular		1,137.00
	Total	<u>1,137.00</u>

Full payment due no later than January 1, 2016

Thank you for your membership in the California Special Districts Association . We appreciate your prompt payment.

To view dues categories, please visit the CSDA Transparency page at www.csda.net.

OBRA 1993 prohibits taxpayers from deducting, for federal income tax purposes, the portion of membership dues that are allocable to the lobbying activities of trade organization. The nondeductible portion of your dues is estimated to be 8%.

California Special Districts Association
 1112 I Street, Suite 200
 Sacramento, CA 95814

REMITTANCE STUB

(Please Return)

169	RMS-Regular Member	2016 Membership Dues-Regular	1,137.00
		Total	<u>1,137.00</u>

Russian River Flood Control and WCID
 151 Laws Avenue, Suite D
 Ukiah, CA 95482

CREDIT CARD PAYMENTS - may be submitted by mail or by fax to (916) 442-7889

CIRCLE TYPE: [VISA] [MC] [AMEX] [DISCOVER]	EXP: _____
CARDHOLDER NAME: _____	AMOUNT: _____
CARD NUMBER _____	AUTH SIGNATURE: _____
CC BILLING ADDRESS (IF DIFFERENT): _____	

Invoice



Ranch Systems, LLC
 Novato, CA 94949
 37 Commercial Blvd.

415-884-2770

Due Date	Date	Invoice #
10/26/2015	10/26/2015	11368

Bill To
Russian River Flood Control Sean White 151 Laws Ave., Suite D Ukiah, CA 95482

Ship To

S.O. No.	P.O. Number	Terms	Rep
		Due on receipt	JAB

Qty	Item Code	Description	Price Each	Amount
		Field Visit: 9.30.2015 Property: Nelson RSUID: 7210 Desk Case: 14577 rewired flow meter interface for 5v excitation, activated pulse output in flow meter for telemetry reporting (wrong settings)		0.00
180	RS-CALLOUT	Ranch Systems net service truck mileage charge -- includes fuel and field engineer time -- \$2/mile	1.70	306.00
4	RS-CALLOUT	Ranch Systems net service truck mileage charge -- includes fuel and field engineer time -- \$2/mile	1.70	6.80
1	CBL-SENSOR-6P	Sensor Pigtail - 6 pin inputs, 10 feet	59.50	59.50T
1	RS-MAINT-PREMIUM	Premium Service No Charge for Time	-312.80	-312.80
		Mendocino County Ukiah Sales Tax	8.125%	4.83

Total	USD 64.33
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June 24, 2015

Mendocino County Russian River Flood Control
151 Laws Ave, Suite D
Ukiah, CA 95482

Dear Board:

We are pleased to confirm our understanding of the services we are providing for Mendocino County Russian River Flood Control for the year ended June 30, 2015. We will audit the Statement of Net Position, Statement of Activities and where applicable the Statement of Revenues, Expenditures, and Change in Fund Balance, Balance Sheet and Statement of Cash Flows of Mendocino County Russian River Flood Control as of and for the year ended June 30, 2015.

Accounting standards generally accepted in the United States of America call for certain required supplementary information (RSI) to accompany the basic financial statements. The Governmental Accounting Standards Board also considers this information a necessary part of financial reporting as it provides perspective to the basic financial statements. Therefore, as part of this engagement, we will apply limited procedures to Mendocino County Russian River Flood Control's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will primarily consist of inquiries of management regarding their methods of measurement and presentation. However, we will not express an opinion or provide any assurance on this RSI as our limited procedures do not provide us with sufficient evidence to do so under our professional standards. Consequently, the financial statements we present to you will include the following required RSI that will not be audited and, as such, our report will disclaim an opinion on this RSI:

- Management's Discussion and Analysis

We also understand that supplementary information other than RSI will accompany Mendocino County Russian River Flood Control's basic financial statements. In accordance with auditing standards generally accepted in the United States of America, we will apply auditing procedures and other additional procedures deemed necessary to the following supplementary information accompanying the basic financial statements in order to provide an opinion on this information in relation to the financial statements as a whole.

Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional supplementary information referred to above when considered in relation to the financial statements taken as a whole.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards (GAAS). Our professional standards as defined by GAAS require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement and are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. As such, our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of Mendocino County Russian River Flood Control and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or form an opinion, we may disclaim an opinion or not issue a report.

Audit Procedures

Our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of Mendocino County Russian River Flood Control and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether from errors, fraudulent financial reporting, misappropriations of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If we deem it appropriate, our procedures will also include tests of documentary evidence supporting the transactions recorded in the accounts, may include tests of the physical existence of inventories, and will include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters. These representations will include acknowledging our assistance with the preparation of your financial statements, the supplementary information, and notes accompanying these documents, and that you have reviewed and approved these documents, approved their release, and that you have accepted responsibility for them.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected by our firm, even though our audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we will consider internal controls relevant to the preparation and fair presentation of the Mendocino County Russian River Flood Control's financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of your internal control. In accordance with our professional standards, we will communicate in writing to the appropriate level of management and those charged with governance matters concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of Mendocino County Russian River Flood Control's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion. Management maintains the responsibility for identifying and ensuring that Mendocino County Russian River Flood Control complies with applicable laws, regulations, contracts, and other agreements.

Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

Zach Pehling is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Pehling & Pehling CPA's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Responsibilities of Management and Those Charged with Governance

As part of our engagement, we may advise you about appropriate accounting principles and their application; however, the management of Mendocino County Russian River Flood Control acknowledges and understands that the final responsibility for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America remains with you. This responsibility includes the financial statements, all accompanying information, and the representations that accompany them. As such, the management of Mendocino County Russian River Flood Control is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

By your signature below, you also acknowledge that the management of Mendocino County Russian River Flood Control is responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements, and all accompanying information, that are free from material misstatement, whether due to fraud or error. This responsibility includes the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the Mendocino County Russian River Flood Control and the respective changes in financial position and where applicable, cash flows, in conformity with accounting principles generally accepted in the United States of America. In addition, management is also responsible for having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization that involves management, employees who have significant roles in internal control, regulators, and others where fraud could have a material impact on the financial statements. The management of Mendocino County Russian River Flood Control is also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting Mendocino County Russian River Flood Control received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Mendocino County Russian River Flood Control complies with applicable laws and regulations and for taking timely and appropriate actions to remedy any fraud, illegal acts, or violations of contracts and agreements. You agree that you will confirm your understanding of your responsibilities as defined in this letter to us in your representation letter.

Management is also responsible for the preparation and fair presentation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree that you will confirm your understanding of your responsibilities with respect to the supplementary information in your representation letter. You further agree to include our report on the supplementary information in any document that contains and indicates that we have reported on such supplementary information.

Management's responsibilities also include designating qualified individuals with the necessary expertise to be responsible and accountable for overseeing all the nonattest services we perform as part of this engagement, as well as evaluating the adequacy and results of those services and accepting responsibility for them.

You further acknowledge and understand that management is responsible for providing us with access to all information management is aware of that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters; for the accuracy and completeness of the information that is provided to us; and for informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements. This responsibility also includes providing us with any additional information that we may request from management for the purpose of the audit; as well as allowing us unrestricted access to individuals within the organization from whom we may determine it necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.

Written Report

We expect to issue a written report upon completion of our audit of Mendocino County Russian River Flood Control's financial statements. Our report will be addressed to the Board of Directors of Mendocino County Russian River Flood Control. We cannot provide assurance that an unmodified opinion will be expressed on the financial statements. Circumstances may arise in which it is necessary for us to modify our opinion, add emphasis-of-matter or other-matter paragraphs, decline to express an opinion or withdraw from the engagement.

Other Matters


Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, typing, postage, copies, and telephone calls), except that we agree that our gross fee, including expenses, will not exceed \$2500 for the audit for this contract. An initial deposit of \$1250 due at the beginning of the year and the remainder due at completion of the audit . Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit.. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

It is our policy to keep records related to this engagement for 7 years. However, Pehling & Pehling CPAs does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the 7-year period Pehling & Pehling CPAs shall be free to destroy our records related to this engagement.

We appreciate the opportunity to be of service to Mendocino County Russian River Flood Control and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Zach Pehling
Pehling & Pehling CPAs

RESPONSE:

This letter correctly sets forth the understanding of Mendocino County Russian River Flood Control.

APPROVED:


Mendocino County Russian River Flood Control

Nov 2 2015 ✓
Date

MENDOCINO Local Agency Formation Commission

Ukiah Valley Conference Center ◊ 200 South School Street ◊ Ukiah, California 95482

Telephone: 707-463-4470 Fax: 707-462-2088 E-mail: eo@mendolafco.org Web: www.mendolafco.org

CHAIR

Vacant

Date: October 15, 2015

Revised

VICE CHAIR

John McCowen
County Board
Of Supervisors

To: Board of Directors of Independent Special Districts

From: George Williamson, Executive Officer *Sent by Certified Mail*

Subject: Request for Nominations for District Member to serve on LAFCo

MEMBERS

Doug Hammerstrom
Fort Bragg City Council

Special District member and Commission Chair Richard Shoemaker resigned from Mendocino LAFCo at the October 2015 meeting, citing potential conflict with his recent employment with the City of Point Arena. Commissioner Shoemaker was serving a two year term that ends in December 2016.

Gerald Ward
Public Member

Please submit a nomination for vacancy noted below on form provided. A candidate statement has also been provided. This statement or letter of interest and qualifications is voluntary. Please return, at minimum, the nomination form to Mendocino LAFCo.

Holly Madrigal
Willits City Council

The Mendocino Local Agency Formation Commission (LAFCo) is seeking nominations to fill special district member vacancy as follows:

Dan Hamburg
County Board
Of Supervisors

Commission Position	Duration	Term (ends on Dec 31)
Regular Member	2 Year	2014 - 2016 Term

Teresa McNerlin
Ukiah Valley Sanitation District

ALTERNATE MEMBERS

Carre Brown
County Board
Of Supervisors

LAFCo is an independent, quasi-legislative agency that reviews city annexations and the establishment of boundaries and authorized services for numerous local agencies, including fire, community service, and water districts. The commission is comprised of seven regular and four alternate members representing the county, cities, independent special districts, and general public.

Kevin Doble
Ukiah City Council

LAFCo conducts nomination and elections to select district members on LAFCo. All terms are **regularly** four years and end on December 31. There are no term limits.

Angela Silver
Calpella County Water District

Commissioner Shoemaker was serving a two year term, for staggered terms going forward. After that two years, the term will return to four years.

Carol Rosenberg
Public Member

The nomination and election procedures are as follows:

Executive Officer
George Williamson

Counsel
Scott Browne

1. Nomination requests are sent to independent special districts in Mendocino County.
2. Each district may nominate one person for the position. Nominees must be Board members. Nominations must be approved by the district's governing body.
3. All nominations must be accompanied by completed nomination form (enclosed). **Nominations must be received by December 15, 2015.** Nominations and voluntary supporting documentation may be mailed or faxed.
4. Upon receipt of nominations, LAFCo will prepare and send ballots to each district. The ballot will state the return date and how successful candidates will be notified.

Analyst
Colette Metz

Commission Clerk
Elizabeth Salomone

Regular Meetings
Frist Monday
of each month
At 9:00 AM
At the Mendocino
County Board
Of Supervisors Chambers
501 Low Gap Road

If you have any questions, please contact LAFCo staff at 707-463-4470 or email the Clerk at clerk@mendolafco.org.

MENDOCINO COUNTY RUSSIAN RIVER FLOOD CONTROL
&
WATER CONSERVATION IMPROVEMENT DISTRICT

POLICY #15-3

A POLICY OF THE BOARD OF TRUSTEES OF MCRRFC & WCID REGARDING
PERSONNEL POLICES AND FORMS RELATNG TO GENERAL MANAGER

IT IS THE POLICY OF THE BOARD OF TRUSTEES OF MCRRFC & WCID, FROM
DATE OF ENACTMENT UNTIL CHANGED, AMENDED OR CANCELLED, AS
FOLLOWS:

1. The goal of this policy is to provide Board and General Manager a format for evaluation.
2. A timeline for the General Manager Evaluation shall be followed.
3. A self-evaluation shall be completed by the General Manager annually at time of Employment Evaluation.
4. An exit interview shall be offered to the General Manager upon conclusion of employment with District.

Adopted this 12th day of October, 2015 by the Board of Trustees of the Mendocino County Russian River Flood Control & Water Conservation Improvement District.

Richard Shoemaker	_____
Alfred White	_____
Paul Zellman	_____
Lee Howard	_____
Judy Hatch	_____

Signed _____
Richard Shoemaker
President

Attest: _____
Signed: _____

Exit Interview

We would like to have your comments regarding your employment with our company.
Completion of this exit interview is entirely voluntary.
If you choose to complete it, please return it to us and we will keep your remarks confidential.

Name Date

Forwarding Address

City State Zip

1. Why are you leaving the District?

2. What did you enjoy most about working here?

3. What did you enjoy least about working here?

4. What could the District have done or provided to help you become even more productive?

5. How was your relationship with the Board of Trustees?

6. Do you think the compensation you received is competitive with what others doing the same or similar jobs for other companies receive?

7. If you are leaving the District for another job, we would appreciate the following information:

New employer: _____

New job title and duties: _____

Is the new job a step up for you in terms of compensation and/or status? Yes No

8. Other comments?

Thank you for your assistance. Good luck to you in the future.

**General Manager Evaluation
Timeline**

Date	Activity	Status
July 9	Evaluation planning call with Board President, General Manager and HR Consultant	
July 10 – 20	General Manager completes self-evaluation and submits to Board President	
July 27	Board President completes initial review of self-evaluation document and discusses with General Manager	
July 28	General Manager makes any edits to the self-evaluation and returns to Board President	
July 29	Board President distributes General Manager self-evaluation to Board members for review and input	
July 29- August 5	Board reviews and provides input to the General Manager self-evaluation and returns comments to the Board President for compilation and writing of draft Board response to the self-evaluation	
August __	Meeting of the RRFCD Board in closed session reviews final draft of General Manager self-evaluation reflecting board submitted input. Agreement is reached upon content of Board's response to the self-evaluation. Board determines compensation plan for General Manager based upon evaluation, if appropriate.	
August __	Board President meets with General Manager to provide final version of the evaluation and mutually sign the evaluation. Compensation plan is reviewed, discussed and affirmed.	
September	RRFCD Board meeting report to board indicating completion of evaluation process	

Mendocino County

Russian River Flood Control & Water Conservation Improvement District

151 Laws Avenue Suite D, Ukiah, CA 95482 707.462.5278 rrfc@pacific.net

General Manager Self-Evaluation

Goals, Accomplishments and Reporting

What did you accomplish this year?

Performance Enhancement

What could you have you improved in your performance?

Performance Support

What does the Board need to know to help you do your job or support you in your job?

Professional Development

In the coming year, what professional development activities do you want to accomplish?

Next Term Goals

What would you like to work on next?

Board and Board President Comments and Affirmation of Goals: