

AGENDA

Board of Trustees – Regular Meeting
Monday, October 1, 2018, 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 Minutes
 - a) September 10, 2018 Special Meeting Minutes
6. September Financial Report (Accounts Payable, Income/Expenses/%Budget, Balance Sheet, YTD Comparison)
7. Committee Reports
 - a) General Manager Ad Hoc (see item 9 for report)

Items for Discussion and Possible Action:

8. Upper Russian River Water Agency Consolidation
9. General Manager Recruitment
10. Master Calendar – October, November
11. Board Member Reports
12. General Manager Report
13. Direction on Future Agenda Items
14. Closed Session – Public Employment; General Manager: Government Code Section 54954.5
15. Adjournment

ACTION ITEMS – All agenda items are potential action items unless otherwise noted.

PUBLIC EXPRESSION – The Board welcomes public participation in its Board meetings. Comments shall include any item not on the agenda that is within the subject matter jurisdiction and authority of the District. No action may be taken on any item not appearing on the agenda; however, the Board may direct such items to be placed on the agenda of a future meeting or may request additional information on any such item. The Board may limit testimony to three (3) minutes per person and not more than ten (10) minutes for a particular subject. All items on the agenda are considered action items unless otherwise noted. All times and the order of business are approximate and subject to change. (Posted 09-27-18)

President
Matthew Froneberger

Vice President
John Reardan

Treasurer
Tyler Rodrigue

Trustee
Alfred White

Trustee
William Carson

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Mendocino County
RUSSIAN RIVER FLOOD CONTROL &
WATER CONSERVATION IMPROVEMENT DISTRICT
151 Laws Avenue, Suite D Ukiah, CA 95482
(707) 462-5278 rrfc@pacific.net

MINUTES
Special Meeting
September 10, 2018

1. Roll Call

President Matthew Froneberger called the special meeting to order at 5:30pm in the District Offices, noting the meeting is considered “Special” because the Regular meeting date was Labor Day and therefore postponed one week.

Members Present: Matthew Froneberger, President
John Reardan, Vice President
Tyler Rodrigue, Treasurer
Alfred White, Trustee
William Carson, Trustee

Staff: Tamara Alaniz, 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 as presented. Trustee White seconded the motion. The motion was approved by unanimous vote:

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

5. a) Approval of the Regular Meeting Minutes

Vice President Reardan moved approval of the Minutes for August 6, 2018 Regular Meeting with the changes noted below. Trustee Carson seconded the motion. The motion was approved by unanimous vote:

Line 90 to read: “GM Alaniz reported on... .

Line 109 to read: “~~Trustee Carson left the meeting at 7:20pm.~~ After reentering from Closed Session at 7:26 pm, the Board President announced that information had been received on both Closed Session items, no direction was given, *and Trustee Carson left the meeting.*

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

6. Financial Report (Accounts Payable, Profit/Loss/%, Balance Sheet, YTD Comp)

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

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

7. Committee Report

No reports.

President
Matthew Froneberger

Vice President
John Reardan

Treasurer
Tyler Rodrigue

Trustee
Alfred White

Trustee
William Carson

50 **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

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8. Point of Diversion Map and Irrigable Acreage

GM Alaniz presented. Comments and questions were offered by the Board and by Devon Jones, Executive Director of the Mendocino County Farm Bureau. Future policy decisions on how the District will make changes to points of diversion and irrigable acreage will come through further discussion by the Board with help from the mapping efforts underway. The Board directed the GM to continue with her efforts on this project as previously defined.

9. Discussion of Upper Russian River Water Agency (URRWA) and Consolidation Efforts
(Strategic Plan: RWR Goal 3)

GM Alaniz presented. No decision was made on the cost sharing due to Calpella County Water District Board not deciding on the matter, as of yet. The Calpella County Water District Board has a meeting scheduled and it is anticipated a decision will be made and brought to the URRWA Board for further discussion and possible action. Comments and questions were offered by the Board and by Devon Jones, Executive Director of the Mendocino County Farm Bureau.

10. General Manager Recruitment

GM Alaniz presented. An Ad Hoc Committee of Trustees White and Carson was established to facilitate the General Manager Recruitment. The Board directed the GM to meet with the Ad Hoc Committee and implement the recruitment process.

11. Master Calendar

The September and October calendars were reviewed. Upon request, GM Alaniz will add the Ukiah Valley Sanitation District Board meeting.

12. Board Member Reports

President Froneberger reported on a recent Board of Supervisors meeting topic of the Potter Valley Project policy resolution.

13. General Manager Report

GM Alaniz had no additional items to report.

14. Direction on Future Agenda Items

The Board directed staff to add a report from the Ad Hoc Committee on General Management Recruitment.

President Froneberger called a break between 7:24 and 7:26pm.

Revisiting Item 12: Board Member Reports

President Froneberger notified the Board that he initiated the process to run for Ukiah City Council prior to confirmation that the position would create a conflict with his current Board position on the RRFC District. He is unable to withdraw his name from the City Council election and will keep the Board informed of election progress.

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

The Board entered closed session at 7:29pm. The Board left closed session at 7:54 pm and reported out that information had been received and direction given to staff and the ad hoc committee members.

100 **16. Adjournment**

101 Treasurer Rodrigue moved to adjourn at 7:55 pm. Trustee Carson seconded the motion. The
102 motion was approved by unanimous vote:

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

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Russian River Flood Control District

Accounts Payable

September 2018

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Amount</u>
Elizabeth Salomone				
	Bill Pmt -Check	09/10/2018	August 2018 Invoice	-400.00
Intuit				
	Check	09/08/2018	Monthly Subscription	-2.00
Pacific Internet				
	Bill Pmt -Check	09/10/2018	Account #15890	-837.24
Willow County Water District				
	Bill Pmt -Check	09/10/2018	September 2018 Rent and Utilities	-601.30

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

Accrual Basis

	Jul '18 - Jun 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
Interest-LAIF	0.00	0.00	0.0%
Interest-SBMC	0.00	0.00	0.0%
Other Inc	0.00	0.00	0.0%
Property Taxes			
Current Secured	0.00	36,736.20	0.0%
Current Unsecur	0.00	1,420.00	0.0%
Highway Prop. Rental	0.00	0.00	0.0%
Homeowner Exemp	0.00	428.00	0.0%
HOPTR	0.00	0.00	0.0%
MCRDA Pass thru	0.00	0.00	0.0%
Prior Secured	0.00	0.00	0.0%
Prior Unsecured	0.00	25.00	0.0%
SB813	3,791.28	209.04	1,813.7%
Supplement Roll	0.00	0.00	0.0%
URDA Pass thru	0.00	0.00	0.0%
Total Property Taxes	3,791.28	38,818.24	9.8%
Uncategorized Income	0.00	0.00	0.0%
Water Sales			
Application Fee	0.00	0.00	0.0%
Water Sales - Other	0.00	262,859.04	0.0%
Total Water Sales	0.00	262,859.04	0.0%
Total Income	3,791.28	301,677.28	1.3%
Expense			
Account-Audit	0.00	4,000.00	0.0%
Bank Charges	0.00	60.00	0.0%
Conservation Program	0.00	0.00	0.0%
Consulting	1,020.00	10,000.00	10.2%
District Vehicle	318.67	3,000.00	10.6%
Election	0.00	0.00	0.0%
Engineering			
Water Accounting	0.00	0.00	0.0%
Total Engineering	0.00	0.00	0.0%
Fees	0.00	1,000.00	0.0%
Frost WDMP	6,800.00	7,000.00	97.1%
Gage			
Gualala Gage Reimbursement	0.00	15,650.00	0.0%
Gage - Other	7,018.75	12,950.00	54.2%
Total Gage	7,018.75	28,600.00	24.5%
Insurance			
Employee Life	1,519.38	6,100.00	24.9%
Liability Insurance	3,976.16	2,500.00	159.0%
Workers Comp	0.00	3,000.00	0.0%
Total Insurance	5,495.54	11,600.00	47.4%
ISRP	0.00	0.00	0.0%
Legal	1,827.84	20,000.00	9.1%
Meeting Stipends	2,450.00	4,000.00	61.3%
Membership	1,846.52	9,000.00	20.5%
Meters Expense	3,792.00	60,000.00	6.3%
Office Expense	679.21	6,500.00	10.4%
Payroll Expenses			
CalPERS Company Match	2,445.48	9,000.00	27.2%
CALPERS Fees	0.00	0.00	0.0%
CalPERS Unfunded Pns. Liability	3,986.00	4,000.00	99.7%
Employee 457 Plan	0.00	8,900.00	0.0%

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

Accrual Basis

	Jul '18 - Jun 19	Budget	% of Budget
Gross Wages	36,250.00	150,000.00	24.2%
Roth IRA	0.00	0.00	0.0%
Traditional IRA	0.00	0.00	0.0%
Payroll Expenses - Other	0.00	0.00	0.0%
Total Payroll Expenses	42,681.48	171,900.00	24.8%
Payroll Taxes			
FICA	2,278.90	0.00	100.0%
Medicare	532.97	2,000.00	26.6%
Payroll Taxes - Other	0.00	0.00	0.0%
Total Payroll Taxes	2,811.87	2,000.00	140.6%
Postage, Copies & Reproductions	0.00	400.00	0.0%
Reimbursed Expense	-28,000.00	0.00	100.0%
Rent	1,560.00	6,360.00	24.5%
SGMA			
USGS Modeling	0.00	8,000.00	0.0%
SGMA - Other	0.00	5,000.00	0.0%
Total SGMA	0.00	13,000.00	0.0%
SWRCB Permits	0.00	11,500.00	0.0%
Telephone	1,015.02	1,800.00	56.4%
Training	0.00	2,500.00	0.0%
Travel/Mileage	0.00	2,500.00	0.0%
UC Modeling	0.00	7,000.00	0.0%
Uncollectable Accounts	0.00	0.00	0.0%
Utilities	295.11	1,700.00	17.4%
Total Expense	51,612.01	385,420.00	13.4%
Net Ordinary Income	-47,820.73	-83,742.72	57.1%
Other Income/Expense			
Other Expense			
Operating Reserves	0.00	25,000.00	0.0%
Total Other Expense	0.00	25,000.00	0.0%
Net Other Income	0.00	-25,000.00	0.0%
Net Income	-47,820.73	-108,742.72	44.0%

Russian River Flood Control District

Balance Sheet

As of September 30, 2018

Accrual Basis

	Sep 30, 18	Sep 30, 17
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	189,252.68	0.00
LAIF - Other	0.00	211,251.68
Total LAIF	461,252.68	211,252.68
SBMC Checking	173,147.10	289,704.26
SBMC Savings	67,468.60	217,415.41
Total Checking/Savings	701,868.38	718,372.35
Accounts Receivable		
Accounts Receivable	535.77	2,039.77
Total Accounts Receivable	535.77	2,039.77
Other Current Assets		
Interest Receivable	560.86	588.26
Taxes Receivable	3,515.19	3,515.19
Undeposited Funds	0.00	1,200.00
Total Other Current Assets	4,076.05	5,303.45
Total Current Assets	706,480.20	725,715.57
Fixed Assets		
Meters		
At Cost	98,265.89	19,635.04
Total Meters	98,265.89	19,635.04
Total Fixed Assets	98,265.89	19,635.04
TOTAL ASSETS	804,746.09	745,350.61
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
*Accounts Payable	7,499.46	1,494.91
Total Accounts Payable	7,499.46	1,494.91
Other Current Liabilities		
Payroll Liabilities		
CalPERS	-199.43	858.33
CalPERS 457 Def Comp	0.00	-4,163.91
CalPERS Match	538.80	1,720.68
Federal Withholding	0.00	1,455.00
FICA		
Company	0.00	577.72
Employee	0.00	577.72
Total FICA	0.00	1,155.44
Life Insurance	-526.91	-527.03
Medicare		
Company	0.00	135.11
Employee	0.00	135.11
Total Medicare	0.00	270.22
State Withholding CA	-676.36	9.38

Russian River Flood Control District

Balance Sheet

As of September 30, 2018

Accrual Basis

	Sep 30, 18	Sep 30, 17
Total Payroll Liabilities	-863.90	778.11
Total Other Current Liabilities	-863.90	778.11
Total Current Liabilities	6,635.56	2,273.02
Total Liabilities	6,635.56	2,273.02
Equity		
Opening Bal Equity	541,116.95	462,253.39
Retained Earnings	321,533.13	499,032.31
Net Income	-64,539.55	-218,208.11
Total Equity	798,110.53	743,077.59
TOTAL LIABILITIES & EQUITY	804,746.09	745,350.61

Russian River Flood Control District

Fiscal Year Comparison

July through September 2018

Accrual Basis

	Jul - Sep 18	Jul - Sep 17	% Change
Retained Earnings	331,697.48	509,196.66	-34.9%
Property Taxes			
Current Secured	0.00	2,411.41	-100.0%
Current Unsecur	0.00	47.84	-100.0%
HOPTR	0.00	200.49	-100.0%
Prior Secured	0.00	-15.95	100.0%
Prior Unsecured	0.00	73.79	-100.0%
SB813	3,791.28	129.32	2,831.7%
URDA Pass thru	0.00	723.18	-100.0%
Total Property Taxes	3,791.28	3,570.08	6.2%
Uncategorized Income	0.00	-151,950.01	100.0%
Water Sales			
Application Fee	0.00	1,200.00	-100.0%
Total Water Sales	0.00	1,200.00	-100.0%
Consulting	-1,020.00	-7,767.15	86.9%
District Vehicle	-318.67	-358.44	11.1%
Election	0.00	-329.74	100.0%
Frost WDMP	-6,800.00	-6,800.00	0.0%
Gage	-7,018.75	-6,743.75	-4.1%
Insurance			
Employee Life	-1,519.38	-1,581.09	3.9%
Liability Insurance	-3,976.16	-63.54	-6,157.7%
Total Insurance	-5,495.54	-1,644.63	-234.2%
Legal	-1,827.84	-1,270.92	-43.8%
Meeting Stipends	-2,450.00	-150.00	-1,533.3%
Membership	-1,846.52	-1,653.72	-11.7%
Meters Expense	-3,792.00	-8,784.00	56.8%
Office Expense	-679.21	-347.64	-95.4%
Payroll Expenses			
CalPERS Company Match	-2,445.48	-1,718.76	-42.3%
CalPERS Unfunded Pns. Liability	-3,986.00	-349.24	-1,041.3%
Gross Wages	-36,250.00	-26,250.00	-38.1%
Payroll Expenses - Other	0.00	-398.00	100.0%
Total Payroll Expenses	-42,681.48	-28,716.00	-48.6%
Payroll Taxes			
FICA	-2,278.90	-1,725.52	-32.1%
Medicare	-532.97	-403.55	-32.1%
Total Payroll Taxes	-2,811.87	-2,129.07	-32.1%
Postage, Copies & Reproductions	0.00	-49.00	100.0%
Reimbursed Expense	28,000.00	0.00	100.0%
Rent	-1,560.00	-2,080.00	25.0%
Telephone	-1,015.02	-1,162.74	12.7%
Travel/Mileage	0.00	-726.17	100.0%
Uncollectable Accounts	0.00	0.00	0.0%
Utilities	-295.11	-315.21	6.4%
TOTAL	283,876.75	290,988.55	-2.4%

October 2018

October 2018

November 2018

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

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

	Monday	Tuesday	Wednesday	Thursday	Friday
Oct 1	2	3	4	5	
Oct 1 - 5	<p>9:00am 10:30am CANCELLED LAFCo Board Meeting (501 Low Gap - County Office Building)</p> <p>5:30pm 7:00pm RRFCD Board Meeting</p>	<p>9:00am 11:30am Board of Supervisors Meeting (501 Low Gap Road, Ukiah)</p>	<p>5:00pm 6:30pm Water Districts JPA Board Meeting (Laws Avenue Office)</p> <p>6:00pm 8:00pm City of Ukiah Council Meeting (Council Chambers, 300 Seminary Ave., Ukiah)</p>		
8	9	10	11	12	
Oct 8 - 12	<p>COLUMBUS DAY HOLIDAY</p> <p>6:30pm 8:00pm Willow County Water District Board Meeting (Laws Avenue Office)</p>	<p>6:00pm 7:30pm Calpella County Water District Meeting (Calpella Elementary School Library)</p> <p>6:00pm 7:00pm UV Sanitation District Meeting</p>	<p>1:30pm 3:00pm GSA Board Meeting (County Administrativ Power Commission (Conferenc Board Meeting (Plazza de Cam</p>		
15	16	17	18	19	
Oct 15 - 19	<p>4:00pm 4:30pm MCFB Water Committee (Farm Bureau Office)</p>	<p>9:00am 11:30am Board of Supervisors Meeting (501 Low Gap Road, Ukiah)</p> <p>5:00pm 6:30pm Millview County Water District Board Meeting (Laws Avenue Office)</p>	<p>6:00pm 7:00pm City of Ukiah Council Meeting (Council Chambers, 300 Seminary Ave., Ukiah)</p>	<p>5:00pm 6:30pm Redwood Valley Water District Board Meeting (151 Laws Avenue, Ukiah, CA)</p>	
22	23	24	25	26	
Oct 22 - 26		<p>4:00pm 6:00pm Joint Rate Study Mtg - M&RVCWDs</p>			
29	30	31	Nov 1	2	
Oct 29 - Nov 2					

November 2018

December 2018

November 2018

Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Monday	Tuesday	Wednesday	Thursday	Friday
Oct 29	30	31	Nov 1	2
5	6	7	8	9
9:00am 10:30am LAFCo Board Meeting (501 Low Gap - County Office Building) 5:30pm 7:00pm RRFCD Board Meeting	9:00am 11:30am Board of Supervisors Meeting (501 Low Gap Road, Ukiah)	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.,	1:30pm 3:00pm GSA Board Meeting (County Administrativ 6:00pm 7:30pm Inland Water and Power Commission (Conferenc 6:30pm 8:00pm Hopland PUD Board Meeting (Piazza de Cam	
12	13	14	15	16
VETERANS DAY HOLIDAY OBSER 6:30pm 8:00pm Willow County Water District Board Meeting (Laws Avenue Office)		6:00pm 7:30pm Calpella County Water District Meeting (Calpella Elementary School Library) 6:00pm 7:00pm UV Sanitation District Meeting	5:00pm 6:30pm Redwood Valley Water District Board Meeting (151 Laws Avenue, Ukiah, CA)	
19	20	21	22	23
4:00pm 4:30pm MCFB Water Committee (Farm Bureau Office)	9:00am 11:30am Board of Supervisors Meeting (501 Low Gap Road, Ukiah) 5:00pm 6:30pm Millview County Water District Board Meeting (Laws Avenue Office)	6:00pm 7:00pm City of Ukiah Council Meeting (Council Chambers, 300 Seminary Ave., Ukiah)	THANKSGIVING - HOLIDAY	DAY AFTER THANKSGIVING - HO
26	27	28	29	30

Oct 29 - Nov 2

Nov 5 - 9

Nov 12 - 16

Nov 19 - 23

Nov 26 - 30

General Manager's Report – October 1, 2018

Agenda Item 8. Upper Russian River Water Agency and Consolidation Efforts

The URRWA JPA has not met since our last meeting. As the JPA members were waiting for a decision on cost sharing from Calpella for the last six months, no decision was made by the Calpella Board at its meeting on September 12, so the October 3, 2018 meeting has been cancelled.

Agenda Item 9. General Manager Recruitment

An ad hoc was created to work on GM recruitment and staff was directed to contact Bob Murray and Associates for a proposal on abbreviated recruitment services. Mr. Joel Bryden, who previously worked with the District from this firm, was contacted on September 11. A proposal was not received until September 21 and was discussed by the ad hoc committee on September 25. Changes were needed on the bid, which did not accurately reflect staff or the Board's requested scope, and those have not been received as of the time of packet distribution. Any revised quote will be available at the meeting if received from the consultant in the interim.

OTHER ITEMS

POD Map Progress and Future Agenda Item
IWPC/PVP/PG&E/RFO/NDA

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