

**A G E N D A**

**Board of Trustees-Regular Meeting**

**Monday, October 12th, 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 September 14, 2015
4. Consent Calendar -- The following items are considered routine and will be enacted by a single motion and roll call of the Board.
  - a) Per Diem for Trustees
  - b) Rent & Utilities
  - c) Ricoh
  - d) Elizabeth Salomone
  - e) Pam Rones
  - f) Woods Biological Research and Services
  - g) Ranch Systems
  - h) California Land Stewardship Institute
  - i) University of California, Davis
  - j) Bob Murray & Associates
  - k) Uma Hinman Consulting
  - l) Jeanne Zolezzi
  - m) Michael Woods
5. 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
6. General Managers Report
7. Discussion and Possible Action re: Authorized Signatures in Banking
8. Discussion and Possible Action re: Expanded contract with Pam Rones for Accounting Services
9. Discussion and Possible Action re: Agenda Item Submittal Procedures & Timeline Policy
10. Discussion and Possible Action re: Licensing Map Requirements
11. Discussion and Possible Action re: General Manager Recruitment
12. Discussion and Possible Action re: Adoption of Personnel Policies and Forms
13. Closed Session Code –Two Items Sections § 54957(b) & Gov't Code § 54956.9 Threat of Litigation
14. 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](mailto:rrfc@pacific.net)

**MINUTES**  
**Regular Meeting**  
**September 14<sup>th</sup>, 2015**

**1. Roll Call**

President Richard Shoemaker called the regular meeting for September 14<sup>th</sup>, 2015 to order at 5:11pm, 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  
Lee Howard, Trustee

Members Absent: Judy Hatch, Trustee

Staff Present: Sean White, General Manager

**2. Public Expression**

Lee Howard reminded all present that he no longer has internet access.

Lee Howard asked for an update in the Millview legal case. GM White provided update noting the District did not need to take any action at this time.

It was noted Trustee Hatch has intention to attend the October 12<sup>th</sup>, 2015 RRFC District Board meeting.

**3. Approval/Correction of Minutes from Special Meeting of August 27<sup>th</sup>, 2015**

Vice President White moved that minutes from the Special Meeting of August 27<sup>th</sup>, 2015 be approved. Treasurer Zellman seconded the motion. The motion was approved by roll call vote:

Ayes: 3 (Shoemaker, White, Zellman)  
Noes: 1 (Howard)  
Absent: 1 (Hatch)

**4. Approval/Correction of Minutes from Special Meeting of September 8<sup>th</sup>, 2015**

Treasurer Zellman moved that minutes from the Special Meeting of September 8<sup>th</sup>, 2015 be approved. Vice President White seconded the motion. The motion was approved by roll call vote:

Ayes: 3 (Shoemaker, White, Zellman)  
Noes: 1 (Howard)  
Absent: 1 (Hatch)

## 5. Consent Calendar

Vice President White moved that Consent Calendar Items “a-i” be approved. Treasurer Zellman seconded the motion. The motion was approved by roll call vote:

Ayes: 4 (Howard, Shoemaker, White, Zellman)  
Absent: 1 (Hatch)

## 6. Committee Reports

6a. Engineering & Operations – Further discussion held until Item 9 of this meeting’s agenda.

6b. Finance & Audit – Auditor scheduled to office before GM’s last day of employment.

6c. Personnel & Organization – Nothing to report

6d. Governmental Affair & Pubic Information – Nothing to report

6e. Inland Water & Power Commission – Treasurer Zellman reported on the most recent meeting.

## 7. General Managers Report

GM White reviewed the written General Manager’s report, highlighting a few items:

Holidays and Vacations – None

Licensing Efforts – GM White reported the licensing process is moving forward. The District has provided requested maps, summary tables, and a list of points of diversions (PODs.) The process seems nearly complete.

Metering Standards/Technology and Billing Options: GM White reported on the complications of getting all meters in good working order.

Re-opening of 1610 – No progress in the big picture, though the Upper Basin Manager Meeting is adopting some changes that will benefit the process.

District’s Filing for 6000 Acre Feet on Partial Assignment of Application 12919 & 12920 – Addressed in Agenda Item 8.

Recycled Water –The City recently completed its 30% design review.

Frost – Nothing new to report.

Groundwater Reform – A series of meetings around the County are being held. There may be a shift towards following the JPA model being used in Sonoma County. In order to be prepared to be responsive, the District needs to consider forming an Ad hoc at its October meeting.

Reorganization with Redwood Valley CWD – Addressed in Agenda Item 10

Lake Mendocino/Drought – GM White reported on water levels, water use and condition of the lake in general.

## **8. Discussion and Possible Action re: UCD Reservoir Modeling**

### **Presentation by Sam Sandoval Solis regarding results of reservoir modeling**

GM White presented the two phase project with UC Davis to look at the reliability of Lake Mendocino at its current capacity and the reliability of the reservoir if the dam were raised. GM White introduced UC Davis modelers Sam Sandoval Solis and Pablo Silva who presented the results to the Board, taking questions and comments.

*President Shoemaker called a break from 6:30 pm – 6:51 pm*

## **9. Discussion and Possible Action re: Flood Control Structures**

### **Presentation by Shane Feirer regarding status of mapping District flood control structures**

GM White presented the history of difficulty in mapping the Districts flood control structures. He introduced Shane Feirer, UC Davis GIS, who presented the results of the first segment of on-river mapping of flood control structures in the river and took comments and questions. GM White noted another segment of the river would be mapped before his last day of employment with the District.

## **10. Discussion and Possible Action re: Redwood Valley CWD**

### **Review Draft Financial Consultant RFP**

GM White presented the RFP. Granville Pool, RVCWD President, spoke in support of the proposed RFP process.

Vice President White moved to approve the RFP as presented and to solicit bids with a deadline of October 8<sup>th</sup>, 2015. Treasurer Zellman seconded the motion. The motion was approved by roll call vote:

Ayes: 4 (Howard, Shoemaker, White, Zellman)  
Absent: 1 (Hatch)

## **11. Discussion and Possible Action re: Uniform Water Sale and Purchase Agreement (Mattern)**

GM White presented the request from Mattern, reviewing the recommendation from District Legal Counsel for a Negative Declaration.

Trustee Howard moved that the Uniform Water Sale and Purchase Agreement with Mattern be approved with condition of approved CEQA, exhibit included to address approved use of water under contract, and final review and approval by District Legal Counsel. Vice President White seconded the motion. The motion was approved by roll call vote:

Ayes: 4 (Howard, Shoemaker, White, Zellman)  
Absent: 1 (Hatch)

## **12. Discussion and Possible Action re: Adoption of Personnel Documents**

- 12a. GM evaluation timeline
- 12b. GM self-evaluation form
- 12c. Exit interview form

President Shoemaker presented. Comments and questions were offered. Staff was directed to draft a policy for approval at the next meeting.

## **13. Adjournment**

Trustee Howard moved for adjournment of the meeting at 7:14pm. Vice President White seconded the motion. The motion was approved by roll call vote:

Ayes:           4 (Howard, Shoemaker, White, Zellman)  
Absent:         1 (Hatch)

Willow County Water District

Ukiah, CA 95482

# Invoice

Date	Invoice #
10/1/2015	421

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Rent 10/01/15 through 10/31/15	520.00	520.00
	Utilties	46.31	46.31
		<b>Total</b>	<b>\$566.31</b>



# ENERGY STATEMENT

www.pge.com/MyEnergy

ACCOUNT NO: 7680031834-7

Statement Date: 09/01/2015

Due Date: 09/18/2015

## Service For:

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

## Your Account Summary

Amount Due on Previous Statement	\$92.16
Payment(s) Received Since Last Statement	-92.16
Previous Unpaid Balance	\$0.00
Current Electric Charges	\$82.23
Current Gas Charges	10.39

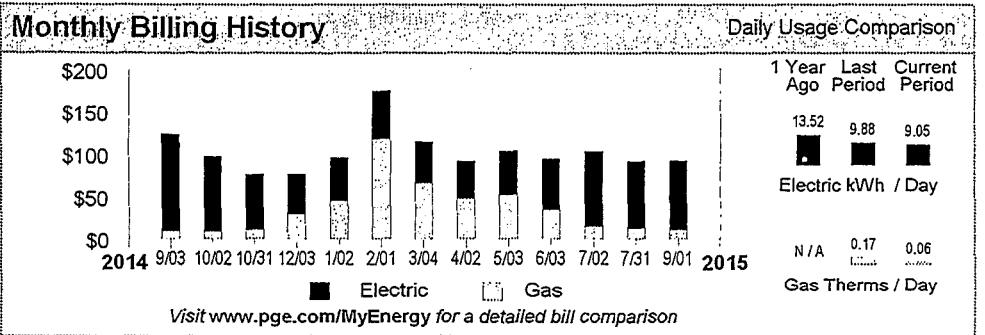
### Questions about your bill?

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 09/18/2015** **\$92.62**

### Local Office Address

2641 N STATE ST  
UKIAH, CA 95482



*RRFCD*      *46.31*

*Ukiah Sanitation*      *46.31*

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*92.62*

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

99907680031834700000092620000009262



Account Number: <b>7680031834-7</b>	Due Date: <b>09/18/2015</b>	Total Amount Due: <b>\$92.62</b>	Amount Enclosed: \$ <i>92.62</i>
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568010057022 01 AV 0.388 266 2630 6  
WILLOW COUNTY WATER DISTRICT  
151 LAWS AVE  
UKIAH, CA 95482-6655

PG&E  
BOX 997300  
SACRAMENTO, CA 95899-7300



# Pacific Internet

105 West Clay Street  
Ukiah, CA 95482

Invoice: **335417**

Date: **9/10/2015**

Phone: (707)468-1005 / Fax: (707)468-5822  
<https://www.pacific.net>, [billing@pacific.net](mailto:billing@pacific.net)

**Bill to:** 15890  
Russian River Flood Control  
Sean White  
151 Laws Ave. Ste.D  
Ukiah CA 95482

**Sold to / Ship to:** 15890  
Russian River Flood Control  
151 Laws Ave. Ste.D  
Ukiah CA 95482

Phone: (707) 462-5278  
Fax: () -

Username: rrfc  
PO Number:

Item	Description	Price	Qty	Extended
MISC	10/1/15 to 10/1/16 - Estimated yearly cost for single line, Business Fusion service	840.00	1	840.00

**Salesperson:** Jennifer Mullis  
Fusion voice provided by Pacific Internet under Sonic Telecom.  
Sonic Telecom may be reached at 888-766-4233.  
Billing questions? Please contact our office at 468-1005



<b>Subtotal</b>	840.00
<b>Total Taxes</b>	0.00
<b>Total</b>	840.00
<b>Paid</b>	0.00
<b>Due</b>	<b>\$840.00</b>

Signature

Name

Phone Number



# Invoice

Elizabeth Salomone

Date: Oct 1, 2015

To: Russian River Flood Control  
Ukiah, California

Date	Description	Hours	Total
Sep 9, 2015	Administration	3.75	\$112.50
Sep 9, 2015	Special Meeting Minutes	0.75	\$22.50
Sep 11, 2015	Administration	2.00	\$60.00
Sep 14, 2015	Regular Meeting	2.25	\$67.50
Sep 16, 2015	Regular meeting minutes (took less time due to presentation)	1.00	\$30.00
Sep 21, 2015	Administration	2.50	\$75.00
Sep 22, 2015	Administration	1.25	\$37.50
Sep 23, 2015	Administration	1.00	\$30.00
Sep 30, 2015	Administration	0.50	\$15.00
Sub totals:		15	\$450.00

**TOTAL: \$450.00**



Paid 9/30/15

**FROM:** Woods Biological Research and Services  
4040 University Road  
Hopland, California 95449  
707-391-9025  
dwoods@woodsbiological.com

# INVOICE #2

INVOICE #2 (1 OF 1)  
DATE: SEPTEMBER 21, 2015

**TO:** Russian River Flood Control and Water Conservation Improvement District  
151 Laws Avenue, Suite D  
Ukiah, CA 95482  
707-462-5278

**FOR:**  
Miscellaneous Tasks

**DELIVERABLE(S):**

1. Revised maps for State Water Resources Control Board (SWRCB)
2. Setup and populated the District's ArcGIS Online For Organizations site with Data
3. Create field data collection application, began collecting data on the Russian River, presented project to the Board
4. Modified database to sync data to website and provided database support to manager

DATE	DETAILS	HOURS	RATE	AMOUNT
8/4/2015	Setup ArcGIS Online for District	1	\$65.00	\$65.00
8/8/2015	Revised maps for State Water Resources Control Board (SWRCB)	4	\$65.00	\$260.00
8/9/2015	Add spatial data related to the districts operation to ArcGIS Online	2	\$65.00	\$130.00
8/24/2015	Created file geodatabase of jack and jacklines for field data collection and added it to ArcGIS Online	2	\$65.00	\$130.00
8/29/2015	Created method to sync pods and photo to website from database	1.5	\$65.00	\$97.50
9/1/2015	Meeting at District to assist manager with database and began setup of ftp tool in database to sync data to website	2	\$65.00	\$130.00
9/8/2015	Data collection on Russian River and post collection data cleanup	6.5	\$65.00	\$422.50
9/14/2015	Finish setting up ftp tool in database to sync data to website	1	\$65.00	\$65.00
9/14/2015	Presented the jack and jacklines mapping project to the Board	1.5	\$65.00	\$97.50
<b>INVOICE #2 TOTAL</b>		<b>21.5</b>	<b>\$65.00</b>	<b>\$1,397.50</b>

# INVOICE #2

**THANK YOU**

PAID 7/5/15

# Invoice



Ranch Systems, LLC  
 37 Commercial Blvd.  
 Suite 101  
 Novato, CA 94949  
 415-884-2770

Due Date	Date	Invoice #
9/18/2015	9/18/2015	11185

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: 8.13.2015 Property: Thomas RSUID: 5193 Replaced RM210 with RS300; reused antenna and modem- node generating counts on its own		0.00
180	RS-CALLOUT	Ranch Systems net service truck mileage charge -- includes fuel and field engineer time -- \$2/mile	1.70	306.00
3	RS-MAINT	Ranch Systems field maintenance (\$125/hour on site). NOTE: drive out separate	106.25	318.75
1	PCB-RS300	RS300 Main Board, Assembled	420.75	420.75T
1	RS-MAINT-PREMIUM	Premium Service No Charge for Time	-624.75	-624.75
		Mendocino County Ukiah Sales Tax	8.125%	34.19

<b>Total</b>	USD 454.94
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PAID 9/30/15

CALIFORNIA LAND STEWARDSHIP INSTITUTE  
550 GATEWAY DRIVE SUITE 108  
NAPA, CA. 94558  
707 253 1226

Mendocino County Russian River Flood Control  
and Water Conservation District


June 30, 2015

**INVOICE**  
**Cooperative Agreement TW 11/12-059 to Provide Funding for Establishment and  
Operation of Independent Science Review Panel**

Fourth Invoice

See attached details for accounting of costs for ISRP in May 2015. The ISRP held a two day meeting to review and revise the first 5 sections of the report, draft recommendations and draft an executive summary of the report. They will meet again in September to review and revise the last 4 sections of the report and finalize all other sections. The public workshop will occur either in November, or if harvest is still ongoing, will be held in January.

Total due \$2,257.31



Executive Director

ISRP Agreement Task Status

Task	Description	Status
A	Develop application form and process	Complete
B	Advertise for nominations	Complete
C	Form selection panel	Complete
D	Coordinate selection process	Complete
E	Seat the ISRP	Complete
F	Coordinate and schedule first year of meetings	Complete
G	Collect studies, datasets and GIS layers for ISRP	Complete
H	ISRP - conceptual model development	Complete
I	Identify data gaps	Complete
J	Produce recommendation for monitoring, QA/QC procedures and data management	Nearly Complete
K	Coordinate with ISRP Chair and members to organize a science forum and public workshop	Nearly Complete
L	Respond to peer review comments	Not yet started

**ISRP Expenditures May 2015**

<b>ISRP report first review and revisions</b>	<b>April-May 2015</b>		
Michael Marchetti	\$3,000.00		\$3,000.00
Chris Farrar	\$3,000.00		\$3,000.00
Matt Kondolf	\$5,000.00		\$5,000.00
In-house copying of first 5 sections of report and references 308 pages one-half color @ .25/page and one half black and white at .07/page = \$49.28/copy x7 copies	\$344.96		\$344.96
<b>Pre-meeting work</b>			<b>\$11,344.96</b>
<b>ISRP meeting stipends</b>	<b>5/29/2015</b>	<b>5/30/2015</b>	<b>Total</b>
Michael Marchetti	\$1,000.00	\$1,000.00	\$2,000.00
Mathew Cover	\$1,000.00	\$1,000.00	\$2,000.00
James Constantz	\$1,000.00	\$1,000.00	\$2,000.00
Chris Farrar	\$1,000.00	\$1,000.00	\$2,000.00
Matt Kondolf	\$1,000.00	\$1,000.00	\$2,000.00
Douglas Shields*	\$2,000.00	\$1,000.00	\$3,000.00
Richard Adams	\$1,000.00	\$1,000.00	\$2,000.00
<b>TOTAL ISRP meeting stipends May 29/30</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>	<b>\$14,000.00</b>
Michael Marchetti			\$101.00
Mathew Cover			\$98.00
James Constantz			\$62.00
Chris Farrar			\$498.98
Matt Kondolf			\$174.70
Douglas Shields			\$668.71
Richard Adams			\$592.20
<b>TOTAL ISRP members travel expenses May 29/30</b>			<b>\$2,195.59</b>
Lodging for ISRP members Hilton Garden Inn			\$2,686.68
Meeting room 5/30/15 Hilton Garden Inn			\$388.99
<b>TOTAL ISRP lodging and meeting room May 29/30</b>			<b>\$3,075.67</b>
<b>Lunch, breakfast and snacks</b>			<b>\$305.82</b>
<b>TOTAL ISRP food May 29/30</b>			<b>\$305.82</b>
<b>TOTAL for May 29-30, 2015</b>			<b>\$30,922.04</b>

\* Douglas Shields travels for 2 days to attend the meeting and therefore receives a larger stipend

**ISRP Funding Balance and Payments**

Funders	Total contribution in contract amendment	Percent of total	Portion of Invoice 4 June 2015
Sonoma County Water Agency	\$75,273.00	66.60%	\$20,594.08
Russian River Water Conservation Council	\$5,000.00	4.40%	\$1,360.57
Mendocino County Russian River Flood Control and Water Conservation District	\$8,227.00	7.30%	\$2,257.31
CLSI	\$24,500.00	21.70%	\$6,710.08
<b>TOTALS</b>	<b>\$113,000.00</b>	<b>100%</b>	<b>\$30,922.04</b>



UNIVERSITY OF CALIFORNIA, DAVIS

Accounting & Financial Services Office

Contracts & Grants Accounting

Please include the following

claim number on your

remittance advice:

Claim No. XB13321

CONTRACTOR'S INVOICE

Invoice To:

Russian River Flood Control & Water Conservation Improvement District  
Attn: Sean White, General Manager  
151 Laws Ave, Suite D  
Ukiah, CA 95482-8226  
rrfc@pacific.net

Final  
Invoice Number: 27556-2A  
Date: October 05, 2015  
Amount: \$1,340.50

Please direct questions regarding this invoice to Nicole Warren @ (530) 757-8529 or njwarren@ucdavis.edu

Federal Employee ID # 94-6036494

Period Billed

Contract/Grant/Agreement/Purchase Order # 201400504

From

To

01/01/14

12/31/15

Project Title:

Technical Assessment Of Hydrologic Efforts On The Russian River.

Sponsors: Redwood Valley County Water District & Russian River Flood Control & Water Conservation Improvement District.

PI /Director:

Samuel Sandoval

Department:

Land Air & Water Resources

Description of Services

Per Terms of Agreement

Total Award: \$8,936.50

50% Due Upon Fully Executed Agreement  
Received Payment of \$4,468.00 on 11/14/13 - Thank you!

35% Due Upon Receipt of the First Summary of Presentation  
Received Payment of \$3,128.00 on 6/16/14 - Thank you!

15% Due Upon Completion of The Project \$1,340.50

Please Indicate the Claim # with Your Payment

PAY THIS AMOUNT>>>>>

\$1,340.50

Remarks:

Outstanding Invoice:

James Ringo/nw, Associate Accounting Officer

Make Check Payable and Mailed To:

The Regents of The University of California  
Cashier's Office  
P.O. Box 989062  
West Sacramento, CA 95798-9062

To the best of my knowledge and belief this report is correct and complete and all outlays are for the purpose set forth in the award documents.

Paid 7/30/15

Bob Murray & Associates  
1677 Eureka Rd. Ste. 202  
Roseville, CA 95661  
Phone (916) 784-9080

# Invoice

Date	Invoice #
9/16/2015	6416

Bill To
Russian River Flood Control & Water Cons. Improvement Dist. 151 Laws Avenue Ste. D Ukiah, CA 95482

Terms	Purchase Order #	Position
Net 30		General Manager

Description	Amount
Professional Services	3,000.00
Toll, meals, mileage (264 miles @ \$0.575/mile)	182.67
<b>Total</b>	
	\$3,182.67

Uma Hinman Consulting  
PO Box 1251  
CA 95924  
uhinman@comcast.net  
(916) 813-0818

# Invoice

Date	Invoice #
10/1/2015	227

Bill To
Russian River Flood Control District Sean White 151 Laws Avenue, Ste D Ukiah, CA 95482

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
3	Final edits to Draft Plan for Services	85.00	255.00
4.5	Prepare and send RFP for Financial Services	85.00	382.50
3.4	Administrative support (editing, QA/QC)	35.00	119.00
<b>Total</b>			\$756.50



October 1, 2015

VIA USPS and EMAIL

Russian River Flood Control District  
Attn: Sean White  
151 Laws Avenue, Suite D  
Ukiah, CA 95482

Re: **UHC Invoice for RRFC/RVCWD Plan for Services**

Dear Sean,

Enclosed is my invoice (No. 227) for work performed by Uma Hinman Consulting (UHC) on the Plan for Services for RRFC and the Redwood Valley County Water District. Tasks included in this invoice were performed April 1, 2015 through September 30, 2015. The enclosed invoice totals **\$756.50**, and includes the following work tasks:

- Final review and edits to the Plan for Services
- Drafted and sent out a Request for Proposals to solicit financial planning services on behalf of the districts (*Note: this was an out-of-scope item, but is being billed under the current contract*)

Task	Contract	Billed to Date	Remaining Budget
1. Develop Plan for Services	\$ 1,700.00	\$ 1,083.75	\$ 616.25
2. Coordinate completion of LAFCo Application	\$ 850.00	\$ -	\$ 850.00
Draft RFP for Financial Services	out of scope	\$ 501.50	\$ 501.50
Totals	\$ 2,550.00	\$ 1,585.25	\$ 964.75

Please let me know if you have any questions or need clarification on the information provided.

Sincerely,

Uma Hinman  
Owner, Project Manager

Enc: UHC Invoice No. 227

## Russian River Flood Control District

## Balance Sheet

As of September 30, 2015

	Sep 30, 15	Sep 30, 14
<b>ASSETS</b>		
<b>Current Assets</b>		
Checking/Savings		
SBMC Checking	20,636.32	17,069.82
SBMC Savings	514,787.17	506,531.59
LAIF		
FERC	1.00	1.00
Operating Reserve	33,881.77	33,881.77
LAIF - Other	1,978.56	1,978.56
<b>Total LAIF</b>	<u>35,861.33</u>	<u>35,861.33</u>
<b>Total Checking/Savings</b>	571,284.82	559,462.74
Accounts Receivable		
Accounts Receivable	3,273.91	10,473.90
<b>Total Accounts Receivable</b>	<u>3,273.91</u>	<u>10,473.90</u>
Other Current Assets		
Interest Receivable	588.26	588.26
Taxes Receivable	3,335.01	3,335.01
<b>Total Other Current Assets</b>	<u>3,923.27</u>	<u>3,923.27</u>
<b>Total Current Assets</b>	578,482.00	573,859.91
<b>Fixed Assets</b>		
Meters		
At Cost	19,635.04	19,635.04
<b>Total Meters</b>	<u>19,635.04</u>	<u>19,635.04</u>
<b>Total Fixed Assets</b>	<u>19,635.04</u>	<u>19,635.04</u>
<b>TOTAL ASSETS</b>	<u><u>598,117.04</u></u>	<u><u>593,494.95</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable		
*Accounts Payable	-5,900.87	0.00
<b>Total Accounts Payable</b>	<u>-5,900.87</u>	<u>0.00</u>
Other Current Liabilities		
Payroll Liabilities		
CalPERS	0.00	648.60
CalPERS Match	0.00	1,056.97
Federal Withholding	0.00	1,832.00
Medicare		
Company	0.00	133.95
Employee	0.00	133.95
<b>Total Medicare</b>	<u>0.00</u>	<u>267.90</u>
State Withholding CA	0.00	511.40
<b>Total Payroll Liabilities</b>	<u>0.00</u>	<u>4,316.87</u>
<b>Total Other Current Liabilities</b>	<u>0.00</u>	<u>4,316.87</u>
<b>Total Current Liabilities</b>	<u>-5,900.87</u>	<u>4,316.87</u>
<b>Total Liabilities</b>	-5,900.87	4,316.87
<b>Equity</b>		
Opening Bal Equity	462,253.39	462,253.39
Retained Earnings	247,272.11	224,644.58
Net Income	-105,507.59	-97,719.89
<b>Total Equity</b>	<u>604,017.91</u>	<u>589,178.08</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>598,117.04</u></u>	<u><u>593,494.95</u></u>

## Russian River Flood Control District

## Profit &amp; Loss

July through September 2015

	Jul - Sep 15	Jul - Sep 14
Ordinary Income/Expense		
Income		
Property Taxes		
Current Secured	2,205.89	2,822.00
Current Unsecur	27.68	17.91
HOPTR	213.11	207.61
Prior Secured	-17.74	-30.43
Prior Unsecured	39.62	33.59
SB813	112.42	-5.80
URDA Pass thru	676.02	422.82
Total Property Taxes	3,257.00	3,467.70
Water Sales	1,411.44	800.00
Total Income	4,668.44	4,267.70
Expense		
Account-Audit	850.00	0.00
Consulting	12,833.47	1,506.10
ISRP	2,257.31	0.00
Fees		
County Admin. Fees	1,020.30	0.00
Fees - Other	0.00	131.36
Total Fees	1,020.30	131.36
Gage	6,275.00	24,850.00
Insurance		
Dental	641.37	516.09
Health	6,293.91	5,711.30
Liability Insurance	2,038.94	2,220.83
Workmens Comp	216.50	190.75
Total Insurance	9,190.72	8,638.97
Legal	2,134.52	15,408.45
Membership	2,000.00	2,000.00
Meters Expense	9,506.28	8,784.00
Office Expense	3,309.46	850.53
Payroll Expenses		
CalPERS Company Match	3,250.80	3,170.81
CALPERS Fees	237.00	200.00
Gross Wages	40,619.65	27,714.00
Total Payroll Expenses	44,107.45	31,084.81
Payroll Taxes		
Medicare	588.98	401.85
SUICA	0.00	0.00
Total Payroll Taxes	588.98	401.85
Postage, Copies & Reproductions	9.80	39.30
Rent	1,560.00	1,560.00
Special Education	0.00	0.00
Telephone	840.00	785.00
Transport/Mileage	2,547.41	2,643.68
UC Modeling	11,000.00	3,128.00
Utilities	145.33	175.54
Total Expense	110,176.03	101,987.59
Net Ordinary Income	-105,507.59	-97,719.89
Net Income	-105,507.59	-97,719.89

**Pamela L. Rones**

Certified Public Accountant  
601 North State Street  
Ukiah, CA 95482  
(707) 468-5711

October 7, 2015

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

The following is a partial list of services available from Pamela L. Rones, CPA. I hope by use of this letter to better meet your expectations of service from me by clearly identifying the particular services to be provided and the frequency thereof. My services will cover the year ended December 31, 2015.

You are responsible for making all management decisions and performing all management functions, and for designating an individual who possesses suitable skill, knowledge, or experience to oversee any bookkeeping services, tax services, or other services I provide. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

None of the services can be relied on to disclose errors, fraud, or illegal acts. However, I will inform you of any material errors and of any evidence or information that comes to my attention during the performance of my compilation procedures, that fraud may have occurred. In addition, I will inform you of any evidence or information that comes to my attention during the performance of my accounting procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. I have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement

I have marked the frequency of the services which I expect to provide. Please review the information below and make any changes necessary.

Monthly - M      Annually - A  
Quarterly - Q      Periodically - P

COMPUTERIZED BOOKKEEPING SERVICES

General Ledger	
Post QuickBooks entries including: A/P, A/R, payroll	<u>          P          </u>
Prepare bank reconciliation	<u>          P          </u>
Process payroll tax payments	<u>          M          </u>
Prepare payroll tax returns	<u>          Q          </u>
Prepare W-2's	<u>          A          </u>
QuickBooks consulting	<u>          P          </u>
Prepare 1099's	<u>          A          </u>
Prepare Business Property Statement	
Prepare Workers Comp Reports	<u>          P          </u>

OTHER SERVICES (SPECIFY)

Management consultations	
Accounting assistance	<u>          P          </u>


My office fees for the above services will be based on a rate of \$140 per hour for accounting, \$150 per hour for tax related work and \$70 per hour for bookkeeping. There will also be a 20% surcharge on any work done with less than five working days notice. You will be billed monthly. Statements will be due and payable upon presentation. In the event that payment is not received when due, you will be assessed interest charges of 1.5% per month on the unpaid balance. I reserve the right to suspend or terminate work due to nonpayment. In the event that work is suspended or terminated as a result of non-payment, you agree that we will not be responsible for your failure to meet government and other filing deadlines, or for penalties or interest that may be assessed against you resulting from your failure to meet said deadlines.

In accordance with my firm's current document retention policy, I will retain copies of the records you have supplied me along with my work papers for your engagement for a period of 8 years. All of your original records will be returned to you. After 8 years, my work papers and files will no longer be available. Physical deterioration or catastrophic events may shorten the time during which my records will be available. The working papers and files of my firm are not a substitute for the original records of your company.

The above price quotes remain in effect for thirty days from the date of this letter.

I appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to me. If your needs change during the year, the nature of my service can be adjusted appropriately. Likewise, if you have special projects with which I can assist, let me know.

Sincerely yours,



Pamela L. Rones

By: Russian River Flood Control District

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail address: \_\_\_\_\_



**Russian River Flood Control District  
General Manager Evaluation  
Timeline (2015)**

Date	Activity	Status
July 9	Evaluation planning call with Board President, General Manager and Leap Solutions <i>HR consultant</i>	
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	

**Russian River Flood Control District  
General Manager Self-Evaluation  
~~2014-15~~**

**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:**

## 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 <sup>District</sup> Company?  
\_\_\_\_\_  
\_\_\_\_\_

2. What did you enjoy most about working here?  
\_\_\_\_\_  
\_\_\_\_\_

3. What did you enjoy least about working here?  
\_\_\_\_\_  
\_\_\_\_\_

4. What could the <sup>District</sup> company have done or provided to help you become even more productive?  
\_\_\_\_\_  
\_\_\_\_\_

5. How was your relationship with your <sup>The Board</sup> supervisors?  
\_\_\_\_\_  
\_\_\_\_\_

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 <sup>District</sup> company for another job, we would appreciate the following information:

New company: \_\_\_\_\_

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.