

AGENDA

Board of Trustees – SPECIAL Meeting
Monday, September 10, 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) August 6, 2018 Regular Meeting Minutes
6. Financial Report (Accounts Payable, Income/Expenses/%, Balance Sheet, YTD Comparison)
7. Committee Reports
 - a) None

Items for Discussion and Possible Action:

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

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

PUBLIC EXPRESSION – The Board welcomes public participation in its Board meetings. Comments shall include any item not on the agenda that is within the subject matter jurisdiction and authority of the District. No action may be taken on any item not appearing on the agenda; however, the Board may direct such items to be placed on the agenda of a future meeting or may request additional information on any such item. The Board may limit testimony to three (3) minutes per person and not more than ten (10) minutes for a particular subject. All items on the agenda are considered action items unless otherwise noted. All times and the order of business are approximate and subject to change. (Posted 09-07-18)

President
Matthew Froneberger

Vice President
John Reardan

Treasurer
Tyler Rodrigue

Trustee
Alfred White

Trustee
William Carson

1
2
3
4
5
6
7
8
9

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

10
11
12
13
14
15
16
17
18
19
20

MINUTES
Regular Meeting
August 6, 2018

21
22
23
24
25
26

1. Roll Call

President Matthew Froneberger called the regular meeting to order at 5:30pm in the District Offices.

27
28
29
30
31
32
33
34
35

Members Present: Matthew Froneberger, President
Tyler Rodrigue, Treasurer
Alfred White, Trustee
William Carson, Trustee
Members Absent: John Reardan, Vice President
Staff: Tamara Alaniz, General Manager

36
37
38
39
40
41
42
43
44

2. Public Expression – Mike Milovina, District customer, addressed the Board regarding water use issues, including water storage regulatory constraints, allowable irrigable acreage under the RRFCD water rights license and recognized RRFCD points of diversion by the State Water Board. Comments and questions were offered by Board members. (See Agenda Item #14 for further information.)

3. Urgent Items - None

4. Approval of Agenda

Trustee White moved to approve the agenda with a change to hear public expression on Agenda Item #15 between Items #4 and #5. Trustee Carson seconded the motion. The motion was approved by unanimous vote:

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

[Public Comment on Agenda Item #15 was heard at this time – see Item #15.]

5. a) Approval of the Regular Meeting Minutes

Trustee White moved approval of the Minutes for June 4, 2018 Regular Meeting. Trustee White seconded the motion. The motion was approved by unanimous vote:

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

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

Comments and Questions were offered by Trustee Carson.

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

Ayes: 4 (Carson, Froneberger, Rodrigue, White)

45
46
47
48
49

<i>President</i>	<i>Vice President</i>	<i>Treasurer</i>	<i>Trustee</i>	<i>Trustee</i>
<i>Matthew Froneberger</i>	<i>John Reardan</i>	<i>Tyler Rodrigue</i>	<i>Alfred White</i>	<i>William Carson</i>

50 Absent: 1 (Reardan)

51

52 **7. Committee Report**

53 No reports.

54

55 **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

56

57 **8. Consideration of Policy #18-02 – Reserves Policy**

58 GM Alaniz and Treasurer Rodrigue presented the Reserves Policy. Comments and questions were
59 offered by the Board.

60

61 Trustee White moved to approve Policy #18-02 – Reserves Policy, amending 3c: Emergency
62 Resources to “Limit: ~~10~~ 25 percent of the value of the fixed assets. Trustee Carson seconded the
63 motion. The motion was approved by roll call vote:

64

65 Ayes: 4 (Carson, Froneberger, Rodrigue, White)

66 Absent: 1 (Reardan)

67

68 **9. Consideration of Appointment of Tyler Rodrigue as Representative to the Groundwater
69 Sustainability Agency Technical Advisory Committee**

70 Trustee Carson moved to approve the appointment of Tyler Rodrigue as Representative to the
71 Groundwater Sustainability Agency Technical Advisory Committee. Trustee White seconded the
72 motion. The motion was approved by unanimous vote:

73

74 Ayes: 4 (Carson, Froneberger, Rodrigue, White)

75 Absent: 1 (Reardan)

76

77 **10. Discussion of Upper Russian River Water Agency (URRWA) and Consolidation Efforts**

78 *(Strategic Plan: RWR Goal 3)*

79 GM Alaniz presented, focusing on District legal counsel advice to best protect District contract
80 customers in a consolidated district. She also reported on Calpella County Water District Board
81 Meeting cancellations and postponements.

82

83 **11. Master Calendar – August, September 2018**

84 Several comments and edits were made.

85

86 **12. Board Member Reports**

87 None.

88

89 **13. General Manager Report**

90 GM Alaniz reported on

91

92 **14. Direction on Future Agenda Items**

93 The Board directed staff to put an item on a future agenda addressing current limits on irrigable
94 acreage and recognized points of diversion under the District’s water rights license.

95

96 The Board took a five minute break before entering into Closed Session at 6:47 pm.

97 **15. Closed Session – Real Estate Negotiations; Potter Valley Hydroelectric Power Project:
98 Government Code Section 54956.8**

99 **Negotiators: Inland Water & Power Commission and Pacific Gas & Electric**

100 Janet Pauli, Inland Water & Power Commission Chair, addressed the Board regarding IWPC's
101 intent to move forward with PG&E to obtain information on Requests for Offers to PG&E on
102 negotiating purchase of the hydroelectric plant in Potter Valley, taking comments and questions
103 from the Board.

104

105

106 **16. Closed Session – Public Employment; General Manager: Government Code Section**
107 **54954.5**

108

109 **Trustee Carson left the meeting at 7:20 pm. After reentering from Closed Session at 7:26**
110 **pm, the Board President announced that information had been received on both Closed**
111 **Session items. No direction was given.**

112

113 **17. Adjournment**

114 Trustee White moved to adjourn at 7:27 pm. Treasurer Rodrigue seconded the motion. The
115 motion was approved by unanimous vote:

116

117 Ayes: 3 (Froneberger, Rodrigue, White)

118 Absent: 2 (Carson, Reardan)

119

Russian River Flood Control District**Accounts Payable**

August 2018

Type	Date	Num	Memo	Amount
Cardmember Service				
Bill Pmt -Check	08/28/2018	1234	August 2018 Statement	-182.75
Herum/Crabtree/Suntag				
Bill Pmt -Check	08/28/2018	1235	07/25/18 Invoice #89528	-1,827.84
Intuit				
Check	08/08/2018		Annual Payroll Subscription	-450.00
Mendocino County Clerk-Recorder				
Bill Pmt -Check	08/03/2018	1233	Invoice 2017/18-45	-2,378.28
Ricoh USA, Inc.				
Bill Pmt -Check	08/28/2018	1236	Invoice 100965799	-67.54
Special District Risk Management				
Bill Pmt -Check	08/28/2018	1237	Invoices #64718 & 64958	-3,976.16
URRWA JPA				
Bill Pmt -Check	08/29/2018	1241	Dues August 2018 through July 2019	-1,200.00
US Cellular				
Bill Pmt -Check	08/28/2018	1238	Invoice #0264634573 rcvd. 08/28/2018 due 09/08/2018	-88.89
USGS				
Bill Pmt -Check	08/28/2018	1239	Bill #90652693	-7,018.75
Willow County Water District				
Bill Pmt -Check	08/03/2018	1232	August 2018 Rent and Utilities	-644.23

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	620.00	10,000.00	6.2%
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	1,013.04	6,100.00	16.6%
Liability Insurance	3,976.16	2,500.00	159.0%
Workers Comp	0.00	3,000.00	0.0%
Total Insurance	4,989.20	11,600.00	43.0%
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	0.00	60,000.00	0.0%
Office Expense	607.67	6,500.00	9.3%
Payroll Expenses			
CalPERS Company Match	1,590.22	9,000.00	17.7%
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	23,750.00	150,000.00	15.8%
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	29,326.22	171,900.00	17.1%
Payroll Taxes			
FICA	1,503.90	0.00	100.0%
Medicare	351.72	2,000.00	17.6%
Payroll Taxes - Other	0.00	0.00	0.0%
Total Payroll Taxes	1,855.62	2,000.00	92.8%
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	177.78	1,800.00	9.9%
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	31,693.38	385,420.00	8.2%
Net Ordinary Income	-27,902.10	-83,742.72	33.3%
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	-27,902.10	-108,742.72	25.7%

Russian River Flood Control District
Fiscal Year Comparison
July through August 2018

Accrual Basis

	Jul - Aug 18	Jul - Aug 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%
Consulting	-620.00	-6,767.15	90.8%
District Vehicle	-318.67	-278.94	-14.2%
Frost WDMP	-6,800.00	-6,800.00	0.0%
Gage	-7,018.75	-6,743.75	-4.1%
Insurance			
Employee Life	-1,013.04	-1,013.04	0.0%
Liability Insurance	-3,976.16	0.00	-100.0%
Total Insurance	-4,989.20	-1,013.04	-392.5%
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	0.00	-8,784.00	100.0%
Office Expense	-607.67	-261.16	-132.7%
Payroll Expenses			
CalPERS Company Match	-1,590.22	-1,147.12	-38.6%
CalPERS Unfunded Pns. Liability	-3,986.00	-349.24	-1,041.3%
Gross Wages	-23,750.00	-17,500.00	-35.7%
Payroll Expenses - Other	0.00	-396.00	100.0%
Total Payroll Expenses	-29,326.22	-19,392.36	-51.2%
Payroll Taxes			
FICA	-1,503.90	-1,147.80	-31.0%
Medicare	-351.72	-268.44	-31.0%
Total Payroll Taxes	-1,855.62	-1,416.24	-31.0%
Reimbursed Expense	23,000.00	0.00	100.0%
Rent	-1,040.00	-1,040.00	0.0%
Telephone	-177.78	-245.97	27.7%
Travel/Mileage	0.00	-726.17	100.0%
Uncollectable Accounts	0.00	0.00	0.0%
Utilities	-213.81	-117.55	-81.9%
TOTAL	299,396.68	304,155.76	-1.6%

Russian River Flood Control District

Balance Sheet

As of August 31, 2018

Accrual Basis

	Aug 31, 18	Aug 31, 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	180,557.48	292,095.11
SBMC Savings	67,468.60	217,415.41
Total Checking/Savings	709,278.76	720,763.20
Accounts Receivable		
Accounts Receivable	5,535.77	2,039.77
Total Accounts Receivable	5,535.77	2,039.77
Other Current Assets		
Interest Receivable	560.86	588.26
Taxes Receivable	3,515.19	3,515.19
Undeposited Funds	0.00	5,781.00
Total Other Current Assets	4,076.05	9,884.45
Total Current Assets	718,890.58	732,687.42
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	817,156.47	752,322.46
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
*Accounts Payable	46.01	46.01
Total Accounts Payable	46.01	46.01
Other Current Liabilities		
Payroll Liabilities		
CalPERS	-199.43	311.45
CalPERS 457 Def Comp	-12,374.91	-4,163.91
CalPERS Match	538.80	1,149.04
Life Insurance	-526.92	-588.57
State Withholding CA	-676.36	-676.36
Total Payroll Liabilities	-13,238.82	-3,968.35
Total Other Current Liabilities	-13,238.82	-3,968.35
Total Current Liabilities	-13,192.81	-3,922.34
Total Liabilities	-13,192.81	-3,922.34
Equity		
Opening Bal Equity	541,116.95	462,253.39
Retained Earnings	321,533.13	499,032.31
Net Income	-32,300.80	-205,040.90

Russian River Flood Control District

Balance Sheet

As of August 31, 2018

Accrual Basis

	<u>Aug 31, 18</u>	<u>Aug 31, 17</u>
Total Equity	830,349.28	756,244.80
TOTAL LIABILITIES & EQUITY	<u>817,156.47</u>	<u>752,322.46</u>

September 2018

September 2018

October 2018

Su	Mo	Tu	We	Th	Fr	Sa
2	3	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
Sep 3 LABOR DAY HOLIDAY	4 9:00am 11:30am Board of Supervisors Meeting (501 Low Gap Road, Ukiah)	5 5:00pm 6:30pm Water Districts JPA Board Meeting (Laws Avenue Office) 6:00pm 8:00pm City of Ukiah Council Meeting (Council Chambers, 300 Seminary Ave., Ukiah)	6	7
Sep 10 - 14 10 9:00am 10:30am LAFCo Board Meeting (501 Low Gap - County Office Building) 5:30pm 7:00pm RRFCD Board Meeting 6:30pm 8:00pm Willow County Water District Board Meeting (Laws Avenue Office)	11 11:30am 3:00pm GSA Board Meeting (County Administrative Building, Low G 6:00pm 7:30pm Inland Water and Power Commission (Conference Room 5, City of U 6:30pm 8:00pm Hopland PUD Board Meeting (Piazza de Cam	12 6:00pm 7:30pm Calpella County Water District Meeting (Calpella Elementary School Library?)	13 13	14 14
Sep 17 - 21 17 4:00pm 4:30pm MCFB Water Committee (Farm Bureau Office)	18 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)	19 6:00pm 7:00pm City of Ukiah Council Meeting (Council Chambers, 300 Seminary Ave., Ukiah)	20 20	21 21
Sep 24 - 28 24	25 25	26 4:30pm 6:30pm Upper Russian River Water Managers Meeting (Cloverdale Firehouse)	27 27	28 28

Sep 3 - 7

Sep 10 - 14

Sep 17 - 21

Sep 24 - 28

October 2018

October 2018							November 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	4	5	6	7	8	9	10
8	9	10	11	12	13	14	11	12	13	14	15	16	17
15	16	17	18	19	20	21	18	19	20	21	22	23	24
22	23	24	25	26	27	28	25	26	27	28	29	30	31
29	30	31											

	Monday	Tuesday	Wednesday	Thursday	Friday
Oct 1	2	3	4	5	
Oct 1 - 5	<p>9:00am 10:30am 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.,</p>		
Oct 8 - 12	<p>8</p> <p>6:30pm 8:00pm Willow County Water District Board Meeting (Laws Avenue Office)</p>	<p>9</p>	<p>10</p> <p>6:00pm 7:30pm Calpella County Water District Meeting (Calpella Elementary School Library)</p>	<p>11</p> <p>1:30pm 3:00pm GSA Board Meeting (County Administrativ</p> <p>6:00pm 7:30pm Inland Water and Power Commission (Conferenc</p> <p>6:30pm 8:00pm Hopland PUD Board Meeting (Plazza de Cam</p>	<p>12</p>
Oct 15 - 19	<p>15</p> <p>4:00pm 4:30pm MCFB Water Committee (Farm Bureau Office)</p>	<p>16</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>17</p> <p>6:00pm 7:00pm City of Ukiah Council Meeting (Council Chambers, 300 Seminary Ave., Ukiah)</p>	<p>18</p> <p>5:00pm 6:30pm Redwood Valley Water District Board Meeting (151 Laws Avenue, Ukiah, CA)</p>	<p>19</p>
Oct 22 - 26	<p>22</p>	<p>23</p>	<p>24</p>	<p>25</p>	<p>26</p>
Oct 29 - Nov 2	<p>29</p>	<p>30</p>	<p>31</p>	<p>Nov 1</p>	<p>2</p>

General Manager's Report – September 10, 2018

Agenda Item 8. Point of Diversion Map and Irrigable Acreage

We are currently updating the POD Base Map to improve readability/usability. A change petition to add/subtract points of diversion would be necessary to amend the current license map. There are points of diversion that could be both added and subtracted based on current conditions on the ground.

The irrigable acreage limit of 4,095 acres on the District's water right restricts where the contract water can be used. Changes were made to the map submitted in 2013 for the water rights license, which are incorporated into the GIS mapping program. Using the program, we can better determine the actual number of acres mapped as irrigated. The map data shows that the total irrigated acreage is less than the maximum allowable by approximately 300 acres. Staff is working with the GIS consultant to accurately reflect the acreage numbers on the POD Base Map to better inform the Board on current conditions.

Agenda Item 9. Upper Russian River Water Agency and Consolidation Efforts

The URRWA JPA met September 5th to finalize its cost sharing proposal but Calpella has yet to approve their fair share. The Board discussion was frank and will be reviewed. Whether the URRWA is going to facilitate consolidation is in question despite the positive feedback from the community on moving forward toward a consolidated district.

Agenda Item 10. General Manager Recruitment

An ad hoc should be created to work on GM recruitment. A job description is developed and advertising should begin to create a list of eligible candidates, including those who have already expressed an interest in the position. The ads can be placed with any of the following vendors: ACWA; CSDA; BC Water Jobs; Jobs Available; the Ukiah Daily Journal; Press Democrat; San Francisco Chronicle; and/or, Sacramento Bee. Discussion on shared GM services should be had to determine the Board's willingness to continue its shared management contract with the two CWDs, Millview and Redwood Valley. Both CWDs have designated Board members to an ad hoc for GM recruitment.

OTHER ITEMS

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