

RUSSIAN RIVER COUNTY WATER DISTRICT
Board of Directors Regular Meeting

MINUTES

Board of Directors Regular Meeting
Tuesday, August 24, 2021
MEETING HELD VIA ZOOM VIDEO CONFERENCE

BOARD MEMBERS PRESENT: Kimberly Burr, President
Janet Zagoria, Director
Ed Monroe, Director
Alan Horobin, Director

BOARD MEMBERS ABSENT: Rich McGowan, Vice-President

OTHERS IN ATTENDANCE: Jack Locey, District Engineer
William Adams, District Counsel
Vicky Mwangi, District Administrator
Stephanie Voet, Robert Sherod – RRU Staff

The Board President Kimberly Burr called the regular meeting of the Board of Directors to order at 6:04PM on Tuesday, August 24, 2021. Pursuant to the Brown Act and Executive Order N-25-20, the meeting was conducted via video conference.

PUBLIC COMMENT/CORRESPONDENCE:

1. Sonoma County Fire Dept, inspected one of the District's parcels for wild fire defensible space and issued a clean report. The fire department is being proactive as the fire season continues.
2. PG&E is hosting a webinar covering topics such as time of use rates, pricing and rate structure, etc. Mrs. Voet will attend and report back at the next board meeting.
3. November Elections – Director Zagoria reported that she contacted the County election office and was informed that no-one else had registered for the open board positions.

CONSENT -AGENDA

NOTE – Roll call voting was used to pass all motions in this agenda.

Agenda – Mrs. Voet corrected the Warrant register numbers from 29 and 30, to 3 and 4 respectively. On motion by Ed Monroe and second by Janet Zagoria, the amended agenda was unanimously approved.
Minutes - On motion by Ed Monroe and second by Janet Zagoria, July 27, 2021, regular meeting minutes were unanimously approved. Director Horobin abstained.
Warrants - On motion by Janet Zagoria and second by Ed Monroe, Operations Warrant Register #3 for \$37,935.96, and Register #4 for \$200, were approved, unanimously. The Board discussed the warrants and the nature of services provided.

ADMINISTRATION

Income-Expense Report FYE 6/30/21 - Ms. Mwangi reviewed this report in particular expense items that exceeded budget. Overall total actual expenses were below total budget for the year. Cash balances at 6/30/21 and 7/31/21 were also presented noting that the District was in a good cash position.

ENGINEERING REPORT

Regarding Wells and VFDs electrical faults problem, Mr. Locey reported that the VFD expert reviewed and confirmed that the equipment installed was appropriate. Another meeting with the VFD manufacturer is scheduled for next week. In general, to fully address the electrical faults issue approximately \$35K-\$50K will be incurred. Alternatively, the VFD ground fault tripping mechanism could be turned off. Mr. Locey believes this will affect the equipment life cycle and not safety. This is a less expensive solution since a VFD is about \$2K. However, Mr. Locey would like to confer with the VFD maker regarding this option.

Meter replacement project – A study by a representative of Badger Meters indicated that cell service is potentially available to 99.5% of the District's customers. Mr. Locey has a scheduled meeting with USAID to find out if funding is available for such a project on the basis that it will result in water savings hence conservation. He will also check with the State Division of Financial Assistance for possible funding.

California Office of Emergency Services (Cal OES) contacted Mr. Locey for final documents in an effort to close out the grant awarded for the Westside Avenue rehabilitation project.

NEW BUSINESS

RRU mailed out a postcard providing information on MailChimp and AllPaid credit card system. Mrs. Voet reported that customers have started using the CC system.

SWRCB – is offering funds to water systems to cover customer arrears of \$600 or more. Mrs. Voet reported that the District has two such customers. The application process is intense to cover only two customers, therefore the District will opt out and not submit an application. Mrs. Voet raised the question whether the District can both lien and lock off water services for nonpayment. Mr. Adams, District Counsel, agreed to look into this question given that covid-related debt moratorium is coming to an end in September.

Sexual harassment/Ethics training – one director has yet to complete the training.

LEGAL REPORT

Post Covid Interaction protocols – Mr. Adams explained that requirements are changing each day and as a government agency the District needs to be fully informed. RRU as a service provider to RRCWD also falls within the government mandates. He will work with Director Burr and RRU regarding application and implementation of these mandates and staffs' interactions with the public.

OPERATIONS REPORT

Ongoing communications issues at Z-1 - RRU is working with XIO to replace the modem to address this issue.

AD HOC

Conservation kits – 30 kits were purchased to be given out to customers using more than 20K gallons of water per month. The kits will assist customers and determine if there is water loss through leakages. In addition, Mrs. Voet explained that 'Thank you' postcards will be sent to customers who are using less than 5K gallons per month.

NEXT AGENDA

1. Wells and VFDs
2. Post Covid interaction protocols

There being no further business, the meeting adjourned at 7:35 PM. Next regular board meeting is scheduled for Tuesday September 28, 2021 at 6:00PM.

Respectfully submitted,

Vicky Mwangi,
District Administrator

APPROVED:

Ed Monroe: _____

Rich McGowan: _____

Janet Zagoria: _____

Alan Horobin: _____

Kimberly Burr: _____