

RUSSIAN RIVER COUNTY WATER DISTRICT
Board of Directors Regular Meeting

MINUTES

Board of Directors Regular Meeting
Tuesday, November 23, 2021

MEETING HELD VIA ZOOM VIDEO CONFERENCE

BOARD MEMBERS PRESENT: Kimberly Burr, President
Rich McGowan, Vice-President
Janet Zagoria, Director
Ed Monroe, Director
Alan Horobin, Director

BOARD MEMBERS ABSENT: None

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

The Board President Kimberly Burr called the regular meeting of the Board of Directors to order at 6:04PM on Tuesday, November 23, 2021. Board considered AB 361 that permits virtual meetings during the proclaimed Covid health emergency. On motion by Rich McGowan and second by Janet Zagoria, the board unanimously approved for the meeting to be held via Zoom.

PUBLIC COMMENT/CORRESPONDENCE:

1. Notice from CA State Controller's office regarding the 2020-21 Special District's Financial Transaction Report – Ms. Mwangi explained that she will work on this report after the financial statement audit is completed.
2. Mr. Locey presented a brief report Re: Preliminary cost estimates of installing automated water meters -
 - a. Assumptions – (i) Project will qualify for USDA loan; (ii) Service area will qualify for an intermediate loan rate, which is currently 1.75%, and (iii) Payment will be via customers base water rates
 - b. Non construction items required by USDA e.g. Application, engineering report, environmental report, bid book, etc. – Estimate is \$63K
 - c. Actual construction + required software – (i) cost of hardware + installation, for 1250 customers contingency – Estimate is \$818K
 - d. Total budget (including 10% contingency) - \$970K
 - e. District loan repayment – Approximately \$34,500 per year, spread over 12500 active customers per month would be an additional \$2.50 per month

CONSENT -AGENDA

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

Agenda - On motion by Janet Zagoria and second by Alan Horobin, the agenda was unanimously approved.
Minutes - On motion by Ed Monroe and second by Janet Zagoria, October 26, 2021, regular meeting minutes were unanimously approved.

Warrants - On motion by Janet Zagoria and second by Ed Monroe, Operations Warrant Register #9 for \$51,630.24, and Register #10 for \$200, were approved, unanimously. The Board discussed the warrants and the nature of services provided.

ADMINISTRATION

Janet Zagoria and Rich McGowan were sworn in for a 4-year term effective December 2021.

Ms. Mwangi presented the audited financial statements for June 30, 2021, the internal control letter and Governance letter. The board discussed these reports. On motion by Ed Monroe and second by Janet Zagoria, the audited financial statements and accompanying letters were accepted.

Ms. Mwangi also presented the Income-Expense report for the year to date. Income is at about 32% of budget which is appropriate, (after adjusting the July negative amount to \$41K). She noted that total expenses vs. budget should be at about 33%. However due to the timing of some payments, total expense is at 29% of budget. Certain line balances exceeded budget such as (i) LAFCO a one-time annual payment; (ii) Dues/membership – CSDA membership to facilitate online credit card payments by customers; (iii) Office Expense – one-time postage costs charged by RRU, plus special mail encouraging water conservation. (iv) Insurance – premiums have gone up by \$1400 which is fairly high. Mr. Dunton agreed to follow up with the insurance agent to see if there are companies offering comparable coverage and at a lower cost.

ENGINEERING REPORT

Mr. Locey, gave a brief history of the District's Water Rights from 1987 when the District operated under the Sonoma County Water Agency (SCWA) water rights agreement, to 1991 when the District submitted its own water rights application and was granted a permit in 1999. This permit allowed the District to take 98 Million gallons of water per year. As the District extended its service area, it was necessary to modify the place of use under the existing permit. In 2009 the District submitted its modified application. There were protests filed by the Department of Fish & Game and SCWA against the application. After many years, the protests were resolved, and in 2020 the District was notified that the permit was ready to move to a license phase, which is the final phase for this process. With a license the District's water rights can never be taken away. However, the license has not been signed yet!

NEW BUSINESS

Web payment of water bills – the link was updated and now 'Recurring' payments can be done.

LEGAL REPORT

None

OPERATIONS REPORT

Regarding the generator noise at Canyon Road - Mr. Dunton explained that they had a temporary solution using hay bales and will be working on a permanent one. In addition, Mr. Adams agreed to review the County noise ordinance and report back.

AD HOC

None

NEXT AGENDA

1. Wells and VFDs
2. Meter replacement funding
- 3.

There being no further business, the meeting adjourned at 7:32 PM on motion by Janet Zagoria and second by Alan Horobin. Next regular board meeting is scheduled for Tuesday December 28, 2021 at 5:00PM.

Respectfully submitted,

Vicky Mwangi,
District Administrator

APPROVED:

Ed Monroe: _____

Rich McGowan: _____

Janet Zagoria: _____

Alan Horobin: _____

Kimberly Burr: _____