

RUSSIAN RIVER COUNTY WATER DISTRICT
Board of Directors Regular Meeting

MINUTES

Board of Directors Regular Meeting
Tuesday, September 27, 2022
MEETING HELD VIA ZOOM VIDEO CONFERENCE

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

BOARD MEMBERS ABSENT: None

OTHERS IN ATTENDANCE: Jack Locey & Brent Beazor, District Engineers
William Adams, District Counsel
Jamie Dunton, District Manager
Vicky Mwangi, District Administrator
Stephanie Voet – RRU staff
Customers – Sarah Yardley, Phil Grosse,
Kathy Yerger

The Board President Kimberly Burr called the regular meeting of the Board of Directors to order at 5:01PM on Tuesday, September 27, 2022. The Board considered AB 361 that permits virtual meetings during the proclaimed Covid health emergency. On motion by Janet Zagoria and second Ed Monroe, the board unanimously approved for the meeting to be held via Zoom.

PUBLIC COMMENT/CORRESPONDENCE:

1. LAFCO – there is a Special District Representative position available at LAFCO.

CONSENT -AGENDA

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

Agenda – Under New Business, Kathy Yerger presentation was moved to Administration section. On motion by Ed Monroe and second by Janet Zagoria, the agenda was approved as amended.

Minutes - On motion by Rich McGowan and Alan Horobin, August 23, 2022, regular meeting minutes were unanimously approved.

Warrants - On motion by Janet Zagoria and second by Ed Monroe, Operations Warrant Register #7 for \$41,913.16, Register #8 for \$1,000, and Register #6 - Meter replacement project for \$17,818.83, were unanimously approved. The board discussed certain warrants and services/goods provided.

ADMINISTRATION REPORT

Hacienda sewer upgrades – Customers Kathy Yerger, Phil Grosse and Sarah Yardley were seeking the District’s assistance to address sewer upgrades that will, in the near future, be obligated by the County and State. Such upgrades will be financially excessive for most residents in the Hacienda neighborhood. The board discussed this issue extensively, highlighting the prohibitive issues around providing sewer services. While the District has latent sewer powers, it was not in a position to engage in sewer services.

Director’s Stipend – Ms. Mwangi reported that the net amount will be \$125 and the gross \$136.99. Funds to cover the payroll taxes are included in the September Warrant register #8 in the amount of \$500.

Conflict of interest – The County requested for an indication whether or not the District’s conflict of interest policy needed amending. Mr. Adams confirmed that no amendment was necessary.

ENGINEERING REPORT

Bids for the Water Meter Replacement Project – Mr. Locey explained that two bids were received and recommended awarding the project to the lowest bidder, Whitehawk Construction. On motion by Janet Zagoria and second by Ed Monroe, the board president, Kimberly Burr was authorized to execute the project agreement and other related documents.

Residual funds from Assessment District No. 1 – Mr. Locey explained that the debt associated with Assessment District No. 1 was fully paid and excess funds amounting to \$18,752.43, were available to either:

- (i) return to the residents of the Assessment District, or
- (ii) retained by the District for the maintenance of improvements within the Assessment District.

On motion by Rich McGowan and second by Ed Monroe, the second option was unanimously selected via Resolution No. 461 – *A Resolution Directing that Residual Funds from the Collection of Assessments for Russian River County Water District Assessment District No. 1 be Used for the Maintenance of Improvements Funded by the Assessment District.*

Regarding professional services provided by Brelje & Race Consulting Engineers in connection with the Meter Project, certain services were omitted in the original contract, therefore Amendment No.1 was presented. The amendment adjusted the total project fees from \$70,000 to \$83,000. On motion by Rich McGowan and second by Alan Horobin, the amendment was unanimously approved.

LEGAL REPORT

Drought update – No new developments.

NEW BUSINESS

Director Zagoria presented several links covering various topics – drought, emergency preparedness, mitigation advice, etc - and sought direction from the board regarding which links to place on the District’s website. The board agreed to limit the information to water issues only.

Regarding procedures to harden the system, the board identified threats to include fire, earthquake and floods. The District has taken steps to address some of the effects posed by these threats. However, a more comprehensive look is necessary to identify additional steps that might be taken and to keep the board informed of how the District’s equipment and overall system could be affected. This discussion will continue at the next meeting.

Nextbillpay – currently the District is using CSDA backed services to enable online payments, which includes a membership cost of \$2K. Ms. Voet explained that with Nextbillpay, online payment as well as paperless billing will be possible. Customers will be charged \$2.50 per transaction; however, they can opt to use checks to pay the water bill. Nextbillpay services will require a onetime \$300 setup fee. The board discussed this service including how customers will be notified of the change. On motion by Janet Zagoria and second by Rich McGowan, the District will transition to Nextbillpay and discontinue CSDA membership. Ed Monroe abstained.

Cleaning around hydrants and water tanks was introduced by Mr. Finnegan, a customer, at a previous meeting. Clearing vegetation around water tanks is part of the District manager's responsibility, however clearing around hydrants has been a discussion point between the District and Forestville Fire Department. This discussion will continue at the next meeting.

Electronic agenda packages – Director Zagoria explained the benefits of having the agenda package on the District's website for both the board members and public. The board agreed to revisit this topic at the next meeting.

Regarding in-person meetings, Mr. Adams reiterated that zoom meetings can continue since the governor's proclaimed COVID 19 health emergency is still in effect. However, when rescinded in-person meetings with a majority of the board members will be required. The board agreed to continue with the zoom meetings.

OPERATIONS REPORT

Agenda items under this section were postponed to the following month.

AD HOC

None

NEXT AGENDA

1. Postponed agenda items
2. Meter replacement funding
- 3.

There being no further business, the meeting adjourned at 7:01 PM on motion by Rich McGowan and second by Janet Zagoria. Next regular board meeting is scheduled for Tuesday October 25, 2022 at 5:00PM.

Respectfully submitted,

Vicky Mwangi,
District Administrator

APPROVED:

Ed Monroe: _____

Rich McGowan: _____

Janet Zagoria: _____

Alan Horobin: _____

Kimberly Burr: _____