

# RUSSIAN RIVER COUNTY WATER DISTRICT

## Board of Directors Regular Meeting

### MINUTES

Board of Directors Regular Meeting

Tuesday, December 27, 2022

MEETING HELD VIA ZOOM VIDEO CONFERENCE

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

BOARD MEMBERS ABSENT: Ed Monroe, Director

OTHERS IN ATTENDANCE: Brent Beazor, District Engineer  
William Adams, District Counsel  
Vicky Mwangi, District Administrator  
Stephanie Voet, Assistant District Manager

The Board Vice President Richard McGowan called the regular meeting of the Board of Directors to order at 5:06PM on Tuesday, December 27, 2022. The Board considered AB 361 that permits virtual meetings during the proclaimed Covid health emergency. On motion by Alan Horobin and second by Janet Zagoria, the board unanimously agreed for the meeting to be held via Zoom.

### **PUBLIC COMMENT/CORRESPONDENCE:**

1. FireSafe Sonoma – An email inviting stakeholders to a meeting regarding community wildfire protection plans was presented.

### **CONSENT -AGENDA**

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

Agenda – On motion by Kimberly Burr and second by Janet Zagoria, the agenda was approved as amended.

Minutes - On motion by Kimberly Burr and second by Janet Zagoria, November 22, 2022, regular meeting minutes were approved, as amended.

Warrants - On motion by Alan Horobin and second by Janet Zagoria, Operations Warrant Register #15 for \$33,485.92, and Register #17 for \$625.00, and Register #16-Meter Replacement Project for \$155,567.57, were unanimously approved. The board discussed certain warrants and services/goods provided.

### **ADMINISTRATION REPORT**

2023 Board meetings – the board confirmed the meeting schedule will be the fourth Tuesday of each month except December where the meeting will be on December 19<sup>th</sup>, 2023.

Audit Report for fiscal year ending June 30, 2022 – Ms. Mwangi presented the audit report, internal control report, and governance letter. The board discussed these documents extensively. On motion by Alan Horobin and second by Kimberly Burr, the audit report was accepted unanimously.

Service Agreement – Ms. Mwangi presented her updated service agreement. She compared the new service rates to existing rates and the board discussed the agreement. On motion by Kimberly Burr and second by Janet Zagoria, the service agreement was approved unanimously.

**ENGINEERING REPORT**

Mr. Beazor explained that the Rural Community Assistance Corporation interim financing will be ready to start covering the Meter Replacement expenses by early January. In addition, the meters were delivered and the meter lids will be shipped before year end.

**LEGAL REPORT**

Mr. Adams presented a service agreement with his firm – William L. Adams, Attorney at Law, PC. The board discussed the agreement. On motion by Alan Horobin and second by Kimberly Burr, the service agreement was approved unanimously.

Health Recommendations for Safely Holding Public Meetings – A document by Dr. Sundari Mase, Sonoma County Health Officer was presented. The board reviewed and discussed the recommendations in preparation of the in-person board meetings that will recommence soon.

Public’s access to records – the board discussed what and how materials provided to the board should also be made available to the public.

**NEW BUSINESS**

Disconnecting of service at 11211 Westside Ave, #1074 – the customer’s house was red tagged four years ago following a mud slide. The customer would like to ‘put the account on hold’ and suspend the monthly service fee. The board discussed this issue and agreed to continue the discussion at the next meeting.

Vandalizing of public utility equipment has been reported in the media lately. Director Zagoria inquired of the District’s exposure to vandalism. The District manager explained, he would address resulting damages accordingly.

**OPERATIONS REPORT**

None.

**AD HOC**

The Email collection committee (Directors Zagoria and Burr, and staff) will meet in January 2023.

**NEXT AGENDA**

- 1. Meter replacement funding

There being no further business, the meeting adjourned at 6:20 PM on motion by Alan Horobin and second by Janet Zagoria. Next regular board meeting is scheduled for January 23, 2023 at 5:00 PM.

Respectfully submitted,

\_\_\_\_\_  
Vicky Mwangi,  
District Administrator

**APPROVED:**

Ed Monroe: \_\_\_\_\_

Rich McGowan: \_\_\_\_\_

Janet Zagoria: \_\_\_\_\_

Alan Horobin: \_\_\_\_\_

Kimberly Burr: \_\_\_\_\_