

RUSSIAN RIVER COUNTY WATER DISTRICT  
MINUTES  
Board of Directors Regular Meeting  
Tuesday, February 28, 2023  
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: Sarah Yardley, Director

OTHERS IN ATTENDANCE: Jack Locey & Brent Beazor, District Engineers  
William Adams, District Counsel  
Jamie Dunton, District Manager  
Vicky Mwangi, District Administrator  
Stephanie Voet, Assistant District Manager  
Amanda Lynn, Artist

The Board President Kimberly Burr called the regular meeting of the Board of Directors to order at 5:05PM on Tuesday, February 28, 2023. The Board considered AB 361 that permits virtual meetings during the proclaimed Covid health emergency. The board unanimously agreed for the meeting to be held via Zoom.

**PUBLIC COMMENT/CORRESPONDENCE:**

1. NHA Advisors Letter – The District has retained NHA Advisors to be in compliance with USDA loan requirements. For a fee of \$1,000 they will provide municipal securities advisory services.

**CONSENT -AGENDA**

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

Agenda – On motion by Rich McGowan and second by Janet Zagoria, the agenda was unanimously approved.

Minutes - On motion by Rich McGowan and second by Alan Horobin, January 24, 2023, regular meeting minutes were approved, as amended.

Minutes - On motion by Janet Zagoria and second by Alan Horobin, February 21, 2023, special meeting minutes were approved. Rich McGowan abstained.

Warrants - On motion by Rich McGowan and second by Alan Horobin, Operations Warrant Register #21 for \$30,677.94, and Register #23 for \$750.00, were unanimously approved. See Engineering Section for Warrant Register #22. The board discussed certain warrants and services/goods provided.

**ADMINISTRATION REPORT**

Special District Roster Update – this is from the County requesting for an update of Director information and signatures.

Debt Management Policy – Government code requires the District to have a written debt management policy. On motion by Janet Zagoria and second by Rich McGowan, the debt management policy was adopted.

## **ENGINEERING REPORT**

Mr. Locey reported on the meter installation project noting that the project was almost done. Some missing materials had to be obtained from a local vendor in an effort to keep the project moving. Also, RRU will perform some of the tasks Whitehawk Construction was not able to complete due to the missing materials. The next phase is for Badger to test the communications feature to ensure there are no issues. Overall, construction will be wrapping up soon. Mr. Locey presented the project's Outlay Report No. 2 reflecting \$289,574.69 of project costs. This amount is reflected in Warrant Register No. 22. The District is responsible for \$4,648.75 of this amount, and the balance of \$284,925.94 is due from Rural Community Assistance Corporation (RCAC). He also presented Whitehawk Construction Progress Payment No. 2 for \$177,901.20 which is included in the Outlay Report. Funds will be released by RCAC after USDA approves the project costs. Motion to authorize the President to execute Outlay Report No. 2 and sign Progress Payment No. 2, was moved by Janet Zagoria, seconded by Rich McGowan, and unanimously passed. Motion to approve Warrant Register #22 for \$289,574.69 was moved by Janet Zagoria, seconded by Rich McGowan, and unanimously passed.

## **LEGAL REPORT**

None.

## **NEW BUSINESS**

Refund to Account 504, 10360 Woodside Dr – the customer, Gilles Estines, is requesting for a refund for a payment covering water usage prior to him owning the property. Mr. Dunton explained that the meter was locked due to a past due bill. The new property owner paid off the past due bill to access water service. He is requesting for a refund of \$142.96. The board discussed this situation and directed staff to issue the refund, noting that this will not be a precedent for similar situations.

Water leak at 10885 Oak Ave, Account 1106 - About 136,060 gallons of water were lost at this vacation home address. The board discussed this situation against the District's one-time leak adjustment per property. The board directed staff to give the one-time credit of \$834.06.

Amanda Lynn, Artist – she explained that she was a local artist and would like to esthetically paint the Woodside tank. A sample of her artwork was presented including her website. The board discussed possible issues which include, cost-this will be free, other customers' perception of the artwork, long-term maintenance of the tank, hold-no-harm contract. The board agreed to have the artwork after the hold-no-harm contract and thanked Ms. Lynn for her contribution.

Nexbill pay – to streamline the process and integrate this credit card application with the accounts receivable system, Mrs. Voet recommended an upgrade to allow for real-time processing. This will require a one-time cost of \$995. The board directed Mrs. Voet to obtain confirmation regarding the one-time deal and move forward with the upgrade.

Future board meetings - Possible locations were the Library- which closes at 6pm, and the Youth Park Building-which does not have Wi-Fi but has cellphone reception for hotspot capabilities. However, bandwidth issues were identified. Hollydale Club was identified as an option, which Director Zagoria will follow up and notify RRU before the next meeting.

Email addresses – Mrs. Voet reported that approximately 452 customer emails have been collected.

Internet Insurance/Network Security Coverage item was postponed to the next meeting.

## **OPERATIONS REPORT**

Z-1 roof status – due to the weather, this work has not started.

## **AD HOC**

None.

**NEXT AGENDA**

- 1. Meter replacement project
- 2. Internet Insurance/Network Security coverage

There being no further business, the meeting adjourned at 6:48 PM on motion by Janet Zagoria and second by Alan Horobin. Next special board meeting is scheduled for March 28, 2023 at 5:00 PM.

Respectfully submitted,

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

**APPROVED:**

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

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

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

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

Sarah Yardley: \_\_\_\_\_