

RUSSIAN RIVER COUNTY WATER DISTRICT MINUTES

Board of Directors Regular Meeting

Tuesday, March 28, 2023

LAGUNA HIGH SCHOOL LIBRARY

7050 Covey Rd, Forestville, CA 95436

BOARD MEMBERS PRESENT: Kimberly Burr, President
Richard McGowan, Vice-President
Janet Zagoria, Director
Alan Horobin, Director
Sarah Yardley, 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, Assistant District Manager

The Board President Kimberly Burr called the regular meeting of the Board of Directors to order at 5:03PM on Tuesday, March 28, 2023, at the Laguna High School Library.

PUBLIC COMMENT/CORRESPONDENCE:

1. None.

CONSENT -AGENDA

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

Minutes - On motion by Alan Horobin and second by Rich McGowan, February 28, 2023, regular meeting minutes were approved, as amended.

Warrants - On motion by Rich McGowan and second by Janet Zagoria, Operations Warrant Register #24 for \$46,041.96, and Register #26 for \$500.00, were unanimously approved. See Engineering Section for Warrant Register #25. The board discussed certain warrants and services/goods provided.

ADMINISTRATION REPORT

NONE

ENGINEERING REPORT

Mr. Locey reported on the Water Meter Replacement Project noting that it was complete with minor tasks for RRU to finalize. Therefore, the short-term bridging loan from Rural Community Assistance Corporation (RCAC) needs to be replaced by a long-term loan from USDA. To facilitate this process, Public Property Financing Corporation was the intermediary that will assist in the transfer of \$833,000 from USDA in return for a Certificate of Participation from the District evidencing direct, undivided fractional interests in the installment payments to be made by the District.

Resolution No. 462 – *A Resolution of the Board of Directors of the Russian River County Water District Approving, Authorizing and Directing Execution of Certain Installment Sale Refinancing Documents for The District’s Water Meter Replacement Project and Approving Related Documents and Official Actions.* This resolution covers several other documents required to finalize the funding from USDA. Motion to authorize President Burr to execute the resolution and the underlying documents, was moved by Rich McGowan, seconded by Sarah Yardley, and unanimously passed.

Mr. Locey presented Partial Payment No. 3 and Change Order No. 1 to the contract with Whitehawk Construction. The change order reduces the contract amount by \$2,926 and the Partial Payment totals \$5,758 of project costs. A motion authorizing the board President to execute this document was moved by Rich McGowan, seconded by Alan Horobin, and unanimously passed.

Mr. Locey presented a letter of completion for the contract work by Whitehawk Construction. A motion requesting the board to accept this letter and direct staff to file a Notice of Substantial Completion with Sonoma County, was moved by Rich McGowan, seconded by Janet Zagoria, and unanimously passed.

Motion to authorize the President to execute Outlay Report No. 3 for the Water Meter Replacement Project, was moved by Sarah Yardley, seconded by Alan Horobin, and unanimously passed.

Warrant Register #25 for \$27,735.20 was presented. On motion by Rich McGowan and second by Sarah Yardley, Warrant Register #25 was unanimously approved.

LEGAL REPORT

None.

NEW BUSINESS

Prospective board member – Mr. Decker Smith’s application to join the board of directors was discussed. The board agreed the board President will reach out and invite him to the next board meeting.

Water tank painting – the painter, Ms. Amanda Lynn fell, and the project will continue after her recovery.

In-person and hybrid meetings – while hybrid meetings are not required, the board discussed the capabilities of the existing equipment and the need to have zoom video conferencing for our customers. RRU staff will continue working on the equipment.

Website maintenance – Director Zagoria and Mrs. Voet will continue working on the website and determine if a 3rd party contractor is necessary to assist with the maintenance.

OPERATIONS REPORT

None.

AD HOC

None.

NEXT AGENDA

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

There being no further business, the meeting adjourned at 6:20 PM on motion by Rich McGowan and second by Alan Horobin. Next regular board meeting is scheduled for April 25, 2023 at 5:00 PM.

Respectfully submitted,

Vicky Mwangi, District Administrator

APPROVED:

Kimberly Burr: _____

Rich McGowan: _____

Janet Zagoria: _____

Alan Horobin: _____

Sarah Yardley: _____