

RUSSIAN RIVER COUNTY WATER DISTRICT MINUTES

Board of Directors Regular Meeting

Tuesday, April 25, 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

Decker Smith, Guest/Prospective board member

The Board President Kimberly Burr called the regular meeting of the Board of Directors to order at 5:04PM on Tuesday, April 25, 2023, at the Laguna High School Library.

PUBLIC COMMENT/CORRESPONDENCE:

1. Upcoming November County wide elections – additional details will be provided at the next meeting.
2. Mr. Smith introduced himself and provided some background information. His involvement with the community is extensive via volunteer services at several agencies. Water conservation is his passion and a determining factor in his desire to join the board.
3. Mr. Locey, the District Engineer, is retiring. He has been with the District for over 45 years and has provided exceptional service. Mr. Brent Beazor will be assuming his position. The board members expressed appreciation and well wishes.

CONSENT AGENDA

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

Minutes - On motion by Janet Zagoria and second by Alan Horobin, March 28, 2023, regular meeting minutes were approved, as amended.

Warrants - On motion by Alan Horobin and second by Rich McGowan, Operations Warrant Register #27 for \$32,863, and Register #28 for \$1,445.36, were unanimously approved. The board discussed certain warrants and services/goods provided.

ADMINISTRATION REPORT

Income-Expense Report YTD – Ms. Mwangi presented this report noting that actual revenues are in line with budget, while actual expenses are below budget. Revenues collected include rate adjustments for the

4/25/2023

USDA debt service amounts included in water sales. Certain expense accounts are significantly below budget, such as, Repairs & Maintenance, Accounting/Audit services, and chemical supplies. Those expenses over budget are either one-time annual payments, or not material in amount. Overall, the District's cash flow is good.

ENGINEERING REPORT

Mr. Locey reported on the Water Meter Replacement Project noting that the one-inch meters will be delivered soon and RRU staff will install them accordingly. Next phase is for Badger (Beacon) to train RRU staff on how to use their software and to integrate it with the District's billing software. In addition, the meter communication report will be reviewed to determine the exact number of meters requiring 'drive by' reading. Mr. Locey also reported that one of the bond counsel retained by the District to assist in the meter project financing is no longer serving special districts. California Special District Association (CSDA) Finance Corporation was therefore retained for these services for a total of \$5K, which is \$3K higher than previous budget.

LEGAL REPORT

Mr. Adam explained the following:

- The District has Cyber Liability insurance coverage for risks associated with cyber leaks or hacks, therefore exposure is limited.
- The District's exposure might emanate from non-compliance with the Brown Act, or the Americans with Disabilities Act, whereby someone files a claim for not being appropriately accommodated. That is, inability to access the District's electronic information as presented in the website. Mr. Adam will reach out to staff at the County's Information Systems Department to determine if and how they might assist the District in mitigating this exposure.

Regarding AB557, Mr. Adam explained that the bill is a follow-up to AB361, which provided guidelines on holding remote meetings for local agencies during emergency situations, such as Covid-19, wildfires, flooding, etc. AB361 provisions will remain in place until the end of 2023. Thereafter, the Brown Act provisions will be applicable, and agencies will not be able to hold remote meetings under AB361. CSDA sponsored AB557 to allow the benefits of AB361 to continue beyond 2023. Supporters of AB557 are encouraged to send their letters to CSDA. On motion by Rich McGowan and second by Janet Zagoria, the board president was authorized to sign and submit a letter supporting AB557.

NEW BUSINESS

Russian River Utility (RRU) service contract – with the new water meters, physical reading of water meters will be reduced. Mr. Dunton will consider adjusting RRU's monthly fees for the meter reading cost. This will be done after RRU's staff have trained with Badger on their software and the review of the communications report noted above under Engineering section.

Mrs. Voet explained that paperless billing notifications did not happen in the current month however, they will go out next month.

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 6:14 PM on motion by Rich McGowan and second by Alan Horobin. Next regular board meeting is scheduled for May 23, 2023, at 5:00 PM.

Respectfully submitted,

Vicky Mwangi, District Administrator

APPROVED:

Kimberly Burr: _____

Rich McGowan: _____

Janet Zagoria: _____

Alan Horobin: _____

Sarah Yardley: _____