

RUSSIAN RIVER COUNTY WATER DISTRICT MINUTES

Board of Directors Regular Meeting

Tuesday, May 23, 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: Brent Beazor, District Engineer
 William Adams, District Counsel
 Jamie Dunton, District Manager
 Vicky Mwangi, District Administrator
 Stephanie Voet, Assistant District Manager
 Sandra Klemmer and Rhoda Thimony

The Board President Kimberly Burr called the regular meeting of the Board of Directors to order at 5:10PM on Tuesday, May 23, 2023, at the Laguna High School Library.

PUBLIC COMMENT/CORRESPONDENCE:

1. Brelje & Race Letter Re: List of warrants provided to the District in reference to the Water Meter Replacement Project.

CONSENT AGENDA

Agenda – Item 7A from New Business re: Sandra Klemmer request, was moved to Item 3D under Consent Agenda. On motion by Rich McGowan and second by Alan Horobin, the agenda was approved as amended.

Minutes - On motion by Alan Horobin and second by Janet Zagoria, April 25, 2023, regular meeting minutes were unanimously approved.

Warrants – Warrant No. 30 will be discussed under Engineering Report. On motion by Alan Horobin and second by Rich McGowan, Operations Warrant Register #29 for \$39,681, and Register #31 for \$500, were unanimously approved. The board discussed certain warrants and services/goods provided.

Sandra Klemmer – explained that the road leading to her property at 11950 Laurel Ave which is also used by RRU staff to access the water tank needs to be repaired. The damage happened during the rains earlier in the year. She was requesting the District to consider contributing to the repair costs. After discussing this issue, the Board requested a cost estimate to understand the extent of the repairs required.

ADMINISTRATION REPORT

Ms. Mwangi presented a Journal to transfer \$35,734 from Operating account to Capital Improvement account. On motion by Rich McGowan and second by Janet Zagoria, the Journal was unanimously approved.

Preliminary budget for FYE June 30, 2023 – Ms. Mwangi presented the budget that reflects a 7% increase in revenues and an increase in certain expense line items that relate to the Meter replacement project. This includes debt repayment and Badger meter reading services. The Board discussed the budget and recommended some adjustments.

November Elections and Resolution #463 – these items were postponed to the next meeting.

ENGINEERING REPORT

Mr. Beazor reported on the Water Meter Replacement Project noting that the water meter installation was completed. Cellular network communications were connected and over 1018 meters were reporting data appropriately. Meters requiring “drive by” or radio reading were also ready and RRU will be training on how to interface this information with the in-house accounting software.

Mr. Beazor presented Whitehawk Construction progress bill No. 3 for \$5,758 and bill No. 4 for \$13,062. Bill No. 4 is the 5% retention to Whitehawk Construction. On motion by Rich McGowan and second by Sarah Yardley, the release of Whitehawk Construction’s retention was unanimously approved.

Mr. Beazor presented the Water Replacement Project Outlay Report #4 reflecting a total of \$21,772.63, payable by the District. By a unanimous vote, motioned by Rich McGowan and seconded by Sarah Yardley, the Board President was authorized to sign Outlay Report No. 4.

Warrant No. 30 for \$27,530.63, which incorporated all the above bills was unanimously approved on a motion by Rich McGowan and second by Alan Horobin.

LEGAL REPORT

Mr. Adam explained the process of replacing a board member mid-term. Noting that, if a replacement is identified and appointed by the Board prior to the election deadline of August 11, 2023, the appointee will be considered an incumbent at the November elections. Director Yardley does not want to be an ‘incumbent’. Therefore, Director Yardley submitted her resignation effective end of June 2023, upon the appointment of her replacement. On motion by Kimberly Burr and second by Rich McGowan, the board unanimously accepted the resignation.

Item VI-B – Website and Electronic meeting insurance issues was postponed to next meeting.

NEW BUSINESS

Domains with “dot” gov (.gov) will be available to special districts. Director Zagoria explained the benefits of having a ‘.gov’ domain and the need to decide earlier than later to ensure the District reserves the appropriate domain name. The board agreed to postpone this discussion to the next meeting.

Acquisition of camera equipment to facilitate zoom meetings – Director Burr reported that a local school was offering these cameras and a tripod at \$575. The board directed RRU to obtain the equipment.

Adopt a hydrant – Director McGowan reported that a customer, Steve Finnegan was following up on cleaning around hydrants. The board discussed this and concluded that it was acceptable for customers to adopt a hydrant and clean around it. Mr. Dunton explained that RRU will also start cleaning around hydrants within the District.

Woodside water tank painting – Ms. Amanda Lynn will start the painting project around May 24th, 2023.

Russian River Utility (RRU) service contract – the discussion was postponed to next month.

OPERATIONS REPORT

Mrs. Voet reported that the Beacon interface training is scheduled for May 24th, 2023..

AD HOC

None.

NEXT AGENDA

- 1. Meter replacement project
- 2. Internet Insurance/Network Security coverage
- 3. November Elections
- 4. Domains with .gov

There being no further business, the meeting adjourned at 6:45 PM on motion by Rich McGowan and second by Alan Horobin. Next regular board meeting is scheduled for June 27, 2023, at 5:00 PM.

Respectfully submitted,

Vicky Mwangi, District Administrator

APPROVED:

Kimberly Burr: _____

Rich McGowan: _____

Janet Zagoria: _____

Alan Horobin: _____

Sarah Yardley: _____