

RUSSIAN RIVER COUNTY WATER DISTRICT MINUTES

Board of Directors Regular Meeting

Tuesday, June 27, 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

James Williams and Decker Smith – prospective board members

The Board President Kimberly Burr called the regular meeting of the Board of Directors to order at 5:10PM on Tuesday, June 27, 2023, at the Laguna High School Library.

PUBLIC COMMENT/CORRESPONDENCE:

1. Notice from County of Sonoma Auditor-Controller's Office Re: FY 2022-2023 Special District Accounting Service Charges. The District's charges are \$3,657.
2. Sarah Yardley resigned from the board effective today. Director Burr read her resignation letter. All board members acknowledged and appreciated Ms. Yardley's service.

CONSENT AGENDA

Agenda – Items 4A and 4B under Administration regarding November elections were moved to Item 7A under New Business. On motion by Rich McGowan and second by Janet Zagoria, the agenda was approved as amended.

May 23, 2023 Minutes – deferred to the next meeting.

Warrants – Warrant No. 33 will be discussed under Engineering Report. On motion by Alan Horobin and second by Janet Zagoria, Operations Warrant Register #32 for \$37,085.74, and Register #34 for \$500, were unanimously approved. The board discussed certain warrants and services/goods provided.

ADMINISTRATION REPORT

Ms. Mwangi presented Resolution No. 464 – *Resolution Appointing Sonoma County Auditor-Controller-Treasurer-Tax Collector as the Treasurer for the District*. On motion by Rich McGowan and second by Janet Zagoria, the resolution was unanimously approved.

Preliminary budget for FYE June 30, 2023 – Ms. Mwangi presented the budget reflecting updates from the previous board meeting. The board members discussed the budget and additional changes were recommended. A final version will be presented at the next board meeting. A public meeting to present the budget and tax roll to customers will be held on August 22, 2023.

Ms. Mwangi presented a cost summary of the Water Meter Replacement Project reflecting the amounts paid to date by the District which is \$132,792 and amounts paid by RCAC which is \$683,589. Mr. Beazor explained that the District will recoup some of the funds when USDA pays out the loan funds.

ENGINEERING REPORT

Mr. Beazor reported on the Water Meter Replacement Project noting that the project has concluded and now it is in the final phase. That is, we are waiting for the bond counsel Jones Hall, to get the final documents to facilitate reimbursement of the interim funding to RCAC, upon which the District will have a formal debt obligation due to USDA. Payment of the obligation will be via direct withdrawals from the District's account at West America Bank account. Mr. Beazor presented two bank forms from USDA: (1) identifying the bank account to deposit excess funds after reimbursing RCAC for the interim loan, and (2) identifying the bank account to withdraw debt obligation payments.

Mr. Beazor presented Outlay Report #5, reflecting a bill from Badger for \$1,425. A motion authorizing the President to sign Outlay Report #5, was moved by Rich McGown, seconded by Alan Horobin and unanimously approved. Preliminary Outlay Report #6, estimating RCAC interim funding amount, plus related interest, and bond counsel fees, was presented. A motion authorizing the President to sign Outlay Report #6 when finalized, was moved by Rich McGown, seconded by Janet Zagoria, and unanimously approved.

Warrant No. 33 for \$1,425, was unanimously approved on a motion by Alan Horobin and second by Rich McGowan.

LEGAL REPORT

None.

NEW BUSINESS

Decker Smith and James Williams, prospective board members, each gave a brief presentation of why they would like to serve on the board. The board interviewed each prospective board member and explained the November election process. Mr. Williams opted out to allow Mr. Smith to be a board member. On a unanimous vote moved by Rich McGowan, seconded by Janet Zagoria, Mr. Smith was nominated as a District board member, and the costs incurred in the printing of an incumbent's Statement of Qualification in the voter information pamphlet, will be covered by the District. Mr. Smith was sworn in as a board member.

Rich McGowan moved and Janet seconded the motion to pass Resolution No. 463 – *Ordering An Election to be held and Requesting Consolidation with the November 7, 2023 General District Election*, all approved.

Joining CSDA (California Special Districts Association) – Director Burr and Director Zagoria met with a representative from CSDA, who enumerated the benefits of becoming a member. The annual membership fee is \$2,000. Mr. Dunton pointed out that Sonoma County Special Districts Association, which is a local agency might be a better group to join.

Domain with “dot gov” (.gov) – Director Zagoria explained the benefits of having a ‘.gov’ domain name. The board discussed this issue and requested Director Zagoria to present a list of possible names at the next meeting.

Road upgrade at Laurel Avenue – the board discussed the request to participate in the upgrading of approximately 600 ft of this road. The board requested a scope of work and cost estimate.

Canyon Road Annual Maintenance – The board discussed this request too. The board agreed to set up an Ad Hoc committee to consider a method of determining the District's financial participation when requested.

Woodside water tank painting – Ms. Amanda Lynn completed the tank painting project. Director Burr will send out a thank you note and request her approval to display the artwork on the District's website.

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

OPERATIONS REPORT

Mr. Dunton reported that RRU is beginning to clear around hydrants and valves. Regarding water meter remote reading, this has been successful including the 154 radio read meters.

AD HOC

None.

NEXT AGENDA

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

There being no further business, the meeting adjourned at 6:58 PM on motion by Decker Smith and second by Janet Zagoria. Next regular board meeting is scheduled for July 25, 2023, at 5:00 PM.

Respectfully submitted,

Vicky Mwangi, District Administrator

APPROVED:

Kimberly Burr: _____

Rich McGowan: _____

Janet Zagoria: _____

Alan Horobin: _____

Decker Smith: _____