

RUSSIAN RIVER COUNTY WATER DISTRICT MINUTES

Board of Directors Regular Meeting

Tuesday, July 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
Dexter Smith, 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
Sandy Klemmer, Customer

The Board President Kimberly Burr called the regular meeting of the Board of Directors to order at 5:10PM on Tuesday, July 25, 2023, at the Laguna High School Library.

PUBLIC COMMENT/CORRESPONDENCE:

1. Sonoma County Registrar of Voters proof of publication – November election notice.
2. LAFCO 2023-2024 Budget and financial information – reflecting the District’s fees as \$642.

CONSENT AGENDA

Agenda – Item 7A under New Business and Item 9A under Ad Hoc, were moved to Item 2A and Item 2B, respectively under Administration. On motion by Rich McGowan and second by Janet Zagoria, the agenda was approved as amended.

May 23, 2023 Minutes – On motion by Rich McGowan and second by Janet Zagoria, minutes were approved as amended.

June 27, 2023 Minutes – On motion by Janet Zagoria and second by Rich McGowan, minutes were unanimously approved.

Warrants – Warrant No. 2 will be discussed under Engineering Report. On motion by Janet Zagoria and second by Rich McGowan, Operations Warrant Register #1 for \$44,709.80, and Register #3 for \$915.19, were unanimously approved. The board discussed certain warrants and services/goods provided.

ADMINISTRATION REPORT

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 final adjustments were made. A public meeting to present the budget and tax roll to customers will be held on August 22, 2023.

2nd Quarter Payroll Forms 941 and DE 9C – Board was notified of the filing of these forms and payment of payroll taxes totaling \$506.20 from the payroll account.

ENGINEERING REPORT

Mr. Beazor reported that Water Meter replacement financing was scheduled to close on August 28, 2023. He presented Brelje & Race Engineers Amendment No. 2 for Construction Management Services. The amendment reflected a \$7,500 increase in service fees, for a total of \$90,500. On motion by Rich McGowan and second by Dexter Smith, Amendment No. 2, was unanimously approved.

He presented Project Outlay Report No. 6, reflecting a total of \$66,048.17. A portion of this amount, \$58,781.92, will be covered by loan funds, \$7,266.25 will be covered by the District. On motion by Janet Zagoria and second by Dexter Smith, the Board President was authorized to sign Outlay Report No. 6.

Warrant Register No. 2 for \$7,266.25 – on motion by Rich McGowan and second by Dexter Smith, warrant register No. 2 was unanimously approved.

Young Tank – discussion regarding this tank was postponed to the next meeting.

LEGAL REPORT

None.

NEW BUSINESS

Road upgrade at Laurel Avenue – the repair estimate is \$6,336 which covers grading and gravel. The cost to repair the road section closest to the water tank would be approximately \$2,100. Director Horobin recommended that the District and Ms. Klemmer contact Supervisor Lynda Hopkins' office for assistance. Follow up at the next meeting.

Sonoma County CSDA Membership – this requires membership at the national level and fees are about the same. The District will not join at this time.

Domain with “dot gov” (.gov) – Director Zagoria explained that the domain name which would be linked to our existing website would be “RussianRiverCountyWaterDistrictCA.gov”. She will work with Ms. Voet to submit the application and necessary workpaper to obtain the domain name.

Woodside water tank painting – Ms. Amanda Lynn approved the tank painting project to be displayed on the District's website.

OPERATIONS REPORT

Mr. Dunton reported that RRU continues to clear around hydrants and valves. Regarding water meter remote reading, this has been successful.

AD HOC

Regarding the District's participation in road maintenance costs, Director Horobin identified issues that might be considered:

- For public roads, consider contacting the office of Supervisor Lynda Hopkins.
- For private roads, consider the number of properties served and vehicle impact.

The board discussed this issue and with input from the District counsel agreed to consider additional options in determining the District's portion of maintenance costs, and to adopt an appropriate policy. Follow up at the next meeting.

NEXT AGENDA

1. LAFCO discussion
2. Meter replacement project
3. Road maintenance participation
4. App to check water usage

There being no further business, the meeting adjourned at 6:58 PM on motion by Rich McGowan and second by Decker Smith. Next regular board meeting is scheduled for August 22, 2023, at 5:00 PM.

Respectfully submitted,

Vicky Mwangi, District Administrator

APPROVED:

Kimberly Burr: _____

Rich McGowan: _____

Janet Zagoria: _____

Alan Horobin: _____

Decker Smith: _____