

Mendocino County

Russian River Flood Control & Water Conservation Improvement District

151 Laws Avenue Suite D, Ukiah, CA 95482 707.462.5278 Website: RRFC.net DistrictManager@rrfc.net

A G E N D A

Board of Trustees – Special Meeting of Monday, May 9, 2022 5:30 pm

IN COMPLIANCE WITH ASSEMBLY BILL 361, THIS MEETING CAN BE VIEWED LIVE VIA ON ZOOM.

Call in: (669) 900-9128

Meeting ID: 811 2748 9402

Passcode: 95482

Link: <https://us02web.zoom.us/j/81127489402?pwd=aExuS2YwcklQMTljYTlVpRFFjaWdEQT09>

1. Call to Order and Roll Call
2. Public Expression- See End of Agenda for Information on Public Expression
3. Approval of Agenda *Urgent items added may be discussed immediately as Item 4. Time suggestions to the right of item title.*

ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

4. Water Supply Conditions Update (5:35 PM)
Board will receive report and provide feedback and/or direction to General Manager.
5. Water Resiliency Planning (6:00 PM)
Board will receive report and provide feedback and/or direction to Ad Hoc Committee and General Manager.
6. Preliminary Fiscal Year 2022-2023 Operating Budget and Annual Project Water Price Per Acre Foot Determination (6:10 PM)
Board will receive report and provide direction.

REGULAR BUSINESS, INFORMATION, AND REPORT ITEMS (6:30 PM)

7. Consent Calendar
 - a) Acceptance of the April 2022 Financial Report
 - b) Approval of Minutes for the April 4, 2022 Regular Meeting
 - c) State of Emergency
Board to reconsider the circumstances of the state of emergency and determine by majority vote that (i) The state of emergency continues to directly impact the ability of the members to meet safely in person; and/or (ii) State or local officials continue to impose or recommend measures to promote social distancing as previously passed in Board Resolution #21-04.
 - d) Ratification of Lease Agreement for new office location
8. Trustee & Committee Reports
9. General Manager Report & Correspondence
10. Direction on Future Agenda Items

ADJOURNMENT

ACTION ITEMS – All agenda items are potential action items unless otherwise noted.

PUBLIC EXPRESSION – The Board welcomes public participation in its Board meetings. Comments shall include any item not on the agenda that is within the subject matter jurisdiction and authority of the District. No action may be taken on any item not appearing on the agenda; however, the Board may direct such items to be placed on the agenda of a future meeting or may request additional information on any such item. The Board may limit testimony to three (3) minutes per person and not more than ten (10) minutes for a particular subject. All items on the agenda are considered action items unless otherwise noted. All times and the order of business are approximate and subject to change.

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***Mendocino County Russian River Flood Control
& Water Conservation Improvement District***

STAFF REPORT

To: Board of Trustees
From: E. Salomone, General Manager
Meeting: Monday, May 9, 2022
RE: Agenda Item 4: Water Supply Conditions Update

The Strategic Plan relevant priorities are: (a) **Secure** (b) **Use** (c) **Advocate** & (d) **Administer** water resources in alignment with the District's Mission Statement to proactively manage the water resources of the upper Russian River for the benefit of the people and environment of Mendocino County.

Overview of Water Supply Conditions

Lake Mendocino storage level gained after April showers from 43,631 acre feet (af) on March 21st to 47,594 af on May 2, 2022 (see attached chart.) Minimum instream flows continue at 25 cubic feet per second (cfs) in the Upper Russian River and fluctuations have occurred due to water use for frost protection.

Curtailment suspension was extended to May 31, 2022 after April's uptick in precipitation. Reinstatement of curtailments will be dependent on precipitation and Potter Valley Project transfers to meet minimum instream flows in the East Fork Russian River above Lake Mendocino. PG&E reports the total East Fork Russian River release is 43 cfs as of May 1, 2022. No announcement has been received by PG&E regarding reconvening of the Drought Task Force and preparation of a flow variance request to Federal Energy Regulatory Commission (FERC.) Lake Mendocino and Lake Pillsbury storage graphs are attached to this report.

State Water Board

As mentioned above, curtailment suspension was extended to May 31, 2022, due to sufficient natural and imported flows to meet anticipated Riparian and Appropriative water right demand without supplemental releases of stored water from Lake Mendocino.

The Draft Emergency Regulations for 2022 are on the State Water Board meeting agenda for May 10, 2022. The draft was released and a workshop held April 14th. Currently, there is a placeholder in the Emergency Regulations for the Voluntary Conservation Program which the State Water Board will consider on May 24th.

Voluntary Conservation Program

The State Water Board is supporting a facilitated process to develop the Voluntary Conservation Program in the Russian River watershed. The District has been participating since the inception of this effort, along with other stakeholders and water user representatives. The intent is to develop a consensus-based program to implement as soon as the 2022 summer season.

The Steering Committee has continued to refine the legal agreement and program information. The rates of conservation in this program are based on level of participation, especially by senior water right holders. By the time of this meeting, a public review draft of the Program is expected to be released and will be made available on the District website in the meeting materials.

(Continued...)

District Water Supply

Direct Diversion

The amount of water available under the District license to directly divert will be determined by the State Water Board through the Emergency Regulations. As currently drafted and with anticipated inclusion of the Voluntary Conservation Program, the District will be able to participate in the Program and receive 60% of the average historical use in 2017-2019 as shown in the chart below.

RRFC REPORTED USE OF DIRECT DIVERSION (in acre feet)	VOLUNTARY CONSERVATION CALCULATIONS
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MONTH	2017	2018	2019	Average	Less 40%	Preliminary Program Allocation
June	393	566	377	445	-178	267
July	1106	1014	857	992	-397	595
Aug	1212	1378	1097	1229	-492	738
Sept	622	939	941	834	-334	500
Oct	590	460	518	523	-209	314

Totals:

June-Oct	3923	4357	3790	4024	1609	2414
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Customer use in 2021 is shown here for comparison:

	June	July	Aug	Sept	Oct	June-Oct TOTAL
2021 use	305	503	654	531	290	2283

Stored Water

The District and Sonoma Water Agency have an executed Memorandum of Understanding on reservoir allocations and operations. The MOU outlines the process in which the two agencies will determine the amount of stored water available to meet instream flows, RRFC licensed use, and the Sonoma County 10,000 acre foot reserved pool. Meetings continue between the agencies and the following information will come from coordination activities with Sonoma Water to determine stored water supply availability under the District’s license:

- **1st of each month: Sonoma Water will provide updated projections of Lake Mendocino storage** for the calendar year, considering Russian River demand projections, hydrologic conditions, hydrologic forecasts, Potter Valley Project imports, and Russian River operations.
- **15th of each month: RRFC will prepare a provisional accounting report of water diverted under the District license.**

(Continued...)

- **May 15th: RRFC will prepare a projection of total monthly water demands by its customers through the end of the year and update them monthly.** In the current calendar year, RRFC demand projections are expected to be available in June. The State Water Board's adoption of Emergency Regulations, with the inclusion of the Voluntary Conservation Program, will provide RRFC customers the information needed to consider participation in the Program and the water allocation for their own water rights for the season. Customers will then provide RRFC with a monthly demand schedule.
- **July 1: Technical Memo completed.** The Technical Memo will be prepared by the parties to document the approach and assumptions to assess and project reservoir storage and other related water-supply conditions at Lake Mendocino and in the mainstem Russian River.
- **15th of each month: The Parties will provide the SWRCB an accounting report related to Lake Mendocino conditions and operations.**

Surplus Water

The amount of surplus water available under the District's license will be determined by:

- Water transfers through the Potter Valley Project into the East Fork Russian River
- Water appropriated by customers in January through June 2022 under the District's license
- District participation in the Voluntary Conservation Program
- Customer monthly demand projections
- Stored water supply projections by Sonoma Water as the local reservoir operator

It is anticipated that sufficient information will be available on or around July 1st to determine how much, if any, surplus water will be available to District customers and Redwood Valley County Water District.

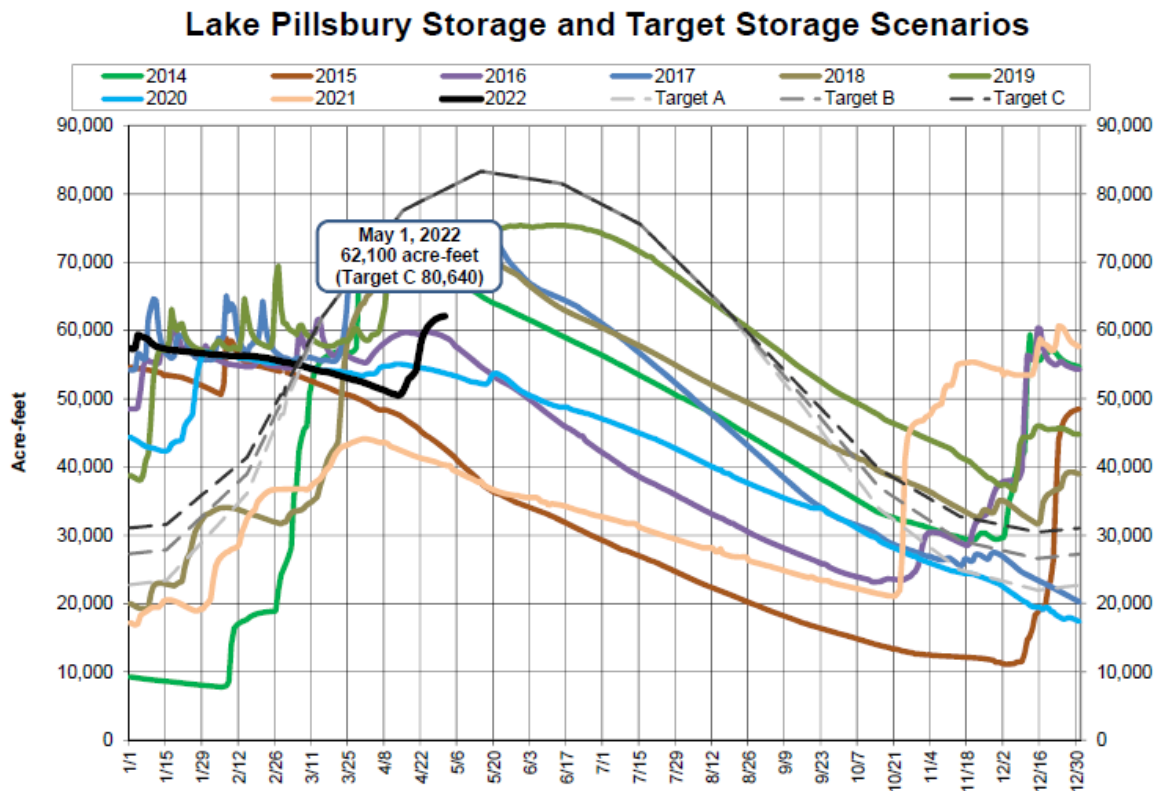
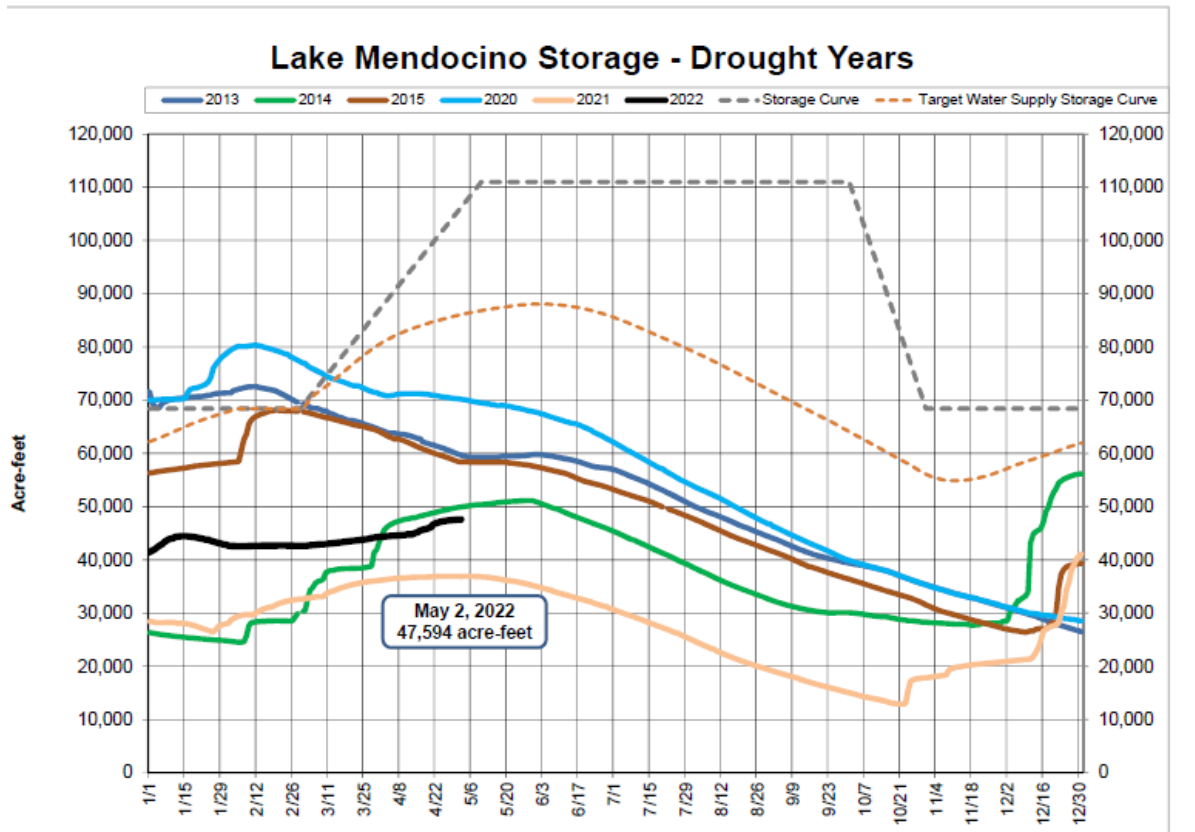
Customer Outreach

Staff is still considering a customer workshop to provide updates on the 2022 water supply conditions and responses, including the Voluntary Conservation Program and available water for RRFC customers. The suggested date is June 1st at 9 AM when outcomes of the State Water Board consideration of both the Emergency Regulations and the Voluntary Conservation Program will be known. More refined water supply projections will also be available at that time.

Recommended Action:

Receive report and provide feedback and/or direction to Staff.

(Continued...)



*Mendocino County Russian River Flood Control
& Water Conservation Improvement District*

STAFF REPORT

To: Board of Trustees
From: E. Salomone, General Manager
Meeting: Monday, May 9, 2022
RE: Agenda Item 5: Water Resiliency Planning

The Strategic Plan relevant priorities are to (a) **Secure** reliable and available sources of water; (b) **Use** water to its highest and best use as a public resource through management; (c) **Advocate** in the security and use of water beyond our direct authority; and (d) **Administer** District resources in alignment with the District's Mission Statement to proactively manage the water resources of the upper Russian River for the benefit of the people and environment of Mendocino County.

Water Storage Project

The District hired a consultant to conduct a water supply analysis that will benefit both the water storage project and the water rights applications. Several meetings have been held and the work is moving forward. A presentation is planned for the June 6, 2022 RRFC Board meeting. The Ad Hoc Committee will provide a further update on the water storage project at the meeting.

Water Right Applications 12919C and 12920B

The District hired a consultant to conduct a water supply analysis that will benefit both the water storage project and the water rights applications. Several meetings have been held and the work is moving forward. A presentation is planned for the June 6, 2022 RRFC Board meeting. There is no other update on the water rights applications.

**Mendocino County Russian River Flood Control
& Water Conservation Improvement District**

STAFF REPORT

To: Board of Trustees
 From: E. Salomone, General Manager
 Meeting: Monday, May 9, 2022
 RE: Agenda Item 6: Preliminary Fiscal Year 2022-2023 Operating Budget
 and Annual Project Water Price Per Acre Foot Determination

The Strategic Plan relevant priority is to **Administer** by ensuring agency finances support plans and goals.

Background

An annual budget sharpens understanding and provides reflection on progress of the District’s goals. It encourages effective ways of measuring, reporting, and planning while facilitating discussion of financial strategies and health. The budget helps to avoid surprises and maintain fiscal control of the public resources managed by the District.

Summary

The following table shows the preliminary operating budget totals for the next fiscal year, beginning July 1, 2022. It does not include expenses from reserves.

		FY 2021/22	FY 2021/22 Actuals Projected to 6/30/22	FY 2022/23 DRAFT Budget
		ADOPTED BUDGET		
T-1	TOTAL REVENUE	\$ 375,000	\$ 409,608	\$ 406,935
T-2	less TOTAL OPERATING EXPENSES	\$ 346,450	\$ 370,710	\$ 417,010
T-3	equals TOTAL DIFFERENCE	\$ 28,550	\$ 38,898	\$ (10,075)
T-4	<i>NOTE: Negative balance indicates use of reserves.</i>			

The increase in revenue from the adopted FY 21/22 to the preliminary FY 22/23 operating budget is due to the increased amount of water under contract. The increase in expenses takes into account the financial commitment to the Groundwater Sustainability Agency, Trustee elections, and an overall increase in cost of doing business (the Consumer Price Index for 2022 is 4.7%.) Many line item budgets have reduced.

The Preliminary FY 2022-23 Budget has several notable changes to the previous year budget as summarized in the tables on the following pages.

Proposed Annual Price Per Acre Foot for Project Water

The current price of Project Water is \$47.00 per acre foot, which has been in place since 2009 when it was raised from \$23.00 per acre foot. The GM and Treasurer previously proposed consideration of an increase in price per acre foot for implementation in 2022. However, with feedback from Board discussion at the April meeting and further consideration, it is now recommended to complete the Strategic Plan Update in 2022 before moving forward with increasing the price of Project Water. District reserves are likely sufficient to cover any unexpected expenses in Fiscal Year 2022-2023 and can be recovered the following year through the setting of the annual price per acre foot of Project Water.

Recommended Action:

Receive report and provide feedback and/or direction to Staff.

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REVENUE

Line name:	REGULAR REVENUE	FY 2021/22	FY 2021/22	FY 2022/23
		ADOPTED Budget Adjustment Dec 21	Actuals Projected to 6/30/22	DRAFT Budget
R-1	Interest, LAIF & Savings	\$ 5,000	\$ 1,000.00	\$ 3,000
R-2	Property Taxes	\$ 45,000	\$ 58,000.00	\$ 55,000
R-3	Water Sales, Contracted	\$ 325,000	\$ 325,000.00	\$ 348,935
R-4	Water Application Fees	-	\$ 400.00	-
R-Tots	TOTAL REGULAR REVENUE	\$ 375,000	\$ 384,400.00	\$ 406,935
	OTHER REVENUE		FY 2021/22	
			Projected to 6/30/22	
O-1	Surplus Water Sales		\$ 24,400.00	
O-2	Reimbursement for Legal expenses		\$ 807.84	
O-Tots	TOTAL OTHER REVENUE		\$ 25,207.84	
Revenue	TOTAL REVENUE	\$ 375,000	\$ 409,608	\$ 406,935

<i>Line</i>	<i>Description of notable change from previous fiscal year budget</i>
R-1	\$3,000 Interest Earnings have continued to drop.
R-2	\$55,000 Property Taxes Estimated based on the past 5 Fiscal Years.
R-3	\$348,935 Water Sales A total of 7,424 acre feet is now under contract, slightly less than was expected at the April Board Meeting. The price per acre foot used for this calculation is the current one of \$47.00.
O-1	Surplus Sales There is insufficient information at this time to provide a projection of surplus water sales in FY 2022-2023. It is possible that there will be only what is needed to supplement Redwood Valley County Water District's human health & safety supply.

Continued...

EXPENSES

	OPERATING EXPENSES	FY 2021/22	FY 2021/22	FY 2022/23
		ADOPTED Budget Adjustment Dec 21	Actuals Projected to 6/30/22	DRAFT Budget
E-1	Consulting, including Audit Services	\$ 20,000	\$ 15,000.00	\$ 20,000
E-2	Election	\$ -	\$ -	\$ 5,000
E-3	Fees: Bank Charges, County Admin	\$ 800	\$ 10.00	\$ 1,000
E-4	Gage, Russian River nr Talmage by USGS	\$ 15,000	\$ 14,000.00	\$ 15,000
E-5	Groundwater Sustainability Agency		\$ 4,000.00	\$ 68,000
E-6	Insurance: Liability, Property, Auto & Workers Comp	\$ 12,000	\$ 12,000.00	\$ 14,000
E-7	Legal	\$ 25,000	\$ 35,000.00	\$ 20,000
E-8	Local Agency Formation Commission (LAFCo)	\$ 900	\$ 1,400.00	\$ 1,500
E-9	Memberships, ACWA & CSDA	\$ 11,500	\$ 6,000.00	\$ 7,000
E-10	Meter Expenses (maintenance, repairs, etc.)	\$ 2,000	\$ 2,000.00	\$ 2,000
E-11	Office Operating Expenses	\$ 5,000	\$ 7,000.00	\$ 5,000

Line	Description of notable change from previous fiscal year budget
E-1	\$20,000 Consulting This includes annual audit, bookkeeping, IT, GIS (mapping), HR, & strategic planning, with expected increased costs for bookkeeping and the annual audit. It does not include metering management though requests for quotes have been issued. This does not include any consultant expenses for water supply reliability issues which are accounted for in Water Supply Reliability.
E-2	\$5,000 Elections The County of Mendocino provided an estimate of \$300 - \$15,000 based on whether an election is required and, if so, the number of candidates. Expenses in excess of budget would be drawn from reserves.
E-5	\$68,000 Groundwater Sustainability Agency This is year two of a five year commitment to contribute this amount. An option is to expend part from the Operating Budget and the remaining from Reserves.
E-7	\$20,000 Legal Expected workload includes preparation of a change petition for the District's license, progressing on the two water rights applications, response to current water supply issues, securing of PVP diversions, and District policies, ordinances, declarations, etc. to support actions. Expenses in excess of budget would be drawn from reserves.
E-10	\$2,000 Metering Expenses This includes repairs and shipping outside of warranty. It does not include required calibrations or purchases of new meters. Quotes have been requested to contract out metering management (reading, downloading, maintaining, new purchases, calibrating, etc.) A meter surcharge could be considered to cover these expenses if the District moves forward with contracting out.

Continued...

EXPENSES CONTINUED...

E-12	PAYROLL: CalPERS Survivor Billing	\$ 50	\$ 100.00	\$ 110
E-13	PAYROLL: CalPERS GASB-68 Fees	\$ 900	\$ 900.00	\$ 1,000
E-14	PAYROLL: Employee Def Comp	\$ 3,500	\$ 3,500.00	\$ 4,000
E-15	PAYROLL: Employer Retirement	\$ 9,000	\$ 9,000.00	\$ 10,000
E-16	PAYROLL: Health Insurance	\$ 15,000	\$ 15,000.00	\$ 15,000
E-17	PAYROLL: Gross Wages	\$ 120,000	\$ 125,000.00	\$ 135,000
E-18	PAYROLL: Medicare	\$ 1,800	\$ 2,500.00	\$ 1,900
E-19	PAYROLL: Taxes	\$ 10,000	\$ 14,000.00	\$ 8,000
E-20	Rent & Utilities	\$ 20,000	\$ 12,000.00	\$ 5,000
E-22	State Water Resources Control Board Permits	\$ 15,000	\$ 10,000.00	\$ 17,000
E-23	Stipends	\$ 6,000	\$ 4,200.00	\$ 6,000
E-24	Training & Associated Costs for Board & Staff	\$ 5,000	\$ 4,000.00	\$ 4,000
E-25	Unfunded Pension Liability	\$ 6,000	\$ 8,500.00	\$ 9,500
E-26	Vehicle: Fuel, Repairs, Maintenance	\$ 2,000	\$ 600.00	\$ 2,000
E-27	Water Resiliency (Supply Reliability)	\$ 40,000	\$ 65,000.00	\$ 40,000
E-Tots	TOTAL OPERATING EXPENSES	\$ 346,450	\$ 370,710.00	\$ 417,010

<i>Line</i>	<i>Description of notable change from previous fiscal year budget</i>
E-17	\$135,000 Gross Wages This includes GM and part time administrative assistant. All other relevant payroll expenses are calculated on the gross wages.
E-20	5,000 Rent & Utilities The new office rent is lower than the current rent and includes all utilities except phone and parking. The District phone line is a cell and a parking spot is not required at this time.
E-27	\$40,000 Water Resiliency (Supply Reliability) This includes expenses for filing a change petition for the District's license, the two water rights applications, securing of PVP diversions, water storage efforts, funding analysis, grant applications, studies, outreach, etc. This does not include legal costs for these efforts. Expenses in excess of budget would be drawn from reserves

EXPENSES FROM RESERVES		FY 2021/22 EXPECTED	FY 2021/22 Actuals Projected to 6/30/22	FY 2022/23 Potential Expenditures
X-1	Capital Meters	\$ 25,000	\$ 13,000.00	\$ 25,000
X-2	Operating: Elections	\$ -	\$ -	\$ 8,000
X-3	Operating: Legal	\$ -	\$ -	\$ 10,000
X-4	Water Supply Reliability: Securing PVP diversions	\$ -	\$ 25,000.00	\$ 50,000
X-5	Water Supply Reliability: Projects	\$ -	\$ -	\$ 20,000
X-6	Water Supply Reliability: Groundwater Sustainability Agency	\$ -	\$ 68,750.00	\$ -
X-Tots	TOTAL EXPENSES FROM RESERVES	\$ 25,000	\$ 106,750.00	\$ 113,000

***Mendocino County Russian River Flood Control &
Water Conservation Improvement District***

STAFF REPORT

To: Board of Trustees
From: E. Salomone, General Manager
Meeting: Monday, May 9, 2022
RE: Agenda Item 7a: April 2022 Financial Reports Summary

Revenue

March 2022: Additional revenue not shown on previous report: None

April 2022: \$76,831.94 a combination of property taxes and water sales

Ordinary Expenses

March 2022: Additional expenses not shown on previous report: None to note

April 2022: \$50,992.42 in expenses at time of writing this report, notably:

- \$7,237.50 for USGS streamflow gage maintenance
- \$1,427.74 rent & utilities includes deposit and first months rent at new location
- \$3,146.25 Water Resiliency for water supply analysis and grant funding analysis
- \$235.00 Reconciliation Discrepancy is a rejected water sales customer payment that came through late in the month. Will contact bank and customer to address.

Other

- New bookkeeper continues to address various issues
- Reconciliations are up to date from last statements. (April 2022)
- Additional reports or information available upon request.

Recommendation:

Move to accept and file the financial reports for April 2022.

Attachments:

1. Income & Expense / Budget Vs Actual Report – April only
2. Income & Expense / Budget Vs Actual Report – Fiscal Year to date
3. Profit & Loss Previous Year Comparison Report
4. Balance Sheet Previous Year Comparison Report
5. Monthly Payment Detail Report
6. Contracted Water Worksheet

Russian River Flood Control District Income & Expense / Budget vs. Actual

Cash Basis

April 2022

	<u>Apr 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Property Taxes	22,311.93			
Water Sales	54,520.01			
Total Income	76,831.94			
Expense				
Gage	7,237.50			
Insurance, Workers Comp	429.99			
Office Operating Expenses	168.54			
Payroll Expenses	13,156.56			
Rent, Utilities	1,417.74			
Vehicle	47.94			
Water Resiliency	3,146.25			
4000 · Reconciliation Discrepancies	235.00			
Total Expense	25,839.52			
Net Ordinary Income	50,992.42			
Net Income	<u>50,992.42</u>	<u>0.00</u>	<u>50,992.42</u>	<u>100.0%</u>

Russian River Flood Control District Income & Expense / Budget vs. Actual

Cash Basis

July 2021 through April 2022

	Jul '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest-LAIF	980.62	4,800.00	-3,819.38	20.4%
Interest-SBMC	64.06	200.00	-135.94	32.0%
Property Taxes	58,790.38	45,000.00	13,790.38	130.6%
Reimbursed Expenses	37,601.48			
Water Application Fee	0.00	0.00	0.00	0.0%
Water Sales	303,909.06	325,000.00	-21,090.94	93.5%
Total Income	401,345.60	375,000.00	26,345.60	107.0%
Expense				
Consulting	5,217.75	20,000.00	-14,782.25	26.1%
Election	0.00	0.00	0.00	0.0%
Fees, Bank Charges	0.00	0.00	0.00	0.0%
Fees, County & LAFCo	1,396.13	1,700.00	-303.87	82.1%
Gage	34,376.25	15,000.00	19,376.25	229.2%
Groundwater Sustainability	10,513.64	0.00	10,513.64	100.0%
Insurance, Liability	6,144.80	7,000.00	-855.20	87.8%
Insurance, Workers Comp	1,342.81	5,000.00	-3,657.19	26.9%
Legal	26,638.53	25,000.00	1,638.53	106.6%
Memberships	5,670.00	11,500.00	-5,830.00	49.3%
Meters Expense	54.15	2,000.00	-1,945.85	2.7%
Office Operating Expenses	3,572.57	5,000.00	-1,427.43	71.5%
Payroll Expenses	126,109.63	160,250.00	-34,140.37	78.7%
Payroll Taxes- old	0.00			
Rent, Utilities	7,120.09	20,000.00	-12,879.91	35.6%
Stipends, Meetings	4,125.00	6,000.00	-1,875.00	68.8%
SWRCB Permits	15,930.05	15,000.00	930.05	106.2%
Training Costs	900.00	5,000.00	-4,100.00	18.0%
Unfunded Pension Liability	8,419.00	6,000.00	2,419.00	140.3%
Vehicle	332.32	2,000.00	-1,667.68	16.6%
Water Resiliency	56,059.82	40,000.00	16,059.82	140.1%
4000 - Reconciliation Discrepancies	235.00			
Total Expense	314,157.54	346,450.00	-32,292.46	90.7%
Net Ordinary Income	87,188.06	28,550.00	58,638.06	305.4%
Other Income/Expense				
Other Expense				
Meter Purchase	1,884.53	25,000.00	-23,115.47	7.5%
Reserves	68,750.00	0.00	68,750.00	100.0%
Total Other Expense	70,634.53	25,000.00	45,634.53	282.5%
Net Other Income	-70,634.53	-25,000.00	-45,634.53	282.5%
Net Income	16,553.53	3,550.00	13,003.53	466.3%

Russian River Flood Control District

Profit & Loss Prev Year Comparison

July 2021 through April 2022

Cash Basis

	Jul '21 - Apr 22	Jul '20 - Apr 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
Interest-LAIF	980.62	4,113.47	-3,132.85	-76.2%
Interest-SBMC	64.06	100.30	-36.24	-36.1%
Property Taxes	58,790.38	37,565.99	21,224.39	56.5%
Reimbursed Expenses	37,601.48	19,570.10	18,031.38	92.1%
Water Sales	303,909.06	350,958.49	-47,049.43	-13.4%
Total Income	401,345.60	412,308.35	-10,962.75	-2.7%
Expense				
Consulting	5,217.75	15,026.25	-9,808.50	-65.3%
Election	0.00	308.75	-308.75	-100.0%
Fees, Bank Charges	0.00	102.20	-102.20	-100.0%
Fees, County & LAFCo	1,396.13	594.09	802.04	135.0%
Gage	34,376.25	21,108.75	13,267.50	62.9%
Groundwater Sustainability	10,513.64	3,000.00	7,513.64	250.5%
Insurance, Liability	6,144.80	5,687.19	457.61	8.1%
Insurance, Workers Comp	1,342.81	2,351.08	-1,008.27	-42.9%
Legal	26,638.53	17,008.56	9,629.97	56.6%
Memberships	5,670.00	5,597.00	73.00	1.3%
Meters Expense	54.15	1,940.10	-1,885.95	-97.2%
Office Operating Expenses	3,572.57	2,341.70	1,230.87	52.6%
Payroll Expenses	126,109.63	120,132.54	5,977.09	5.0%
Payroll Taxes- old	0.00	0.00	0.00	0.0%
Rent, Utilities	7,120.09	6,264.72	855.37	13.7%
Stipends, Meetings	4,125.00	3,450.00	675.00	19.6%
SWRCB Permits	15,930.05	12,661.84	3,268.21	25.8%
Training Costs	900.00	594.53	305.47	51.4%
Unfunded Pension Liability	8,419.00	6,777.00	1,642.00	24.2%
Vehicle	332.32	131.66	200.66	152.4%
Water Resiliency	56,059.82	50,650.00	5,409.82	10.7%
4000 · Reconciliation Discrepancies	235.00	0.00	235.00	100.0%
Total Expense	314,157.54	275,727.96	38,429.58	13.9%
Net Ordinary Income	87,188.06	136,580.39	-49,392.33	-36.2%
Other Income/Expense				
Other Expense				
Meter Purchase	1,884.53	4,968.00	-3,083.47	-62.1%
Reserves	68,750.00	50,000.00	18,750.00	37.5%
Total Other Expense	70,634.53	54,968.00	15,666.53	28.5%
Net Other Income	-70,634.53	-54,968.00	-15,666.53	-28.5%
Net Income	16,553.53	81,612.39	-65,058.86	-79.7%

Russian River Flood Control District Balance Sheet Prev Year Comparison

Cash Basis

As of April 30, 2022

	Apr 30, 22	Apr 30, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
LAIF				
Capital Reserve	48,000.00	53,000.00	-5,000.00	-9.4%
Emergency Reserve	28,000.00	32,000.00	-4,000.00	-12.5%
Operating Reserve	153,000.00	156,000.00	-3,000.00	-1.9%
WaterSupplyReliability Reserve	259,411.40	247,411.40	12,000.00	4.9%
LAIF - Other	2,287.29	1,306.67	980.62	75.1%
Total LAIF	490,698.69	489,718.07	980.62	0.2%
SBMC Checking	492,446.64	330,382.13	162,064.51	49.1%
SBMC Savings	100,063.69	267,749.70	-167,686.01	-62.6%
Total Checking/Savings	1,083,209.02	1,087,849.90	-4,640.88	-0.4%
Other Current Assets				
Taxes Receivable	3,984.00	3,984.00	0.00	0.0%
Total Other Current Assets	3,984.00	3,984.00	0.00	0.0%
Total Current Assets	1,087,193.02	1,091,833.90	-4,640.88	-0.4%
Fixed Assets				
Accumulated Depreciation				
Meters & Vehicles				
At Cost	98,265.89	98,265.89	0.00	0.0%
Meters & Vehicles - Other	35,845.36	35,027.36	818.00	2.3%
Total Meters & Vehicles	134,111.25	133,293.25	818.00	0.6%
Total Fixed Assets	109,569.25	108,751.25	818.00	0.8%
Other Assets				
Deferred Outflows	64,366.00	64,366.00	0.00	0.0%
Total Other Assets	64,366.00	64,366.00	0.00	0.0%
TOTAL ASSETS	1,261,128.27	1,264,951.15	-3,822.88	-0.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable,	-76.47	0.00	-76.47	-100.0%
Total Accounts Payable	-76.47	0.00	-76.47	-100.0%
Other Current Liabilities				
Accrued Expenses	10,263.00	10,263.00	0.00	0.0%
Payroll Liabilities	3,326.11	3,022.67	303.44	10.0%
Total Other Current Liabilities	13,589.11	13,285.67	303.44	2.3%
Total Current Liabilities	13,512.64	13,285.67	226.97	1.7%
Long Term Liabilities				
Net Pension Liability	36,024.00	36,024.00	0.00	0.0%
Total Long Term Liabilities	36,024.00	36,024.00	0.00	0.0%
Total Liabilities	49,536.64	49,309.67	226.97	0.5%
Equity				
3000 · Opening Bal Equity	541,116.95	541,116.95	0.00	0.0%
3900 · Retained Earnings	653,921.15	592,912.14	61,009.01	10.3%
Net Income	16,553.53	81,612.39	-65,058.86	-79.7%
Total Equity	1,211,591.63	1,215,641.48	-4,049.85	-0.3%
TOTAL LIABILITIES & EQUITY	1,261,128.27	1,264,951.15	-3,822.88	-0.3%

Russian River Flood Control District
Monthly Payment Detail

Cash Basis

As of April 30, 2022

Type	Date	Name	Memo	Original Amount	Paid Amount
SBMC Checking					
Bill Pmt -Check	04/02/2022	State Compensation Insurance Fund	2021-22 FY Policy charges for 3/9/21-4/9/22	-429.99	-429.99
Bill Pmt -Check	04/06/2022	Comcast Business	Internet services for 3/13 - 4/12/22	-76.47	-76.47
Bill Pmt -Check	04/08/2022	Balance Hydrologics	Water supply analysis project	-2,870.00	-2,870.00
Bill Pmt -Check	04/08/2022	Willow County Water District	Rent and Utilities April 2022	-667.74	-667.74
Bill Pmt -Check	04/08/2022	Intuit	Monthly Payroll Subscription	-2.00	-2.00
Bill Pmt -Check	04/09/2022	Cardmember Service	Credit card 2/11-3/14/22	-163.22	-163.22
Bill Pmt -Check	04/18/2022	US Cellular	Cell service 4/14- to 5/13/22	-51.26	-51.26
Bill Pmt -Check	04/26/2022	Christiansen Properties	Deposit & 1st month's rent for office lease	-750.00	-750.00
Bill Pmt -Check	04/26/2022	LACO	March 2022 service dates	-276.25	-276.25
Bill Pmt -Check	04/26/2022	USGS	Gages, Bill #90975627 2nd pymt FY 22	-7,237.50	-7,237.50
Total SBMC Checking					-12,524.43
TOTAL					-12,524.43

Project Water Worksheet as of April 30, 2022

Please note:

**The District is under Declaration#21-02,
Stage III: Water Supply Warning**

It has yet to be determined how much of the contractual water supply will be available to customers for 2022. Customers will be asked to provide monthly demand schedules to assist in water supply planning for the year.

**Current 2022 totals
in Acre Feet**

Project Water Licensed to MC RRFC & WCID:	7940
<hr/>	
Contracted Non-Municipals :	4917
<hr/>	
Contracted Municipals:	2507.15

Calpella CWD	85
Henry Station Mutual Water Co	8
Hopland PUD	222
Millview CWD - Municipal Use	970
Millview CWD - Wheeled Municipal Use	189.15
Millview CWD - Irrigation Use	12
Rogina Water	400
River Estates Mutual Water Company	26
Willow CWD - Municipal Use	515
Willow CWD - Irrigation Use	80
Contracted Municipals:	2507.15

Contracted Total:

7424.15

Uncontracted Water Supply for 2021:

515.85

5 **DRAFT MINUTES**
6 **Regular Meeting of April 4, 2022**
7

8 IN COMPLIANCE WITH ASSEMBLY BILL 361, THIS MEETING WAS HELD VIA ZOOM.
9

10 **1. Roll Call**

11 Vice President White called the meeting to order at 6:00 PM.
12

- 13 Trustees Present: Christopher Watt, President
14 Alfred White, Vice President
15 Matthew Froneberger, Treasurer
16 Tyler Rodrigue, Trustee
17 John Reardan, Trustee (arrived at 6:12 PM)
18

19 Staff: Elizabeth Salomone, General Manager
20

21 Note: Vice President White presided until 6:36 PM when President Watt presided.
22

23 **2. Public Expression – No one from the public indicated interest in public expression**
24

25 **3. Approval of Agenda**

26 Item 4. Closed Session is postponed to a future meeting due to scheduling issues.
27

28 Treasurer Froneberger moved to approve the agenda noting the postponement of the Closed Session.
29 Trustee Rodrigue seconded the motion. The motion was approved by the following vote:

- 30 Ayes: 4 (Froneberger, Rodrigue, White, Watt)
31 Absent: 1 (Reardan)

32 **CLOSED SESSION**

33 **4. Information received from participation in Inland Water & Power Commission (IWPC) joint**
34 **powers agency closed session that has direct financial or liability implications for RRFC**

35 Item postponed.

36 **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

37 **5. Customer Request for Invoice Adjustment**

38 GM Salomone presented the item. Wayne Rogina, from Rogina Water Company, addressed the Board.
39 Discussion was held and no motion was made to grant the request by Rogina Water to adjust the 2021
40 invoice.

41 **6. Water Supply Conditions Update and District Response**

42 GM Salomone presented the item. Comments and questions were offered.

43 **7. Water Resiliency Planning**

44 GM Salomone presented the item. President Watt and Trustee Reardan provided an update from the water
45 storage project Ad Hoc Committee. Board discussion was held. Bree Klotter, Redwood Valley County Water
46 District Board Member, addressed the Board.
47

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8. Proposed Annual Project Water Price Per Acre Foot Determination

GM Salomone presented the item. Discussion was held and the feedback will be incorporated into the budget development.

REGULAR BUSINESS, INFORMATION, AND REPORT ITEMS

9. Consent Calendar

- a) Acceptance of the March 2022 Financial Report
- b) Approval of Minutes for the March 7, 2022 Regular Meeting
- c) Approval of Minutes for the March 24 2022 Special Meeting
- d) State of Emergency

Board to reconsider the circumstances of the state of emergency and determine by majority vote that (i) The state of emergency continues to directly impact the ability of the members to meet safely in person; and/or (ii) State or local officials continue to impose or recommend measures to promote social distancing as previously passed in Board Resolution #21-04.

Vice President White moved to approve the Consent Calendar. Trustee Reardan seconded the motion. The motion was approved by the following unanimous vote:

Ayes: 5 (Froneberger Reardan, Rodrigue, White, Watt)

10. Board Member & Committee Reports

Treasurer Froneberger provided an update from the Local Agency Formation Commission (LAFCo.)

Vice President White provided an update on the Groundwater Sustainability Agency.

11. General Manager Report & Correspondence

GM presented the written report.

12. Direction on Future Agenda Items

Closed Session on IWPC property negotiations, budget development including proposed price per acre foot of Project Water under the Uniform Water Supply & Purchase Agreement.

ADJOURNMENT

Treasurer Froneberger moved to adjourn the meeting at 7:37 PM. Vice President White seconded the motion. The motion was approved by the following unanimous vote:

Ayes: 5 (Froneberger Reardan, Rodrigue, White, Watt)

***Mendocino County Russian River Flood Control
& Water Conservation Improvement District***

STAFF REPORT

To: Board of Trustees
From: E. Salomone, General Manager
Meeting: Monday, May 9, 2022
RE: Agenda Item 8c: State of Emergency

The Strategic Plan relevant priority is to **Administer** District resources in alignment with the District's Mission Statement to proactively manage the water resources of the upper Russian River for the benefit of the people and environment of Mendocino County.

Background

The Ralph M. Brown Act (Gov. Code § 54950 et seq.) generally requires local agencies meeting via teleconference, including through other virtual or electronic means, to provide public access at each location in which members of the legislative body are teleconferencing. Legislature recently enacted Assembly Bill 361, Chapter 165, Statutes of 2021 ("AB 361"), which amended Government Code section 54953 to allow local agencies to meet fully virtually during a proclaimed state of emergency if state or local officials have imposed or recommended measures to promote social distancing. The Governor of California issued a proclamation declaring a state of emergency on March 4, 2020 due to the COVID-19 pandemic, pursuant to section 8625 of the California Emergency Services Act, and this proclaimed state of emergency currently remains in effect. Additionally, on September 29, 2021, the Mendocino County Health Officer issued a Health Recommendation urging public bodies in Mendocino County to continue meeting remotely through online meetings to lower the risk of COVID-19 transmission.

On November 1, 2021, the Board of Trustees of the Mendocino County Russian River Flood Control & Water Conservation Improvement District adopted Resolution #21-04 Making Findings and Determinations Under Assembly Bill 361 For Continued Virtual Meetings. Consistent with the provisions of Government Code Section 54953(e), the Board found and determined that (1) a state of emergency related to COVID-19 is currently in effect; and (2) state and local officials have recommended measures to promote social distancing in connection with COVID-19. Based on such facts, findings and determinations, the Board authorized staff to conduct remote teleconference meetings of the Board under the provisions of Government Code Section 54953(e). 3. This Resolution took effect immediately.

Recommended Action:

- Move to reaffirm the previously adopted Resolution #21-04 Making Findings and Determinations under Assembly Bill 361 for Continued Virtual Meetings, determining that (i) The state of emergency continues to directly impact the ability of the members to meet safely in person; and/or (ii) State or local officials continue to impose or recommend measures to promote social distancing.

Attachments:

- Resolution #21-04 Making Findings and Determinations under Assembly Bill 361 for Continued Virtual Meetings, dated November 1, 2021

Resolution #21-04

of the

Mendocino County Russian River Flood Control & Water Conservation Improvement District

Making Findings and Determinations Under Assembly Bill 361 For Continued Virtual Meetings

WHEREAS, the Mendocino County Russian River Flood Control & Water Conservation Improvement District Board of Trustees, hereinafter referred to as the “Board of Trustees,” is committed to preserving and nurturing public access to and participation in meetings of the Board; and

WHEREAS, the Ralph M. Brown Act (Gov. Code § 54950 et seq.) generally requires local agencies meeting via teleconference, including through other virtual or electronic means, to provide public access at each location in which members of the legislative body are teleconferencing; and

WHEREAS, the Legislature recently enacted Assembly Bill 361, Chapter 165, Statutes of 2021 (“AB 361”), which amended Government Code section 54953 to allow local agencies to meet fully virtually during a proclaimed state of emergency if state or local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, the Governor issued a proclamation declaring a state of emergency on March 4, 2020 due to the COVID-19 pandemic, pursuant to section 8625 of the California Emergency Services Act, and this proclaimed state of emergency currently remains in effect; and

WHEREAS, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued a number of executive orders aimed at containing the COVID-19 virus; and

WHEREAS, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

WHEREAS, pursuant to the Governor’s executive orders, the Board has been holding virtual meetings during the pandemic in the interest of protecting the health and safety of the public, staff, and Board members; and

WHEREAS, the Governor’s Executive Order N-29-20 related to the suspension of certain provisions of the Brown Act expired on September 30, 2021; and

WHEREAS, AB 361, effective as of October 1, 2021 allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board has considered the circumstances of the state of emergency; and

WHEREAS, state or local officials continue to recommend measures to promote social distancing; and

WHEREAS, on September 29, 2021, the Mendocino County Health Officer issued a Health Recommendation urging public bodies in Mendocino County to continue meeting remotely through online meetings to lower the risk of COVID-19 transmission; and

WHEREAS, the continuation of virtual meetings will allow for full participation by members of the public until the present state of emergency has ended; and **WHEREAS**, the Board desires to continue to hold virtual meetings pursuant to AB 361 and Government Code section 54953(e).

NOW, THEREFORE, BE IT RESOLVED that, the District Board hereby resolves as follows:

1. The above recitals are true and correct.
2. Consistent with the provisions of Government Code Section 54953(e), the Board finds and determines that (1) a state of emergency related to COVID- 19 is currently in effect; and (2) state and local officials have recommended measures to promote social distancing in connection with COVID-19. Based on such facts, findings and determinations, the Board authorizes staff to conduct remote teleconference meetings of the Board under the provisions of Government Code Section 54953(e). 3. This Resolution shall take effect immediately.

ADOPTED 1st of November, 2021 by the Board of Trustees of the Mendocino County Russian River Flood Control & Water Conservation Improvement District, by the following vote:

Christopher Watt	<input checked="" type="checkbox"/> Yes / No / Abstain / Absent
Alfred White	<input checked="" type="checkbox"/> Yes / No / Abstain / Absent
Matthew Froneberger	<input checked="" type="checkbox"/> Yes / No / Abstain / Absent
Tyler Rodrigue	<input checked="" type="checkbox"/> Yes / No / Abstain / Absent
John Reardan	<input checked="" type="checkbox"/> Yes / No / Abstain / Absent



Signed: _____
Christopher Watt, Board of Trustees President

1/11/21
Date



Attest: _____
Elizabeth Salomone, General Manager

1/11/21
Date

Office Space Lease
304 N. State, space#2
Ukiah, CA 95482

C R Christiansen (“Landlord”) is the owner of the leased premises at 304 North State St. Ukiah, CA 95482 Landlord and MC Russian River Flood Control & Water Conservation Improvement District (Elizabeth Salomone) (“Tenant”) enter into this lease agreement effective 5/1/2022, and agree as follows:

1. **TERM:** The term of this lease shall commence on 5/1/2022 and will continue thereafter as a month-to-month periodic tenancy until either party to this lease terminates the tenancy by giving the other party at least thirty (30) days advance written notice of the intention to terminate the tenancy. The notice must be either delivered or sent by certified or registered mail to the other party. Rent will be due and payable up to and including the date of termination.

2. **RENT:** Tenant agrees to pay to Landlord as rent for the use and occupancy of the leased premises the sum of \$ 375.00 per month. The rent is payable in advance on or before the fifteenth day of each month, commencing on 5/1/2022, at the address specified in this lease for the service of notices on Landlord or at any other place designated by Landlord in a written notice served on Tenant. Landlord acknowledges receipt of the sum of \$ 375.00 as the first month’s rent.

3. **LATE CHARGES:** If Landlord has not received any rent payment within five (5) days after it is due pursuant to Paragraph 2 of this lease, Tenant shall pay a late charge of \$25.00. Landlord and Tenant agree that it is and will be impractical and extremely difficult to fix the actual damage suffered by Landlord in the event tenant makes a late payment of rent and that the above charge represents a reasonable approximation of the damages Landlord is likely to suffer from such a late payment. Landlord and Tenant further agree that this provision does not establish a grace period of the payment of rent and that Landlord may make a written demand for the payment of rent at any time after it is due.

RETURNED CHECKS: If Landlord receives a notice from the bank of insufficient funds a fee of \$25.00 will be charged to the tenant for their returned check.

4. **SECURITY DEPOSIT:** On the execution of this lease, Tenant shall deposit with Landlord, in addition to the first month’s rent of \$ 375.00, a security deposit of \$ 375.00. Landlord will hold this security deposit for the faithful performance by Tenant of tenant’s obligations under this lease and for the cleaning and repairing of the leased premises after surrender by Tenant. Landlord agrees to hold the security deposit for Tenant, free from the claim of any creditor of Landlord. Landlord will return to Tenant the full amount of the deposit within two weeks after Tenant has vacated the leased premises, less only any amounts that are reasonably necessary to remedy any defaults in the payment of rent by Tenant, to repair damages to the leased premises caused by Tenant other than ordinary wear and tear, and to clean the leased premises. At the time Landlord returns the deposit to Tenant, Landlord will furnish tenant with an itemized written statement of the amount of the security deposit received, the charges made by Landlord against the security deposit, and the disposition made or to be made of the security deposit.

5. **UTILITIES:** Landlord agrees to pay all charges for garbage disposal, Internet, electricity, gas and water services furnished to the leased premises. Tenant agrees to pay for all other utilities furnished to the leased premises, including without limitation cable television and telephones used in or on the leased premises. Tenant shall make payments for the foregoing utilities directly to the utility companies.

6. **OCCUPANCY:** Except as otherwise provided in this section only named tenants will occupy the leased premises.

7. **USE:** Tenant agrees that the leased premises are to be used exclusively as an office to conduct professional business described as MC Russian River Flood Control & Water Conservation Improvement District and shall not be used for any other purpose. Tenant shall not do or permit anything to be done in or about the leased premises that will in any way obstruct or interfere with the rights of other tenants or occupants of the building or injure or annoy them or use or allow the leased premises to be used for any improper, unlawful, or objectionable purpose. Further, Tenant shall not cause, maintain, or permit any nuisance in, or about the leased premises, or commit any waste in or on the leased premises. Finally, Tenant shall not put the leased premises to any use that violates local zoning ordinances or any other law applicable to the leased premises.

(a) Tenant has shared use of waiting area, conference room, break room and bathroom. All tenants will need to work together to take care of these spaces as well as the common hallway and respect each others needs for a professional workplace.

(b) The Last tenant to leave AT ANY TIME OF DAY shall lock the door. No client (or guest) will be left in the office area upon tenants departure. All offices except yours will not be entered without expressed permission from that office's tenant.....NOT EVEN FOR A PENCIL!!!!

(c) Tenant shall keep all supplies and work items in personal office space or area designated by Landlord.

(d) Signage, per diagram tenant will be allocated space for suitable sign on front window (approx 1/3 of one window pane assigned by landlord. A proposal of intended sign will be approved by landlord prior to installation. Landlord is not responsible for any permits for said signage.

8. **CONDITION OF PREMISES:** The rights and responsibilities of Landlord and Tenant with respect to the condition of the leased premises are as follows:

(a) Landlord will, at Landlord's own cost and expense, maintain the leased premises in a safe and sanitary condition and shall comply with all laws, ordinances, and regulations pertaining to the condition of the leased premises. Tenant shall remedy, at Tenant's own cost and expense, any deterioration of or injuries to the leased premises occasioned by Tenant's lack of ordinary care.

(b) Tenant acknowledges that Tenant has inspected the leased premises, including all furnishings, fixtures, appliances, and other personal property subject to this lease, and agrees that they are in satisfactory condition and good working order. (Per Condition Report)

9. **ALTERATION/REPAIRS:** The parties agree that the following provisions govern all alternations and repairs of the leased premises by Tenant:

(a) Tenant shall make no alterations to the leased premises including painting or wallpapering, without the prior written consent of Landlord. Any alteration made to the leased premises by Tenant after that consent has been given and any fixtures installed as part of that work will, at Landlord's option, become the Landlord's property on the expiration or earlier termination of this lease, provided, however, that Landlord shall have the right to require Tenant to remove any such fixtures at Tenant's cost on termination of this lease.

(b) Tenant shall notify Landlord of any dilapidations or other defective conditions on the leased premises that require repairs. If Landlord fails to repair or arrange for the repair of the condition within a reasonable time (not exceeding 30 days), Tenant may make the repairs or arrange for them to be made and deduct the cost of the repairs, provided Tenant does not deduct more than the equivalent of one month's rent.

10. **ENTRY BY LANDLORD:** Landlord may enter the leased premises only under the following circumstances:

(a) In case of emergency.

(b) To make necessary or agreed repairs, decorations, alteration, or Improvements; supply necessary or agreed services; or exhibit the leased premises to prospective or actual purchasers, mortgages, tenants, workers, or contractors.

(c) If Tenant abandons or surrenders the leased premises.

(d) Pursuant to court order.

Landlord will give Tenant at least 24 hours' notice of Landlord's intent to enter unless (1) an emergency exists, (2) Tenant has abandoned or surrendered the leased premises or (3) it is impracticable to do so. Further, Landlord will enter only during normal business hours unless (1) an emergency exists, (2) Tenant has abandoned or surrendered the leased premises, or (3) Tenant consents, at the time of an entry that is not during normal business hours, to the entry.

11. **LOCKS:** Tenant may not change or add any lock to Tenant's apartment, storage space, or garage, without obtaining Landlord's prior written consent and without providing Landlord with a key to the changed or added lock.

11a. **KEYS:** Tenant will be issued 2 apartment keys (unmarked, do not mark them) and 2 front door keys, #'s _____ Tenant will be charged 15.00 for lost apartment and 40.00 for lost front door keys.

12. **ASSIGNMENT:** Tenant may not assign this lease or sublet all or any portion of the leased premises without the prior written consent of Landlord. Landlord's consent to any such assignment or subletting shall not be arbitrarily or unreasonably withheld. The consent of Landlord to any one assignment or subletting shall not be deemed to be a consent by Landlord to any subsequent assignment or subletting. Any assignment or subletting without Landlord's prior written consent shall be void and shall, at Landlord's option, terminate this lease.

13. **TENANT DEFAULT:** Landlord and Tenant agree that every condition, covenant, and provision of this lease is material and reasonable. Any breach by Tenant of a condition, covenant, or provision of this lease will constitute a material breach. For any material breach by Tenant, Landlord may provide Tenant with a written three-day notice that describes the breach and demands that Tenant cure the default (if a cure is possible). If Tenant does not cure the default within the three days, or if a cure is not possible, this lease will be terminated. Termination of this lease for a breach by Tenant will not occur unless the foregoing events occur.

14. **MANAGER:** The person authorized to act for and on behalf of the owner of the leased premises for the purpose of the service of process, for the purpose of receiving and receipting all notices and demands and for the management of the leased premises is: **Lorene Christiansen.**

15. **NOTICES:** Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this lease or by law to be served on or given to either party to this lease by the other party shall be in writing and shall be deemed to be served when personally delivered to the party to whom the notice is directed or, in lieu of personal service, when deposited in the United States mail, certified mail, postage prepaid, return receipt requested, addressed to **Tenant at 304 North State Street, Ukiah, CA 95482** or to Landlord at **Christiansen Properties 12000 Hwy 1, Elk Ca 95432**. Each party to this lease may change that party's address for purposes of this section by giving written notice of the change to the other party in the manner provided in this section.

16. **WAIVER:** The waiver by Landlord of any breach by Tenant of any of the provisions of this lease shall not constitute a continuing waiver or a waiver of any subsequent breach by Tenant either of the same or of another provision of this lease.

17. **HOLD HARMLESS:** Tenant acknowledges that Tenant has been advised that the structure at 304 North State Street, Ukiah, California was constructed of unreinforced masonry and that said structure may consequently not withstand the effects of an earthquake as well as other structures constructed of reinforced masonry and other construction methods. Tenant agrees to hold Landlord harmless and to indemnify Landlord from any claims or loss related in any way to the fact that the building is constructed of unreinforced masonry.

18. **ATTORNEY'S FEES:** If any legal action or proceeding arising out of or relating to this lease is brought by either party to this lease, the prevailing party shall be entitled to receive from the other party, in addition to any other relief that may be granted, the reasonable attorney's fees, costs, and expenses incurred in the action or proceeding by the prevailing party.

19. **BINDING EFFECT:** This lease shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors, and assigns of Landlord and Tenant; provided, however, that nothing in this section shall be construed as a consent by Landlord to any assignment of this lease or any interest in it by Tenant.

20. **TIME OF ESSENCE:** Time is expressly declared to be of the essence in this lease.

21. **SOLE AND ONLY AGREEMENT:** This instrument constitutes the sole and only agreement between Landlord and Tenant respecting the leased premises, the leasing of the leased premises to Tenant, and the lease term created under this lease, and correctly sets forth the obligations of Landlord and Tenant to each other as of its date. Any agreements or representations respecting the leased premises or their leasing by Landlord to Tenant not expressly set forth in this instrument are null and void.

LANDLORD

TENANT

C R Christiansen (Christiansen Properties)

By _____
(Signature)

By _____

C R Christiansen
Agent/Manager

*Mendocino County Russian River Flood Control
& Water Conservation Improvement District*

General Manager's Report for April 2022

Presented at Regular Meeting of Monday, May 9, 2022

Priority 1, Secure: Ensure reliable and available sources of water. (Water rights license, Reservoirs, PVP)

See also: Agenda Items on Water Supply Conditions and Water Resiliency Planning

Potter Valley Project: (1) FERC received a joint letter from conservation entities supporting the decommissioning of PVP in support of protective measures to endangered species. (2) FERC denied a motion to intervene. (3) On April 13th, Antonio Manfredini filed an application for license of the PVP under the applicant name of "PVP 77 LLC." On April 22nd, FERC denied the last minute application and Antonio Manfredini later filed an appeal to FERC. (4) FERC has issued a notice of an annual license to PG&E for operation of the Potter Valley Project.

Priority 2, Use: Ensure water is managed to its highest and best use as a public resource.

(Contracts & water sales, monitor & respond to regional water issues)

(See last page of this report for updates on all community partner meetings attended this month.)

Groundwater Sustainability Agency: Governor Newsom's recent Executive Order requires that GSAs coordinate with County governments on permits for new agricultural wells. The Ukiah Valley GSA is holding a workshop in May for both the Technical Advisory Committee (TAC) and Board to provide updates on this topic and several others. GM attended several sessions at the recent Association of California Water Agencies (ACWA) conference that covered the expectations of GSAs in addressing short and long term drought conditions.

Priority 3, Advocate: Participate as an active stakeholder in the security and use of water beyond our direct authority. (Stakeholder positions, participation with community partners, website, legislation)

Association of California Water Agencies (ACWA): The Spring Conference was held in Sacramento which included all the Committee and the Region 1 Board quarterly meetings.

Priority 4: Administer: Foster sustainable leadership and management of agency resources.

(GM, Trustees, systems, financial)

General Manager: (1) Attended Reserve Policies for Special Districts webinar (2) Participated in SAFER information meeting. (3) Attended the State Water Board and North Coast Regional Water Quality Control Board meetings (virtually.) (4) Attended ACWA Spring Conference in Sacramento. (5) Attended a CSDA Media Outreach webinar. (6) Toured Sonoma Water facilities with GM and Assistant GMs. (7) Attended Hopland Tribe of Pomo Indians Earth Day Celebration by invitation. (8) Attended the Governor's Office of Planning and Research Resilience Roundtable to outline the launch of California's Updated Climate Adaptation Strategy. (9) Attended CA Water Data Consortium's presentation: Using intentional engagement to advance equity, inclusion, and belonging in the water data community. (10) Presented at the Winegrowers Association water webinar. (11) Attended the State Water Resources Control Board workshop on 2022 Emergency Regulations and Voluntary Water Sharing Program. (12) Attended the Mendocino County Water Agency Steering Committee workshop #1. (13) Served as a judge for the Russian River Watershed Association High School video contest.

Operations: A lease for the new office at 304 North State Street #2 was signed and occupancy began May 1st. A date for the physical move is being arranged. The office computer system is being updated.

Community Meetings Attended This Month

Local Agency Formation Commission (LAFCo) (4/4/22): The Commission held a workshop regarding County Service Area 3, conducted a public hearing on the proposed service rates and fee schedule update, and received a progress report on the development of City of Ukiah and Ukiah Valley Sanitation District MSR/SOI updates.

Upper Russian River Water Agency (URRWA) (4/6/22): (1) Discussion of Redwood Valley's grant funding which must be complete by the end of 2024. The District is moving forward to engage consultants to explore the feasibility of drilling a well, the prospects of an aquifer in their district, looking to lower the intake at the lake and other upgrades. (2) A report was given on the URRWA/City of Ukiah Ad Hoc committee. GM Walker and Sean White, City of Ukiah gave a summary of the progress so far, and many questions were raised and answered.

Willow County Water District (4/11/22): (1) The Board discussed pros and cons of cellular telemetry smart meters to replace the current ones. Customers can login to see usage and reduces staff time to read meters. \$0.84 per meter charge for cell coverage. Calpella and RV have some of the meters and customer feedback is positive. Purchase price is \$10 more per meter than standard model. (2) Redwood Valley's grant award was reviewed. (3) Calpella getting 75% coverage from FEMA on booster station damaged in Hopkins fire. (4) The Ad Hoc committee reported back on their meeting with the City of Ukiah and extensive discussion held. The possibility of a joint meeting with Millview, Willow, and the City of Ukiah Boards/Council was suggested. (5) GM reported on progress on the voluntary conservation program development. (6) A report was given on the Norgard well project. Due to pump dimensions it will have a small operating range. Well needs to be dredged out another 6 feet. Pump and motor is \$30k. Driller wants \$15k to deepen hole but they meeting with driller soon to refine estimate which seems high. Willow peak production so far this year 2AF day.

Inland Water & Power Commission (IWPC) (4/14/22): Regular updates were provided. Discussion on next steps for the Potter Valley Project were reviewed. Funding options for continued water resiliency efforts in Mendocino County were presented.

Millview County Water District (4/19/22): (1) Staff reported water treatment plant pumps and electrical are all ready to be put in the river. Will go in before June. Well 6 building structural engineering to be done by Luhdorff & Scalmanini. (2) Property developer Guillon will meet with Heath Dolan (property owner) and Jared to discuss impact of current rainfall on water for the development which is dependent on availability. Land would be planted if development is not possible. (3) PG&E is offering time of use options for the districts to save money, but details to be forthcoming. (4) Jim Brown, Doug Crane, Sean White, Jared, Jerry Cardoza and Ross La Rue were the ad hoc committee meeting to work towards consolidation into a regional water entity. (5) GM Walker provided a report on the Huffman meeting where the Congressman indicated "You guys need to work together from the two basins to find a solution." FERC jurisdiction ends when power project is decommissioned, so the water will fall under State jurisdiction and all that entails. (6) Voluntary conservation program update was provided. (7) Tim Prince, a 7-yr resident of the area, (SF born, Santa Rosa raised), was appointed to the board. He had been attending the last few meetings as a spectator.

City of Ukiah (4/20/22): (1) Director of Water & Wastewater and Special Legal Counsel provided an update to the Council, summarizing the State Water Board's actions in 2021 and progress on the current situation.

Calpella County Water District (4/20/22): Cancelled.

Redwood Valley County Water District (4/21/22): (1) GM Walker provided an update on the water supply conditions for 2021 and the voluntary conservation program development. (2) GM Walker reported progress on engaging with consultants to manage the grant funding award and plans to request action from the Board in May. (3) A request through the RV Calpella Fire District to refill a pond that was used in 2021 for fire suppression on the Broiler Fire was discussed. (4) The RRFC invoice was discussed. (5) Staff reported on agricultural hookups being cancelled and how to proceed with discontinuing service. Removing the meter and capping off the connection was estimated by staff to cost the District approximately \$1,000. (6) The Board approved a \$25,000 contribution to IWPC.

Mendocino County Drought Task Force (4/14/22): Supervisors Haschak and McGourty provided updates on Governor Newsom’s Executive Order, water hauling, and other County level activities. Representatives from around the county provided the Supervisors and audience with updates on regional conditions.

Local Agency Formation Commission (LAFCo) (5/2/22): The Commission received a presentation from the State Water Resources Control Board on water services reorganization efforts. A letter of support for the consolidation efforts of some of the URRWA members and the City of Ukiah was requested.

City Council (5/4/22): Nothing to note.

Upper Russian River Water Agency (URRWA) (5/4/22) (1) There was discussion around the changing conservation percentages in the voluntary conservation agreement being proposed with the State. Final numbers are not firmed up yet. (2) Redwood Valley will be choosing between 2 applicants for the management and administration of their grant. There was discussion about asking for more water for Redwood Valley from RRFC. (3) GSA representative Ross LaRue is asking to be relieved of his position on the GSA. They will consider a replacement at the next meeting. (4) Consolidation ad hoc with City: State is asking for a letter of interest to proceed with the prospect of receiving the funding for consolidation but says that Redwood Valley needs to be part of it to be considered.

* * * *

Prepared and submitted to the Board of Trustees by: *Elizabeth Salomone, General Manager*

MENDOCINO

Local Agency Formation Commission

Ukiah Valley Conference Center | 200 South School Street | Ukiah, California 95482
Telephone: (707) 463-4470 | E-mail: eo@mendolaferco.org | Web: www.mendolaferco.org

COMMISSIONERS

Tony Orth, Chair

Special District Member

Scott Ignacio, Vice-Chair

City Member

Gerald Ward, Treasurer

Public Member

Matthew Froneberger

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Special District Member

STAFF

Executive Officer

Uma Hinman

Analyst

Larkyn Feiler

Commission Clerk

Kristen Meadows

Counsel

Scott Browne

REGULAR MEETINGS

First Monday of each month
at 9:00 AM in the
Mendocino County
Board of Supervisors
Chambers
501 Low Gap Road, Ukiah

Date: May 6, 2022

To: Mendocino County, Cities, and Independent Special Districts

From: Uma Hinman, Executive Officer

Subject: **Notice of Public Hearing to Adopt a Final LAFCo Budget for Fiscal Year 2022-2023**

The Mendocino Local Agency Formation Commission (LAFCo) is responsible under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to adopt a proposed budget in May and a final budget by June 15th. A mandatory review by local funding agencies is required between the two adoption periods. The legislation also specifies the proposed and final budgets shall, at a minimum, be equal to the budget adopted for the previous fiscal year unless LAFCo finds any reduced costs will nonetheless allow the agency to meet its regulatory and planning duties.

Enclosed is the proposed Final Budget and Work Program for Fiscal Year 2022-2023, as directed by the Commission on May 2, 2022.

Increases in operating expenses are associated primarily with implementing the proposed work program, increased coordination with member agencies, and policy development per Commission direction. No change in apportionment fees is proposed for next fiscal year.

The Commission will hold a public hearing at its regular meeting on **June 6, 2022** to consider adoption of the Final Budget and Work Program for Fiscal Year 2022-2023.

Copies of all related documents are on file and may be reviewed at the LAFCo website (www.mendolaferco.org) or at the LAFCo office. If you cannot attend the public hearing described in this notice, you may submit written comments prior to the hearing. Please direct comments, questions, and requests to review documents to LAFCo, 200 South School Street, Ukiah, CA 95482; e-mail: eo@mendolaferco.org; phone: (707) 463-4470.

Attachments:

- (1) Public Hearing Notice
- (2) FY 2022-23 Proposed Final Budget
- (3) FY 2022-23 Proposed Final Work Program

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Brooktrails Township CSD

Scott Ignacio, Vice-Chair

Point Arena City Council

Gerald Ward, Treasurer

Public Member

Matthew Froneberger

Regular Special District

Gerardo Gonzalez

Willits City Council

Glenn McGourty

County Board of Supervisors

Maureen Mulheren

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First Monday of each month
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501 Low Gap Road, Ukiah

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that on Monday, June 6, 2022, at 9:00 AM (or as soon thereafter as the matter may be heard) in the Mendocino County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah, California, or via teleconference pursuant to State Executive Order N-29-20 in response to the emergency declaration for COVID-19, and livestreamed at www.youtube.com/MendocinoCountyVideo, the Mendocino Local Agency Formation Commission (LAFCo) will hold a public hearing to consider the following:

Final Budget for Fiscal Year 2022-2023

The LAFCo Budget for the upcoming fiscal year anticipates revenues in the amount of \$265,100 and expenditures in the amount of \$263,800, not including reimbursable application costs.

Copies of all related documents are on file and may be reviewed at the LAFCo website (www.mendolafco.org) or at the LAFCo office. If you cannot attend the public hearing described in this notice, you may submit written comments prior to the hearing. Please direct comments, questions, and requests to review documents to LAFCo, 200 South School Street, Ukiah, CA 95482; e-mail: eo@mendolafco.org; phone: (707) 463-4470.

All interested persons are invited to attend, be heard, and participate in the hearings.

BY ORDER OF THE MENDOCINO
LOCAL AGENCY FORMATION COMMISSION

UMA HINMAN, Executive Officer

Date Posted: May 6, 2022

Mendocino Local Agency Formation Commission
Proposed Final Budget for FY 2022-2023

6-May-22

ACCOUNT #	DESCRIPTION	FY 2021-22		FY 2022-23
		Final	Projected	Proposed
REVENUE				
	<i>Anticipated Cash Balance</i>			
4000	LAFCO Apportionment Fees	\$ 265,000	\$ 265,000	\$ 265,000
4100	Service Fee Overhead			
4800	Miscellaneous			
4910	Interest Income	\$ 100	\$ 100	\$ 100
	Revenue Subtotal	\$ 265,100	\$ 265,100	\$ 265,100
EXPENSES				
5300	Basic Services (<i>EO, Analyst, Clerk</i>)	\$ 108,000	\$ 108,000	\$ 125,100
5500	Rent	\$ 5,775	\$ 5,904	\$ 6,500
5600	Office Expenses	\$ 3,300	\$ 3,300	\$ 3,300
5700	Internet & Website Costs	\$ 2,500	\$ 2,500	\$ 2,500
5900	Publication and Legal Notices	\$ 2,000	\$ 1,200	\$ 2,000
6000	Televising Meetings	\$ 2,000	\$ 1,500	\$ 2,000
6100	Audit Services	\$ 3,500	\$ 3,500	\$ 3,800
6200	Bookkeeping	\$ 4,500	\$ 4,500	\$ 4,500
6300	Legal Counsel	\$ 19,000	\$ 15,000	\$ 19,000
6400	A-87 Costs County Services	\$ 2,100	\$ 2,100	\$ 2,100
6500	Insurance-General Liability	\$ 2,450	\$ 2,601	\$ 3,200
6600	Memberships (<i>CALAFCO/CSDA</i>)	\$ 3,525	\$ 3,470	\$ 3,700
6670	GIS Contract with County (<i>Counsel training, IT support</i>)	\$ 2,500	\$ 1,500	\$ 2,000
6740	In-County Travel & Stipends	\$ 4,000	\$ 600	\$ 4,000
6750	Travel & Lodging Expense	\$ 6,250	\$ -	\$ 6,000
6800	Conferences (<i>Registrations</i>)	\$ 4,100	\$ -	\$ 4,100
7000	Work Plan (<i>MSRs and SOIs</i>)	\$ 51,500	\$ 45,000	\$ 70,000
	Operating Expense Total	\$ 227,000	\$ 200,675	\$ 263,800
	REVENUE/EXPENSE DIFFERENCE <i>(Negative balance indicates use of fund balance and/or reserves)</i>	\$ 38,100	\$ 64,425	\$ 1,300
RESERVES / CONTINGENCIES				
	Legal Reserves		\$ 50,000	\$ 50,000
	Operations Reserves @ 25% Annual Operating Budget		\$ 56,750	\$ 65,950
	Total Reserves		\$ 106,750	\$ 115,950
	<i>Anticipated Cash Balance</i>		\$ 38,715	\$ 30,815
	Work Plan Contingency			\$ 30,815

**Work Program (Basic Services and Work Plan)
FY 2022-23 Proposed Final Budget**

Tasks	Description & Assumptions	Estimated Budget
Basic Services		
Office Hours & Administrative Duties	Clerk duties not related to projects; office hours; public assistance; PRA requests; budget development, tracking, amendments; accounts payable, QuickBooks; annual audit; EO correspondence; response to requests for Agency Comments for projects and/or environmental documents routed to LAFCo for review, etc.; carrying out Commission direction.	\$ 75,000
Commission & Committee Meetings	Commission & Committee meeting attendance (12 Regular and 8 Committee); agenda packet development, staff reports, presentations, minutes.	\$ 34,000
Work Plan Support	Prepare and distribute Public Notices, development of staff reports specifically related to MSR/SOI studies, presentation at Commission meetings for Public Workshops and Public Hearings.	\$ 5,000
Consult Legal Counsel	Contract allows for a minimum of 5 hours per month.	Current Contract
Application Processing	Process change of organization or reorganization applications initiated by landowner petition or resolution of application from Cities and Special Districts to modify existing powers, annex and/or detach territory from agency boundaries, and create, dissolve, or consolidate/merge local agencies.	Paid by applicant
Policy Development	Prepare expedited process for out-of-area water services; outreach and update SOI policy; policy amendment and development as needed.	\$ 10,000
Transparency Improvements to Website	Assess/implement website improvements (JPAs, maps, etc.); Post JPA Agreements on website (SB 1266).	\$ 1,100
Total		\$ 125,100
Work Plan		
MSR/SOI Update	Prepare and adopt combined Municipal Service Review and Sphere of Influence (MSR/SOI) Update studies pursuant to GOV §56425 and §56430, either in-house or by contract.	\$ 70,000
<p>The agencies listed below have priority for preparation of a LAFCo-initiated MSR/SOI Update in Fiscal Year 2022-23. The actual completion of a specific study may span multiple fiscal years. The budget allocation for each agency is based on estimated costs. Actual costs for study completion may be higher or lower than estimated below.</p> <p>Work Plan implementation is subject to change due to various factors, such as: (a) agency responsiveness and timely provision of requested information, (b) complexity of issues involved, (c) level of public and affected agency controversy, (d) changing needs and priorities, (e) overall staff workload, and (f) higher than anticipated costs.</p> <p>The Work Plan budget assumes minimal costs for CEQA compliance related to filing a Notice of Exemption (NOE). Agencies requesting a non-coterminous SOI may expedite a potential multi-fiscal year process by contributing to the cost of preparing an Initial Study and associated environmental document (ND/MND, EIR, etc.).</p>		
The total Work Plan Budget of \$70,000 is not limited to the following designations. These budget allocations may shift to other agencies as needed during the year.	City of Ukiah	\$ 15,000
	Ukiah Valley Sanitation District	\$ 10,000
	Coastal Water Districts (6)	\$ 20,000
	Inland Water Districts (8)	\$ 25,000
	Total	

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REGULAR MEETINGS

First Monday of each month
at 9:00 AM in the
Mendocino County
Board of Supervisors
Chambers
501 Low Gap Road, Ukiah

Sent by Certified Mail

April 29, 2022

To: Board of Directors of Independent Special Districts
From: Uma Hinman, Executive Officer
Subject: Notice of Vacancies for Special District Members to LAFCo

Mendocino Local Agency Formation Commission (LAFCo) has received the resignation of the Alternate Special District member Jenifer Bazzani and invites nominations to fill the following current and upcoming vacancies for Alternate and Regular Special District Members. View our website for the current Commission members: <https://www.mendolafco.org/commission>.

Seat	Current Status	New Term
Regular Special District	Term ends December 31, 2022	January 1 2023 – December 31, 2026
Alternate Special District	Vacant Term ends December 31, 2022	January 1 2023 – December 31, 2026

In accordance with Government Code Section 56332(f), the Executive Officer performs the nomination and election process on behalf of the Special District Selection Committee.

LAFCo is an independent, quasi-legislative agency that reviews city and special district reorganizations and the establishment of boundaries and authorized services for numerous local agencies, including fire, community service, and water districts. The Commission is comprised of seven regular and four alternate members representing the county, cities, independent special districts, and general public.

LAFCo conducts nominations and elections to select district members on behalf of the Independent Special Districts. Members are elected to four-year terms; there are no term limits. Each district may nominate one person for the regular member position. Nominees must be board members and nominations must be approved by the district's governing body. All nominations must be accompanied by a completed nomination form (enclosed) and may be mailed or emailed to LAFCo (see letterhead).

If nominations are received for only one candidate for either seat by the end of the nominating period, the candidate shall be deemed appointed. If more than one nomination is received, LAFCo will prepare and send ballots to each district. If you have any questions, please contact LAFCo staff at 707-463-4470 or email the Clerk at clerk@mendolafco.org.

The nomination and election schedule are as follows:

Selection Process Step	Date
Nominations due	August 1, 2022
Ballots issued	August 16, 2022
Ballots due	October 14, 2022
Terms begin	January 1, 2023

Signed nominations may be submitted by mail, email or hand delivery and must be received by August 1, 2022