

***Mendocino County***

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

*PO Box 2104, Ukiah, CA 95482 707.462.5278 Website: [RRFC.net](http://RRFC.net) [DistrictManager@rrfc.net](mailto:DistrictManager@rrfc.net)*

**A G E N D A**

**Board of Trustees – Regular Meeting of Monday, November 4, 2024 at 5:30 pm**

**IN PERSON: 304 North State Street, Ukiah at District office**

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

**CLOSED SESSION (5:35 PM)**

4. Conference with Real Property Negotiators (Gov. Code § 54956.8)  
*Property:* Potter Valley Project | *Agency negotiator:* General Manager, General Counsel, Board Members  
*Negotiating parties:* Agency, Inland Water & Power Agency, PG&E | *Under negotiation:* Purchasing Entity

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

5. Board and Board Meeting Policy Update (5:55 PM)  
*Board will consider adoption of updated and reformatted policies and repealing: 89-01, 92-01, 92-02, 92-03, 05-01, 13-01, 13-02, 15-01 16-01, 17-01, 17-02, 18-03, 19-01*
6. Financial Policy Updates (6:10 PM)  
*Board will consider approval of updates to the Reserve Policy.*

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

7. Water Supply Conditions Update
8. Consent Calendar
  - a) Acceptance of the October 2024 Financial Reports
  - b) Approval of October 6, 2024 Regular Board Meeting minutes
9. Trustee & Committee Reports
  - o LAFCo MSR/SOI & Annexation Ad Hoc
  - o Appointees to the 2024 GM Evaluation Ad Hoc Committee
10. General Manager Report & Correspondence
11. 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.

***President***  
*Christopher Watt*

***Vice President***  
*Tyler Rodrigue*

***Treasurer***  
*John Bailey*

***Trustee***  
*John Reardan*

***Trustee***  
*Dave Koball*

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

**STAFF REPORT**

**Agenda Item 5: Board & Board Meeting Policy Update  
Monday, November 4, 2024**

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**The Strategic Plan** relevant priority is **Administration** through effective systems to execute the strategic plan.

**Background**

The Board approved updated Board and Board Meeting Policies in September 2020 including reformatting into a Policy Manual rather than individual stand-alone policies. The intent was to continue updating all policies, which were set aside to address the drought and water supply shortages.

**Discussion**

Attached is an updated Board and Board Meeting chapter of the newly formatted Policy Manual. Trustees are welcome to suggest additional updates. A redlined version can be found here:

<https://www.rrfc.net/2024-10-07-board-meeting>

Significant changes include:

- Addition of Conflict of Interest and Incompatible Activities and Trustee Compensation policies
- Simplifying format and duplicative language.
- Changing “Advisory Committees” to Trustee Advisors, which better reflects current practice.
- Incorporation of previously approved stand-alone policies.
- Updates to Board Meeting day and time.
- Inclusion of website references.

Policies 89-01, 92-01, 92-02, 92-03, 05-01, 13-01, 13-02, 15-01, 16-01, 17-01, 17-02, 18-03, 19-01 will be made redundant with the passing of the updated Board and Board Meeting Policies.

**Recommendation:**

- Move to adopt changes to 4000 Board and Board Meeting Policies; and
- Repeal Policies 89-01, 92-01, 92-02, 92-03, 05-01, 13-01, 13-02, 15-01, 16-01, 17-01, 17-02, 18-03, 19-01. These policies are combined in one document posted on the website.

**Attachments:**

- 4000 Board and Board Meeting Policies
- A redlined version can be found here: <https://www.rrfc.net/2024-10-07-board-meeting>
- Policies 89-01, 92-01, 92-02, 92-03, 05-01, 13-01, 13-02, 15-01, 16-01, 17-01, 17-02, 18-03, & 19-01 combined in one document posted on the website. <https://www.rrfc.net/2024-10-07-board-meeting>

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

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

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

## **4000 Board of Trustees**

### **4100 Officers**

The President, Vice-President, and Treasurer of the Board shall be appointed annually at the last regular meeting of each calendar year. The terms of officers of the Board shall commence on January 1st of the year immediately following their officer appointment.

### **4103 Attendance at Meetings**

Members of the Board of Trustees are expected to and shall attend all regular and special meetings of the Board unless there is good cause for absence. To be counted as present for any meeting, Trustees must be present for the duration of the meeting unless the President or General Manager has been notified in advance. A vacancy shall occur if a Trustee is absent from three (3) consecutive regular meetings without good cause, except as otherwise provided for by law or as authorized by the Board.

### **4105 Committees of the Board of Trustees**

#### Ad Hoc Committees

An Ad Hoc Committee is a temporary advisory committee appointed by the Board President as may be deemed necessary or advisable by the President or the Board. The purpose of an Ad Hoc Committee and the time allowed to accomplish that purpose shall be outlined at the time of appointment. An Ad Hoc Committee shall be considered dissolved when its purpose has been accomplished or when the timeframe for its existence has expired, whichever occurs first, but its existence may be extended for an added term or added assignment by action of the Board. Unless otherwise specified, members of an Ad-hoc committee shall be nominated by the President and approved by the Board.

An Ad Hoc Committee shall consist of less than a majority of Trustees, may make recommendations to the Board, and may not delegate any decision-making power to a temporary advisory committee. It shall meet on an as needed basis and shall not have a meeting schedule fixed by charter, ordinance, resolution, or formal action of the Board.

#### Standing Committees

The Board does not have any standing committees.

#### Trustee Advisory Positions

At the December meeting of each year, Trustees are assigned by the Board to serve in an Advisory Position to the General Manager on a designated topic for the following calendar year. Meetings between the General Manager and a Trustee Advisor shall be held on an as-needed basis and at a time called by either. Advisors are not a committee, are less than a quorum of the Board, and are therefore not subject to the Brown Act.

The following shall be Trustee Advisory Positions:

- (a) Operations
- (b) Finance and Audit
- (c) Personnel and Organization
- (d) Public Information and Intergovernmental Affairs
- (e) Policy

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Advisors may be asked to review District functions, activities, and operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, by a majority vote of the Board, or as requested by the General Manager.

### Operations Advisor

- a) Uniform Water Sale and Purchase Agreement
- b) Sales of surplus water
- c) New customer applications for water purchase
- d) Uniform and Surplus Water Rates
- e) Employment of engineering and geological consultants.
- f) Guidelines for modifying Uniform Agreement due to customer requested changes in amount of water and irrigable acres.
- g) Policies and rules regarding operational or engineering matters, in accordance with approved Board Policy.
- h) Recommend contracts.
- i) Make inspection trips of District facilities as needed.
- j) Address any legal matters affecting the District within the Advisor's area of interest.
- k) Other matters related to the above.

### Finance and Audit Advisor

- a) Preparation of annual budget.
- b) Sale of bonds and borrowing and repayment of money.
- c) Disposition and investment of reserve funds.
- d) Authorization of appropriations.
- e) Levying of taxes.
- f) Insurance to be carried.
- g) Reports of Auditors and financial statements.
- h) Employment of financial or insurance consultants.
- i) Form and contents of accounts, financial reports, and financial statements.
- j) Employment of auditors at any time and for general or special audits.
- k) Contents of auditors' periodic and annual reports.
- l) Audit of monthly expenditures.
- m) Policies and rules relating to budget, financing, audits or insurance in accordance with approved Board Policy.
- n) Any legal matters affecting the District within the Advisor's area of interest.
- o) Other matters related to the above.

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## Personnel and Organization Advisor

- a) The form of the District's organization and the flow of authority and responsibility.
- b) Periodic reviews and studies of the organization, the classification of positions, job duties, salaries and salary ranges; and prepare and submit annual recommendations for employee salaries and benefits to the Finance Advisor for consideration in budget preparation.
- c) Relations between the District and its employees including all matters affecting wages, hours, pension plans and other employee benefits, and other terms and conditions of employment matters included within the employee relations resolution.
- d) Areas of special concern to the District and its employees, including, but not limited to, equal employment opportunity, affirmative action, and the health and safety of employees.
- e) Policies and rules regarding the employment, discipline and discharge of District officers and employees in accordance with approved District.
- f) Individuals to serve in positions requiring Board approval, i.e. General Manager; Assistant General Manager, General Counsel; Controller and Treasurer.
- g) Any legal matters affecting the District within the Advisor's area of interest.
- h) Other matters related to the above.

## Public and Government Activities Advisor

- a) Policies and practices and means of disseminating District information in accordance with approved District Policy.
- b) Copy or content of District public information projects.
- c) Selection and compensation of public information consultants.
- d) Budget allocations for public information.
- e) Proposed legislation to be introduced by District.
- f) District position regarding support or opposition of legislation.
- g) District relationships with other governmental agencies or bodies.
- h) Annexations, reorganizations, and other matters for consideration by LAFCo.
- i) Other matters related to or involving other governmental and/or regulatory agencies.
- j) Any legal matters affecting the District within the Advisor's area of interest.
- k) Other matters related to the above.

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## Policy Advisor:

- a) Consistency and relevance of existing policies.
- b) Alignment of District practices with District policies.
- c) Identifying need for new or revised policies and referring these to the appropriate committee.
- d) Any legal matters affecting the District within the Advisor's area of interest.
- e) Other matters related to the above.

The reports and/or recommendations of ad hoc committees and Trustee Advisors may be in written or oral form and shall be addressed to the Board of Trustees.

All references and assignments to Board ad hoc committees and Trustee Advisors include, without the necessity of specific instruction, the request to District's staff to render assistance and perform such functions and services to the committees as may be required.

## **4110 Duties of the Board President**

The President of the Board of Trustees shall serve as the presiding officer at all Board meetings. In the absence or disability of the President, the Vice President of the Board of Trustees shall serve as the presiding officer over all meetings of the Board. If the President and Vice President of the Board are both absent or disabled, the remaining members present shall select one of themselves to act as temporary presiding officer of the meeting.

The presiding officer shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. The presiding officer may move, second, debate, and vote from the chair.

The President shall preside over and conduct all meetings of the Board of Trustees, shall carry out the resolutions and orders of the Board of Trustees, and shall exercise such other powers and perform such other duties as the Board of Trustees shall prescribe including, but not limited to, the following:

- a) Call the meeting to order at the appointed time;
- b) Announce the business to come before the Board in its proper order;
- c) Enforce the Board's policies in relation to the order of business and the conduct of meetings;
- d) Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- e) Explain what the effect of a motion would be if it is not clear to every member;
- f) Restrict discussion to the question when a motion is before the Board;
- g) Rule on parliamentary procedure;
- h) Put motions to a vote, and state clearly the results of the vote; and
- i) Preserve order and decorum.

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Responsibilities of the President include, but are not limited to, the following:

- a) Sign all instruments, act, and carry out stated requirements and the will of the Board;
- b) Sign the minutes of the Board meeting following their approval;
- c) Appoint and disband all committees, subject to Board ratification;
- d) Call such meetings of the Board as they may deem necessary, giving notice as prescribed by law;
- e) Coordinate the preparation of meeting agendas with the General Manager;
- f) Confer with the General Manager or designee on crucial matters which may occur between Board of Trustees meetings;
- g) Be responsible for the orderly conduct of all Board meetings;
- h) Be the spokesperson for the Board; and
- i) Perform other duties as authorized by the Board.

In the absence or disability of the President, the alternate presiding officer may temporarily carry out these responsibilities until such time as the President is able to resume their responsibilities.

### **4115 Ethics Training**

All Trustees, designated staff, and members of all commissions, committees, and other bodies that are subject to the Brown Act shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the Board of Trustees and at least once every two years thereafter, pursuant to Government Code Sections 53234 et seq. as may be amended from time to time. All ethics training shall be provided by providers whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission. Ethics training may consist of a training course provided by either an affiliated attorney or an online course through the California Special District Association. Attendees shall obtain proof of participation after completing the ethics training. Trustees are responsible for completing the training and providing District staff with records which indicate both the dates that the Trustee completed the ethics training and the name of the training provider. These records shall be maintained for at least five years after the date of training and may be public records subject to disclosure under the California Public Records Act. District staff shall provide the prospective attendees with information on available training that meets the requirements of this policy at least once every year. A single training course may be used to satisfy the obligation to receive training for multiple agencies or positions. Applicable costs for attending the training shall be reimbursed by the District per Trustee Compensation Policy.

### **4116 Conflict of Interest and Incompatible Activities**

Trustees and the General Manager shall be subject and adhere to the requirements of the California Political Reform Act (Government Code §§ 81000 et seq.), the Regulations of the Fair Political Practices Commission (Title 2, Division 6, Section 18730 of the California Code of Regulations), and other applicable state and local conflict of interest codes. Government Code Section 1909, et seq. prohibit a public official from being financially interested in a contract or sale in both public and private capacities. This includes disqualification from making or



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participating in a decision, or using official position to influence or attempt to influence a decision in which there is a conflict of interest as defined by law. Form 700 Statement of Economic Interests will be completed annually by Trustees and General Manager, which requires disclosure of reportable economic interests.

### **4120 Members of the Board of Trustees**

Trustees shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Trustees. Trustees may request information from staff before meetings. Requests by individual Trustees for substantive information and/or research from District staff will be channeled through the General Manager. The General Manager shall be responsible for providing the requested information and shall make all information equally available to all Trustees. If writings are distributed to a majority of the Board in connection with an agenda item, those writings shall be made available to the public in the manner required by law.

Trustees shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings. Trustees shall defer to the presiding officer for conduct of meetings of the Board but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

Trustees may request for inclusion in the meeting minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

Abstentions and Failure to Vote: Trustees should not abstain from the Board's decision-making responsibilities unless a personal or financial conflict of interest exists. Trustees abstaining due to a disqualifying conflict of interest will not be counted as part of a quorum and will be considered absent for the purposes of determining the outcome of a vote on the matter. Trustees who fail to vote in the absence of a declared conflict of interest will be counted as part of a quorum and in effect consent that a majority of the quorum will determine the outcome of a vote on the matter.

Trustees may identify themselves as members of the Board at meetings and public or private gatherings. Members of the Board must exercise extreme caution when so identifying themselves, not to represent that they have the power or authority to speak for the Board unless that power or authority has been specifically granted by the Board to the Trustee for the specific purpose or event in which the Trustee is engaged.

### **4125 Training, Education, and Conferences**

The Board recognizes that the specific Board responsibilities include setting the direction for the district, establishing and supporting the structure of the district, holding the district accountable on behalf of the community, and serving as community leaders. Trustees are encouraged to attend educational conferences, seminars, trainings, and professional meetings when the purpose of any such activity is to improve District operation or enhance leadership skills. Trustees shall not attend a conference or training event when it is apparent that there is no significant benefit to the District. Trustees shall not attend or engage in any tour or journey for pleasure at public expense (e.g. "junkets" or other such events) that are not beneficial to the District. There is no limit to the number of Trustees attending a particular activity when it is apparent that attendance is beneficial to the District, as long as a majority of the members of a body do not discuss issues related to their local agency's business. Each Trustee shall take eight (8) hours of training, per elected trustee term, in governance and personnel relations beyond the legally required minimums.

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It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

The General Manager shall process reimbursements for Trustees for conference tuition and registration expenses, and for per diem expenses. Per Diem expenses, when appropriate, shall include meals, lodging, and travel. All expenses for which reimbursement is requested by Trustees, or which are billed to the District by Trustees, shall be submitted to the General Manager, together with validated receipts. All reimbursements shall be made in accordance with applicable State and federal law, including but not limited to Internal Revenue Service Guidelines. Attendance by Trustees at seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board prior to the District incurring any reimbursable costs. Expenses to the District for Trustees' training, education, and conferences should be kept to a minimum by reserving early, utilizing discounted rates and other economically beneficial practices.

A Trustee shall not be reimbursed for expenses incurred at any educational conference, seminar, training, or professional meeting event if such event occurs after the District has announced that Trustee's pending resignation, or if such event occurs after an election in which it has been determined that the Trustee will not retain their seat on the Board.

Upon returning from educational conferences, seminars, trainings, and professional meetings where expenses are reimbursed by the District, Trustees will either prepare a written or verbal report for presentation at the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Trustees and staff.

### **4126 Trustee Compensation**

Trustees are eligible for compensation for the performance of official duties. Trustee compensation shall be \$100 per day for four (4) or more hours and \$50 for less than four (4) hours of services rendered on behalf of the District. Services provided include attendance at:

- Any Regular, Special, Emergency, or Committee meeting of the District Board;
- Any Regular, Special, Emergency, or Committee meeting of a Joint Powers Agency of which the District is a member, and the Trustee has been appointed to represent the District;
- Any Regular, Special, Emergency, or Standing Committee meeting of an organization to which the Trustee has been liaised by the Board;
- Trainings, conferences, and educational activities that are related to the business of the District and/or service as a Trustee.
- Meetings, field visits, tours, or other events representing the District as requested by the Board or the General Manager and/or acting as an Officer of the Board or Trustee Advisor to the General Manager as assigned by the Board.

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The maximum number of days for which a Trustee may receive compensation shall not exceed ten (10) days in a calendar month, irrespective of the number of days which the Trustee attends meetings of the Board, other meetings as appointed by the Board, or otherwise provides service as a Trustee at the request of the Board or the General Manager, as designated by the Board. In addition to the amount a Trustee may receive as daily compensation, Trustees shall also be reimbursed in accordance with the District's expense reimbursement policy, as amended from time to time.

On December 2nd of each year the per diem compensation shall increase by five percent (5%) consistent with Water Code Section 20202. The Board shall make a determination annually during the Fiscal Year Budget approval if it wishes to accept the annual increase in per diem compensation.

### **4200 Board Meetings**

All meetings of the Board shall be held in the room known and designated at the "Board Room" located in the District Offices, provided, that if, by reason of fire, flood, earthquake, or other emergency, it shall be unsafe to meet in said Board Room, the meetings shall be held at such place as is designated by the President, either within the boundaries of the District, in which event notice of such place of meeting shall be given in the manner required for giving notice of special meetings. Notices and Agendas of all meetings of the Board will be posted in accordance with the rules and regulations set forth in the Ralph M. Brown Act. Meetings must have a quorum of the Board or there will be no meeting.

Regular meetings: At the December meeting of each year, the Board will approve the holiday and Board meeting calendar for the following year which will be posted on the District website. Regular meetings of the Board are held on the first Monday of each month, at 5:30 p.m. with exceptions such as for holidays. The date, time and/or place of regular Board meetings may be reconsidered at any time as the Board may determine due to a change in District needs and circumstances.

Special meetings: Special meetings of the Board may be called by the Board President or by a majority of the Board, subject to the rules and regulations set forth in the Ralph M. Brown Act.

All Trustees shall be notified of the special Board meeting and the purpose or purposes for which it is called. Notice of the meeting shall be in writing, received by them at least 24 hours prior to the meeting. Notice of the meeting shall be posted on the District website and distributed to any person who has requested to receive meeting notices by serving a copy of the agenda at least 24 hours before the meeting. Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

Emergency Meetings: In the event of an emergency situation involving matters upon which prompt action is necessary, the Board may hold an emergency meeting without complying with the 24-hour notice requirement. An emergency situation means either, as determined by a majority of the Board: (1) a work stoppage, crippling activity, or other activity that severely impairs public health or safety; or (2) a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses immediate and significant peril (a dire emergency). When possible, notice shall be posted to the District website, distributed to any person who has requested to receive meeting notices, and provided to the media outlets, if deemed necessary. Actions taken during an emergency meeting shall be by roll call vote. The Board may meet in closed session if agreed to by 2/3 vote of the members present, or if less than 2/3 present, by unanimous vote. Following an emergency meeting, the minutes of the meeting, a list of persons notified or attempted to be notified of the meeting, and actions taken must be posted for ten (10) days in the District office.

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Adjourned Meetings: A majority vote of the quorum of the Board may adjourn any Board meeting at any place in the agenda to a time and place specified in the order of adjournment, except that if no quorum is present or no Trustees are present at any regular or adjourned regular meeting, the Board president or General Manager may declare the meeting adjourned to a stated time and place. Notice of the adjourned meeting shall be posted on or near the door of the meeting within 24 hours after the adjournment and the adjourned meeting shall be noticed in the same manner as a special meeting.

### **4203 Board Actions and Decisions**

Actions by the Board of Trustees include but are not limited to the following:

- a) Adoption or rejection of regulations or policies;
- b) Adoption or rejection of a resolution;
- c) Adoption or rejection of an ordinance;
- d) Approval or rejection of any contract or expenditure;
- e) Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,
- f) Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

Action can only be taken by the vote of the majority of the Board. Three (3) Trustees represent a quorum for the conduct of business. A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.

The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager. The President shall determine by consensus a Board directive and shall state it for clarification. Should any two (2) Trustees challenge the statement of the President, a voice vote may be requested.

A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

Nothing in this policy prevents the Board from providing direction to the General Manager in response to public comments or under Trustee or General Manager comments, as allowed under the Brown Act. No vote or action shall be taken.

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## **4205 Board Meeting Agenda and Materials**

Agenda preparation: The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meetings of the Board of Trustees in accordance with the Brown Act. Any Trustee may contact the General Manager and request an item to be placed on the agenda no later one week prior to the meeting.

Public requests: Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board, subject to the following conditions:

- a) The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the date of the meeting.
- b) The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."
- c) The General Manager shall determine the timing of when the item will be placed on the agenda.
- d) The public member requesting the agenda item may appeal the General Manager's decision at the next regular meeting of the Board. Any Trustee may request that the item be placed on the agenda of the Board's next regular meeting.
- e) No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.
- f) The Board may place limitations on the total time to be devoted to a public request issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting.

Agenda descriptions: All Board agendas shall include a description of each item on the agenda to be discussed, including closed session items. The General Manager shall ensure that the description gives notice to the public of the essential nature of business to be considered.

Agenda posting: Agendas for regular meetings shall be posted 72 hours in advance of the meeting and agendas for special meetings shall be posted 24 hours in advance of the meeting. The posting must occur in a place that is freely accessible to the public and on the District's website. A touch screen electronic kiosk may take the place of paper posting. The internet posting shall occur on the District's primary website homepage through a prominent, direct link to the current agenda. The agenda shall also be accessible in an open format.

Agenda packages: Staff reports and supporting materials shall be provided in advance of the Board meeting in the form of an agenda packet. When distributing agenda packages and other materials to members of the Board, those materials should be provided to all members at the same time. Agenda packages, except for closed session materials, should also be made available to the public once distributed to the Board. Additionally, staff reports are to be orally summarized at the Board meeting mentioning only significant items or changes from previous reports.

Public Participation: "Public Expression" on the Agenda is intended for public comment and participation will be normally limited to items to items not on the agenda. All other comments should be given when the agenda item is addressed by the Board. Comments may be limited to no more than 3 minutes. For regular meetings, the Board shall provide the public with an opportunity to address not only any item on the agenda but any item within the subject matter jurisdiction of the District. For special meetings, the Board shall provide the public with an opportunity to address any item on the agenda. The Board may not prohibit public criticism, but shall

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control the order of the proceedings, including placing reasonable time limits on public comment. The Board may not require members of the public to give names or sign a register as a condition of attendance or speaking.

Closed sessions: The Board may conduct a closed session during a noticed meeting for certain matters, as identified on the agenda, where it is necessary to conduct business in private. Major reasons for permissible closed sessions, as authorized by the Brown Act, include real property transactions, labor negotiations, and pending litigation. The Board shall allow public comment on any closed session item before going into closed session.

Items not on the agenda: The Board shall not discuss or take action on any item that does not appear on the posted agenda except that the Board may act on items not on the agenda to address emergency situations, subsequent need items, and hold-over items from a continued previous meeting held within the prior five days. The Board may also respond to public comments and make announcements.

### **4210 Board Meeting Conduct**

Rules of order: Meetings of the Board shall be conducted by the President in a manner consistent with the policies of the District.

Agenda timing: The placement of an item on the agenda shall not be deemed a requirement that the items proceed in any particular order. The Board President, with concurrence of a majority of the Board, may alter the order in which agenda items shall be considered for discussion and/or action by the Board.

Conduct of meetings: The following concepts shall be applied to Board meetings:

- a) The meetings shall be conducted in an open and fair manner.
- b) The public shall be given ample opportunity to participate in the meetings.
- c) Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.
- d) The meetings shall proceed in a manner that enables the Board to consider problems to be solved and make wise decisions intended to solve the problems.
- e) The Board may receive, consider and take any needed action with respect to reports of accomplishment of District operations.
- f) Noticed public hearings shall be conducted in an orderly fashion, with the Board President establishing the order of the proceedings.
- g) The Board may weigh and determine the credibility of evidence and public comment.

Public comment: Public comment on items on the agenda, and general public comment at a regular Board meeting for matters within the jurisdiction of the Board, shall be as followed:

- a) Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.
- b) The Board president may allow additional per speaker and per subject comment time when necessary for a full and fair proceeding.
- c) No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Board President, of that person's privilege of address.

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

Disruption of meetings: Willful disruption of any of the meetings of the Board shall not be permitted. If the President finds that there is willful disruption of any meeting of the Board, the President may do the following:

- a) Notify the disrupting parties to immediately stop the conduct and that they will be asked to leave the meeting if the behavior continues.
- b) If the behavior continues after notice, order the disrupting parties out of the room and conduct the Board's business without them present.
- c) In cases of extreme disruption, clear the room of all members of the public, and conduct the Board's business without them present.
- d) Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

### **4215 Brown Act Compliance – Open Meeting Requirements**

The Legislature adopted the Brown Act, commonly referred to as California's "Open Meetings Laws" in 1964. The Brown Act is contained in Government Code section 54950 et seq. The Brown Act is broadly construed, and compliance is constitutionally mandated.

All meetings of the Board shall comply with the Brown Act. Meetings occur whenever the majority of the Board meets to discuss District business. Members of the Board include newly elected and appointed officials prior to assuming office. Meetings through the use of intermediaries, serial communications, or emails are prohibited. The Board shall only take action during a properly noticed meeting. All Board meetings shall be open and freely accessible to the public, including those with disabilities.

### **4220 Minutes of Board Meetings**

The General Manager shall keep minutes of all regular and special meetings of the Board. Copies of a meeting's minutes shall be distributed to Trustees as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. An audio tape or video recording of regular and special meetings of the Board may be made and preserved according to the Brown Act. Members of the public may inspect recordings of Board meetings without charge. Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed. The motion makers, and individual votes will be recorded. A unanimous vote shall be recorded as a vote in favor by each member. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. Minutes shall not include the text of ordinances and resolutions adopted, which shall be recorded in separate volumes by the Secretary.

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

In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting;
- Trustees present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Trustees ;
- Time and name of early departing Trustees ;
- Names of Trustees absent during any agenda item upon which action was taken;
- Summary record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Record of the vote of each Trustees on every action item for which the vote was not unanimous;
- Resolutions and ordinances described as to their substantive content and sequential numbering;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- Approval of the annual budget;
- Approval of all policies, rules and/or regulations;
- Approval of all dispositions of District assets;
- Approval of all purchases of District assets; and,
- Time of meeting's adjournment.

### **4225 Review of Administrative Decisions**

The provisions of California Code of Civil Procedure §1094.6 shall be applicable to judicial review of all administrative decisions of the Board pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal. In accordance with §1094.6, the time to seek judicial relief shall be 90 days following the date in which the Board's decision becomes final. No person aggrieved by a Board decision shall be allowed to seek judicial relief unless they shall have first raised that issue before the Board and provided the Board with an opportunity to address the issue. No person aggrieved by a Board decision shall be allowed to seek judicial relief unless they shall have first exhausted all available administrative remedies made available by the District.

This policy affects those administrative decisions rendered by the Board following a proceeding at which notice and an opportunity to be heard has been provided. The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board.

Nothing in this policy shall be deemed to waive the claims filing requirements of the District when damages are being sought.



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

### **4230 Rules of Order for Conduct of Board and Committee Meetings**

Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules such as Robert's Rules of Order.

If a Trustee believes order is not being maintained or procedures are not adequate, then the Trustee should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Trustee, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

Any Trustee desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

Any Trustee, including the President, may make or second a motion. Once the motion has been made and seconded, it is open to discussion and debate. After the matter has been fully debated, and after public comment, the President will call for the vote. If the public in attendance has had an opportunity to comment on the proposed action, any Trustee may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

Secondary Motions: Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion:

- Motion to Amend: A main motion may be amended before it is voted on, either by the consent of the Trustee who moved and seconded, or by a new motion and second.
- Motion to Table: A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.
- Motion to Postpone: A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.
- Motion to Refer to Committee: A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.
- Motion to Close Debate and Vote Immediately: As provided above, any Trustee may move to close debate and immediately vote on a main motion.
- Motion to Adjourn: A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting:

- a) temporarily suspend these rules in whole or in part;
- b) amend these rules in whole or in part; or,
- c) both.

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

**STAFF REPORT**

**Agenda Item 6: Financial Policy Update**

**Monday, November 4, 2024**

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The Strategic Plan relevant priority is **Administration** through sound and sustainable management of District Finances.

**Background**

The Board approved updated Financial Policies on August 5, 2024 including the reformatting into a Policy Manual, and an additional Capital Assets Policy on September 9, 2024.

**Discussion**

At the time of approving the Financial Policies in August 2024, the Board asked the Treasurer and General Manager to review the Reserves Policy and present any suggested changes. The following suggestions are being presented for discussion. Trustees are welcome to suggest additional updates and may refer to the **attached** 2150 Reserve Policy in full.

Emergency Reserve:

Purpose: This amount is intended to be protection against catastrophic loss and to provide a cushion in the event of unexpected circumstances.

Limit: ~~25 percent of the value of fixed assets~~

**Limit: 15% of annual operating expenses**

The District has a small value of fixed assets. Linking the emergency reserve to annual expenses could be a more relevant benchmark. Below compares the current and suggested limits:

25% of fixed assets = \$37,500

15% of operating expenses = \$73,800

Water Supply Reliability Reserve:

Treasurer Bailey will lead a discussion on consideration of a methodology for setting reserve goals and how to reflect in policy.

Policy Title

Staff is also recommending changing the title from “2150 Reserve Policy” to “2150 Reserves.”

**Recommendation:**

- Move to adopt changes to Policy 2150 Reserves (stating the changes);  
or
- Or continue item to a future meeting.

**Attachments:**

- Policy 2150 Reserve Policy
- Account Balance worksheet
- Approved Fiscal Year 2024-2025 Budget

\* \* \* \*

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

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

## Policies

### 2150 Reserve Policy

The District shall maintain reserve funds from existing unrestricted funds as designated by the District's Reserve Policy. The Board of Trustees adopts policies to maintain a prudent level of financial resources and provide cost-effective, efficient public services through a stable rate structure and gradual rate increases. The District must be prepared for larger-scale regional investments that help to secure water resources within its service area and must be prepared for sudden emergencies and unexpected costs. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

- a) Fund replacement and major repairs for the District's physical assets.
- b) Fund regular replacement of computer hardware and software.
- c) Fund designated projects, programs, and/or other special uses not otherwise funded by grants or requiring additional monetary support;
- d) Fund capital improvements; and
- e) Maintain minimal operational sustainability in periods of economic uncertainty.

Use of District Reserves is limited to available "Unrestricted" Funds (not obligated by law, contract or agreement), including donations, interest earned, fees for service, or other non-grant earnings. All special use funds will be designated by formal action of the Board of Trustees. The goal of the District is to maintain reserves at a level that equals or exceeds the sum of the following components:

- a) Operating Reserve:  
Purpose: This amount is intended to mitigate funding six months of operating expenses.  
Limit: 50 percent of the annual operating expense budget.
- b) Capital Reserve:  
Purpose: This amount is intended to replace existing assets and fund future capital projects  
Limit: 15 percent of gross fixed assets as of the audit of the prior year plus 10 percent of the annual operating expense budget.
- c) Emergency Reserve:  
Purpose: This amount is intended to be protection against catastrophic loss and to provide a cushion in the event of unexpected circumstances.  
Limit: 25 percent of the value of fixed assets
- d) Water Supply Reliability Reserve:  
Purpose: Reserves set aside for the specific purpose of securing/purchasing water supply and/or infrastructure for storage or supply distribution.  
Limit: The costs associated with the District's share of these expenses could be as high as \$100 million. However, in order to initiate a prudent policy direction, the limit of this reserve shall not exceed \$20 million without further agreement on specific project participation and reserve assignment.

The District does not have a firm value to determine a contribution factor for Water Supply Reliability Reserve. Therefore, this Reserves Policy establishes that when revenue deposits exceed the account limits specified in District Policy, those exceedances will be deposited into Water Supply Reliability Reserve.

Monitoring Reserve Levels: The General Manager, in collaboration with the Treasurer, shall perform a reserve status analysis annually, to be provided to the Board of Directors' annual deliberation/approval of Budget and Reserve Funds.

Additional information may be provided to the Board of Trustees upon the occurrence of the following events:

- a) When a major change in conditions threatens the reserve levels established by this policy or calls into question the effectiveness of this policy;
- b) Upon General Manager and/or Board request.

Account Balance Worksheet

RESERVES	FY 2023/24	FY 2023/24	FY 2024/25	Amt Change
	APPROVED Budget	Actuals Projected to 6/30/24	DRAFT Budget	from previous FY Budget
Capital ( 15% of fixed assets + 10% operating expense budget)	\$ 73,670	\$ 73,670	\$ 123,000	\$ 49,330
Emergency (Emergency: 25% of fixed assets)	\$ 37,500	\$ 37,500	\$ 37,500	\$ -
Operating (Operating: 50% of operating expense budget)	\$ 255,850	\$ 255,850	\$ 246,000	\$ (9,850)
Water Supply Reliability (Remainder) (Now held in both SBMC & LAIF)	\$ 132,583	\$ 301,773	\$ 311,793	\$ 179,210
<b>RESERVES TOTALS:</b>	<b>\$ 499,603</b>	<b>\$ 668,793</b>	<b>\$ 718,293</b>	<b>\$ 218,690</b>
<b>OTHER ACCOUNTS</b>		<b>Actuals 6/30/24</b>		
SBMC Savings, general		\$ 100,081		
SBMC Checking		\$ 321,312		
<b>OTHER ACCOUNTS TOTALS:</b>		<b>\$ 421,393</b>		

**Exhibit A**  
**Mendocino County Russian River Flood Control**  
**Water Conservation Improvement District**  
**Fiscal Year 2024-2025 Budget**  
**Board Approved on June 3, 2024**

<b>REVENUE</b>	<b>Proposed</b>
Water Sales, Contracted (7,497.15 af at \$61 per af)	\$ 457,326
Property Taxes	\$ 65,000
Interest, LAIF & Savings	\$ 15,050
<b>TOTAL REVENUE</b>	<b>\$ 537,376</b>

<b>EXPENSES</b>	<b>Proposed</b>
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**Water Supply Expenses:**

Water Rights - Compliance	\$ 31,500
Water Supply Projects	\$ 162,000
Stream flow gage (USGS)	\$ 15,000
Joint Powers Authority Membership contributions	\$ 3,000
<b>Subtotal, Water Supply Expenses</b>	<b>\$ 211,500</b>

**General & Administrative Expenses:**

Consulting - General	\$ 36,000
Vehicle	\$ 2,000
Insurance	\$ 7,000
Local Agency Formation Commission (LAFCo)	\$ 1,100
Memberships (ACWA & CSDA)	\$ 6,000
Office Operating, Rent, Utilities	\$ 8,000
Training, Conferences, Associated Costs	\$ 6,000
Stipends	\$ 13,000
Property Tax Administration Fees	\$ 1,000
Election	\$ 300
Payroll	\$ 193,400
Unfunded Pension Liability	\$ 6,000
<b>Subtotal, General &amp; Administrative Expenses</b>	<b>\$ 279,800</b>

<b>TOTAL EXPENSES</b>	<b>\$ 491,300</b>
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	<b>Proposed</b>
<b>TOTAL REVENUE</b>	<b>\$ 537,376</b>
<b>less TOTAL OPERATING EXPENSES</b>	<b>\$ 491,300</b>
<b>EQUALS</b>	<b>\$ 46,076</b>

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

**STAFF REPORT**

**Agenda Item 8a: October 2024 Financial Report**

**November 4, 2024**

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Revenue

September 2024: Additional revenue not shown on previous report:  
\$275.07 interest in CA CLASS account.

October 2024: none

Expenses

September 2024 Additional expenses not shown on previous report: none

October 2024: \$27,881.97 ordinary, notably:

- \$2,946.71 for License change petition project
- \$6,355.45 for LAFCo Annexation application project  
(Note: \$5,033.75 reimbursable by Redwood Valley Water District)
- \$\$2,285.82 for Trans Basin Diversion project

Reserve

The CA CLASS account is now set up in QuickBooks though sub-accounts have not yet been determined.

Other

- Financial reports subject to change after corrections and adjustments by Accountant and Auditor.
- Reconciliations for checking and savings are up to date as of the end of September 2024. (October statements not available at time of report publishing.)
- Additional reports or information available upon request.
- Some account numbers were restructured in May 2024 for more precise reporting.

Recommendation:

- Move to accept and file the financial reports for October 2024; and

Attachments:

1. Income & Expense Report – October 2024 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– October 2024
6. Contracted Water Worksheet as of October 31, 2024

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

## Income &amp; Expense / Budget vs. Actual

October 2024

October 2024

**Ordinary Income/Expense**

<b>Income</b>	\$	-
<b>Expense</b>		
<b>Payroll Expenses</b>	\$	15,447.04
<b>Water Supply Expenses</b>		
5050 · Projects		
5056 · License Change Petition		
5056.01 · Chg Pet- Legal Counsel	\$	507.96
5056.02 · Chg Pet - Engineering	\$	2,438.75
Total 5056 · License Change Petition	\$	2,946.71
5057 · LAFCo Applications		
5057.03 · LAFCo Apps - Consultant	\$	4,800.00
5057.01 · LAFCo Apps - Legal Counsel	\$	724.20
5057.02 · LAFCo Apps - Engineering	\$	831.25
Total 5057 · LAFCo Applications	\$	6,355.45
5059 · Trans Basin Diversion		
5059.01 · TBD - Legal Counsel	\$	2,285.82
Total 5059 · Trans Basin Diversion	\$	2,285.82
Total 5050 · Projects	\$	11,587.98
<b>Total Water Supply Expenses</b>	\$	11,587.98
<b>General &amp; Administrative Exp</b>		
5120 · Vehicle	\$	112.89
5130 · Insurance		
5131 · Insurance, Liability	\$	235.49
Total 5130 · Insurance	\$	235.49
5160 · Office Operating Expenses	\$	301.27
5170 · Training & Conferences	\$	197.30
<b>Total General &amp; Administrative Exp</b>	\$	846.95
<b>Total Expense</b>	\$	27,881.97



## Mendocino County Russian River Flood Control District

## Income &amp; Expense / Budget vs. Actual

Cash Basis

July 2024 through June 2025

	Jul '24 - Jun 25	Budget
Ordinary Income/Expense		
Income		
4082 · Interest-CA CLASS	275.07	
4001 · Contract Water Sales	0.00	457,326.00
4050 · Property Taxes	0.00	65,000.00
4080 · Interest-LAIF	0.00	15,000.00
4081 · Interest-SBMC	0.00	50.00
Total Income	275.07	537,376.00
Expense		
Payroll Expenses	67,393.41	199,400.00
Water Supply Expenses		
5020 · Water Rights		
5020.01 · Annual Fees	0.00	16,000.00
5020.02 · Legal Counsel	0.00	1,500.00
5020.03 · WR Engineering	0.00	2,000.00
5020.04 · Meter Maintenance	511.43	2,000.00
5020.05 · Meter & Data Mgmt Program	1,940.51	10,000.00
Total 5020 · Water Rights	2,451.94	31,500.00
5030 · USGS, streamflow gage	7,237.50	15,000.00
5031 · JPAs		
5031.01 · IWPC	0.00	3,000.00
Total 5031 · JPAs	0.00	3,000.00
5040 · Channel Maintenance		
5040.01 · Channel Maint.-Legal	5,383.56	0.00
Total 5040 · Channel Maintenance	5,383.56	0.00
5050 · Projects		
5051 · Grants/Funding Analysis-general	0.00	5,000.00
5056 · License Change Petition		
5056.01 · Chg Pet- Legal Counsel	5,646.72	
5056.02 · Chg Pet - Engineering	2,438.75	
5056 · License Change Petition - Other	0.00	40,000.00
Total 5056 · License Change Petition	8,085.47	40,000.00
5057 · LAFCo Applications		

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

Cash Basis

July 2024 through June 2025

	Jul '24 - Jun 25	Budget
5057.01 · LAFCo Apps - Legal Counsel	5,137.23	
5057.02 · LAFCo Apps - Engineering	831.25	
5057.03 · LAFCo Apps - Consultant	10,067.50	
5057 · LAFCo Applications - Other	0.00	15,000.00
<b>Total 5057 · LAFCo Applications</b>	<b>16,035.98</b>	<b>15,000.00</b>
5058 · Demand Mgmt Pilot	0.00	2,000.00
5059 · Trans Basin Diversion		
5059.01 · TBD - Legal Counsel	3,005.43	
5059 · Trans Basin Diversion - Other	0.00	100,000.00
<b>Total 5059 · Trans Basin Diversion</b>	<b>3,005.43</b>	<b>100,000.00</b>
<b>Total 5050 · Projects</b>	<b>27,126.88</b>	<b>162,000.00</b>
<b>Total Water Supply Expenses</b>	<b>42,199.88</b>	<b>211,500.00</b>
<b>General &amp; Administrative Exp</b>		
5100 · Consulting		
5101 · Accounting	6,851.26	8,000.00
5102 · Audit	5,000.00	9,000.00
5104 · Administrative Support	2,884.70	5,000.00
5105 · Legal-General	2,055.81	10,000.00
5109 · Human Resources	0.00	2,000.00
5110 · Strategic Planning	0.00	2,000.00
<b>Total 5100 · Consulting</b>	<b>16,791.77</b>	<b>36,000.00</b>
5120 · Vehicle	443.89	2,000.00
5130 · Insurance	9,511.42	7,000.00
5140 · LAFCO Apportionment Fee	1,160.41	1,100.00
5150 · Memberships	0.00	6,000.00
5160 · Office Operating Expenses	1,936.94	3,000.00
5161 · Rent, Utilities	2,250.00	5,000.00
5170 · Training & Conferences	197.30	6,000.00
5180 · Stipends, Meetings	2,650.00	13,000.00
5190 · Property Tax Admin Fees	1,010.51	1,000.00
5200 · Election	0.00	300.00
<b>Total General &amp; Administrative Exp</b>	<b>35,952.24</b>	<b>80,400.00</b>

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

Cash Basis

July 2024 through June 2025

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	<u>Jul '24 - Jun 25</u>	<u>Budget</u>
Total Expense	<u>145,545.53</u>	<u>491,300.00</u>
Net Ordinary Income	-145,270.46	46,076.00
Other Income/Expense		
Other Expense		
5710 · Use of Capital Reserves	<u>6,019.87</u>	
Total Other Expense	<u>6,019.87</u>	
Net Other Income	<u>-6,019.87</u>	<u>0.00</u>
Net Income	<u><u>-151,290.33</u></u>	<u><u>46,076.00</u></u>

Mendocino County Russian River Flood Control District  
Profit & Loss Prev Year Comparison

Cash Basis

July 2024 through June 2025

	Jul '24 - Jun 25	Jul '23 - Jun 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
4001 · Contract Water Sales	0.00	540,241.26	-540,241.26	-100.0%
4002 · Surplus Water Sales	0.00	39,278.38	-39,278.38	-100.0%
4010 · Water Application Fee	0.00	800.00	-800.00	-100.0%
4050 · Property Taxes	0.00	69,706.11	-69,706.11	-100.0%
4080 · Interest-LAIF	0.00	20,979.74	-20,979.74	-100.0%
4081 · Interest-SBMC	0.00	111.29	-111.29	-100.0%
4082 · Interest-CA CLASS	275.07	0.00	275.07	100.0%
4100 · Other Income	0.00	-1,232.00	1,232.00	100.0%
4130 · Unrealized Gain(Loss) Invstment	0.00	5,669.02	-5,669.02	-100.0%
Total Income	275.07	675,553.80	-675,278.73	-100.0%
Expense				
Payroll Expenses				
5001 · Gross Wages	45,000.00	140,827.64	-95,827.64	-68.1%
5002 · CalPERS Employer Expense	3,541.52	11,295.93	-7,754.41	-68.7%
5003 · CalPERS Employer 457 Expense	1,350.00	3,889.33	-2,539.33	-65.3%
5004 · Health Insurance	5,677.46	15,092.09	-9,414.63	-62.4%
5005 · Medicare	734.83	2,212.82	-1,477.99	-66.8%
5006 · FICA	3,142.00	9,287.11	-6,145.11	-66.2%
5007 · CalPERS 1959 Survivor Billing	75.60	60.00	15.60	26.0%
5008 · CALPERS GASB-68 Fees	0.00	700.00	-700.00	-100.0%
5009 · Unfunded Pension Liability	7,872.00	5,506.00	2,366.00	43.0%
Total Payroll Expenses	67,393.41	188,870.92	-121,477.51	-64.3%
Water Supply Expenses				
5020 · Water Rights				
5020.01 · Annual Fees	0.00	15,144.89	-15,144.89	-100.0%
5020.02 · Legal Counsel	0.00	2,199.38	-2,199.38	-100.0%
5020.03 · WR Engineering	0.00	2,266.25	-2,266.25	-100.0%
5020.04 · Meter Maintenance	511.43	0.00	511.43	100.0%
5020.05 · Meter & Data Mgmt Program	1,940.51	13,171.60	-11,231.09	-85.3%
Total 5020 · Water Rights	2,451.94	32,782.12	-30,330.18	-92.5%
5030 · USGS, streamflow gage	7,237.50	5,912.50	1,325.00	22.4%
5031 · JPAs	0.00	75,050.00	-75,050.00	-100.0%
5040 · Channel Maintenance				
5040.01 · Channel Maint.-Legal	5,383.56	0.00	5,383.56	100.0%
Total 5040 · Channel Maintenance	5,383.56	0.00	5,383.56	100.0%
5050 · Projects				
5051 · Grants/Funding Analysis-general	0.00	6,525.00	-6,525.00	-100.0%
5054 · Addtl Water Rights	0.00	57.50	-57.50	-100.0%
5055 · RR Water Forum	0.00	2,070.08	-2,070.08	-100.0%
5056 · License Change Petition				
5056.01 · Chg Pet- Legal Counsel	5,646.72	5,970.00	-323.28	-5.4%
5056.02 · Chg Pet - Engineering	2,438.75	4,680.25	-2,241.50	-47.9%

	Jul '24 - Jun 25	Jul '23 - Jun 24	\$ Change	% Change
5056.03 · Chg Pet - Mapping	0.00	262.50	-262.50	-100.0%
Total 5056 · License Change Petition	8,085.47	10,912.75	-2,827.28	-25.9%
5057 · LAFCo Applications				
5057.01 · LAFCo Apps - Legal Counsel	5,137.23	252.45	4,884.78	1,935.0%
5057.02 · LAFCo Apps - Engineering	831.25	0.00	831.25	100.0%
5057.03 · LAFCo Apps - Consultant	10,067.50	0.00	10,067.50	100.0%
Total 5057 · LAFCo Applications	16,035.98	252.45	15,783.53	6,252.1%
5058 · Demand Mgmt Pilot	0.00	18,275.00	-18,275.00	-100.0%
5059 · Trans Basin Diversion				
5059.01 · TBD - Legal Counsel	3,005.43	22,393.12	-19,387.69	-86.6%
5059.02 · TBD- Engineering	0.00	15,257.50	-15,257.50	-100.0%
5059.03 · TBD- IWPC	0.00	50,000.00	-50,000.00	-100.0%
5059 · Trans Basin Diversion - Other	0.00	601.80	-601.80	-100.0%
Total 5059 · Trans Basin Diversion	3,005.43	88,252.42	-85,246.99	-96.6%
5060 · Coyote Valley Dam Modernization	0.00	7,000.00	-7,000.00	-100.0%
Total 5050 · Projects	27,126.88	133,345.20	-106,218.32	-79.7%
Total Water Supply Expenses	42,199.88	247,089.82	-204,889.94	-82.9%
General & Administrative Exp				
5100 · Consulting				
5101 · Accounting	6,851.26	6,834.26	17.00	0.3%
5102 · Audit	5,000.00	6,500.00	-1,500.00	-23.1%
5103 · Engineering- General	0.00	17,833.00	-17,833.00	-100.0%
5104 · Administrative Support	2,884.70	0.00	2,884.70	100.0%
5105 · Legal-General	2,055.81	7,163.64	-5,107.83	-71.3%
5109 · Human Resources	0.00	2,794.35	-2,794.35	-100.0%
Total 5100 · Consulting	16,791.77	41,125.25	-24,333.48	-59.2%
5120 · Vehicle	443.89	3,763.50	-3,319.61	-88.2%
5130 · Insurance	9,511.42	6,451.54	3,059.88	47.4%
5140 · LAFCO Apportionment Fee	1,160.41	1,100.37	60.04	5.5%
5150 · Memberships	0.00	6,019.00	-6,019.00	-100.0%
5160 · Office Operating Expenses	1,936.94	7,096.81	-5,159.87	-72.7%
5161 · Rent, Utilities	2,250.00	4,500.00	-2,250.00	-50.0%
5170 · Training & Conferences	197.30	5,421.07	-5,223.77	-96.4%
5180 · Stipends, Meetings	2,650.00	5,465.25	-2,815.25	-51.5%
5190 · Property Tax Admin Fees	1,010.51	0.00	1,010.51	100.0%
5299 · Miscellaneous Expense (Revenue)	0.00	-328.30	328.30	100.0%
Total General & Administrative Exp	35,952.24	80,614.49	-44,662.25	-55.4%
Total Expense	145,545.53	516,575.23	-371,029.70	-71.8%
Net Ordinary Income	-145,270.46	158,978.57	-304,249.03	-191.4%

	<u>Jul '24 - Jun 25</u>	<u>Jul '23 - Jun 24</u>	<u>\$ Change</u>	<u>% Change</u>
Other Income/Expense				
Other Expense				
5700 · Use of Wtr Reliability Reserve	0.00	76,700.00	-76,700.00	-100.0%
5710 · Use of Capital Reserves	6,019.87	14,383.53	-8,363.66	-58.2%
Total Other Expense	6,019.87	91,083.53	-85,063.66	-93.4%
Net Other Income	-6,019.87	-91,083.53	85,063.66	93.4%
Net Income	<u>-151,290.33</u>	<u>67,895.04</u>	<u>-219,185.37</u>	<u>-322.8%</u>

Mendocino County Russian River Flood Control District  
Balance Sheet Prev Year Comparison

Cash Basis

As of June 30, 2025

	Jun 30, 25	Jun 30, 24	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1020 · CA CLASS	250,275.07	0.00	250,275.07	100.0%
1000 · SBMC Checking	143,340.33	323,108.31	-179,767.98	-55.6%
1001 · SBMC Savings				
1001.02 · Savings Water Reliability Fund	-49,859.77	150,140.23	-200,000.00	-133.2%
1001.01 · General Savings	100,000.00	100,000.00	0.00	0.0%
1001 · SBMC Savings - Other	81.55	81.55	0.00	0.0%
Total 1001 · SBMC Savings	50,221.78	250,221.78	-200,000.00	-79.9%
1010 · LAIF				
1011 · Capital Reserve	70,000.00	73,670.00	-3,670.00	-5.0%
1012 · Emergency Reserve	37,000.00	37,500.00	-500.00	-1.3%
1013 · Operating Reserve	250,000.00	255,850.00	-5,850.00	-2.3%
1014 · Water Reliability Reserve	161,652.92	151,632.92	10,020.00	6.6%
1010 · LAIF - Other	5,851.95	0.00	5,851.95	100.0%
Total 1010 · LAIF	524,504.87	518,652.92	5,851.95	1.1%
1019 · LAIF - Fair Market Value	-1,910.70	-1,910.70	0.00	0.0%
Total Checking/Savings	966,431.35	1,090,072.31	-123,640.96	-11.3%
Accounts Receivable				
1200 · Accounts Receivable	-5.00	-5.00	0.00	0.0%
Total Accounts Receivable	-5.00	-5.00	0.00	0.0%
Other Current Assets	0.00	14,979.75	-14,979.75	-100.0%
Total Current Assets	966,426.35	1,105,047.06	-138,620.71	-12.5%
Fixed Assets				
1401 · Meters & Vehicles	130,254.56	147,783.80	-17,529.24	-11.9%
1499 · Accumulated Depreciation	-100,358.05	-100,358.05	0.00	0.0%
Total Fixed Assets	29,896.51	47,425.75	-17,529.24	-37.0%
Other Assets				
1600 · Deferred Outflows	46,819.00	46,819.00	0.00	0.0%
Total Other Assets	46,819.00	46,819.00	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>1,043,141.86</b>	<b>1,199,291.81</b>	<b>-156,149.95</b>	<b>-13.0%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				

Mendocino County Russian River Flood Control District  
Balance Sheet Prev Year Comparison

Cash Basis

As of June 30, 2025

	Jun 30, 25	Jun 30, 24	\$ Change	% Change
Current Liabilities				
Other Current Liabilities				
2010 · Accrued Expenses	0.00	827.87	-827.87	-100.0%
2030 · Vacation/Sick Accrual	31,108.41	31,108.41	0.00	0.0%
2050 · Payroll Liabilities				
2057.1 · CalPERS 457 Pretax, Employer Lb	0.00	168.75	-168.75	-100.0%
2051 · Federal Withholding	0.00	657.00	-657.00	-100.0%
2052 · State Withholding CA	0.00	342.10	-342.10	-100.0%
2053 · FICA	0.00	806.38	-806.38	-100.0%
2054 · Medicare	0.00	188.58	-188.58	-100.0%
2055 · ER PERS Payable	933.53	1,365.53	-432.00	-31.6%
2056 · EE PERS Payable	873.50	1,309.44	-435.94	-33.3%
2058 · 1959 Survivor Benefits (Liab)	0.00	1.00	-1.00	-100.0%
2050 · Payroll Liabilities - Other	0.00	1,000.00	-1,000.00	-100.0%
Total 2050 · Payroll Liabilities	1,807.03	5,838.78	-4,031.75	-69.1%
Total Other Current Liabilities	32,915.44	37,775.06	-4,859.62	-12.9%
Total Current Liabilities	32,915.44	37,775.06	-4,859.62	-12.9%
Long Term Liabilities				
2600 · Deferred Inflows	2,265.00	2,265.00	0.00	0.0%
2700 · Net Pension Liability	59,381.00	59,381.00	0.00	0.0%
Total Long Term Liabilities	61,646.00	61,646.00	0.00	0.0%
Total Liabilities	94,561.44	99,421.06	-4,859.62	-4.9%
Equity				
3000 · Opening Bal Equity	541,116.95	541,116.95	0.00	0.0%
3001 · Retained Earnings	558,753.80	490,858.76	67,895.04	13.8%
Net Income	-151,290.33	67,895.04	-219,185.37	-322.8%
Total Equity	948,580.42	1,099,870.75	-151,290.33	-13.8%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,043,141.86</b>	<b>1,199,291.81</b>	<b>-156,149.95</b>	<b>-13.0%</b>



Mendocino County Russian River Flood Control District  
Monthly Payment Detail

Cash Basis

As of October 31, 2024

Date	Name	Memo	Paid Amount
1000 · SBMC Checking			
10/08/2024	Balance Hydrologics	invoice 222029-0924	-3,270.00
10/08/2024	CalPERS	GASB-68 annual	-700.00
10/09/2024	Cardmember Service	Credit card 8/14-9/12-24	-396.96
10/08/2024	Herum/Crabtree/Suntag	Legal Counsel September service dates	-3,517.98
10/08/2024	Intuit	Monthly payroll subscription	-6.00
10/07/2024	LACO	Inv#53447 RRFC RVCWD Annexation, \$4,800	-4,800.00
10/28/2024	Special District Risk Management	Invoices #77611, Member # 6950, Program year 2024-25	-235.49
10/15/2024	Team Mobile	Monthly cell phone service	-208.50
Total 1000 · SBMC Checking			-13,134.93
TOTAL			-13,134.93

## Project Water Worksheet as of October 31, 2024

*(No contract changes from previous report)*

Current 2024 totals  
in Acre Feet

<b>Project Water Licensed to MC RRFC &amp; WCID:</b>	<b>7940</b>
<b>Contracted Non-Retail Suppliers:</b>	<b>4972</b>
<b>Contracted Retail Suppliers:</b>	<b>2305.15</b>
Calpella CWD	85
Henry Station Mutual Water Co	8
Hopland PUD	222
Millview CWD - All Use	1171.15
Rogina Water	200
River Estates Mutual Water Company	26
Willow CWD - All Use	593
<b>Contracted Retail Suppliers Total:</b>	<b>2305.15</b>
<b>Contracted Total:</b>	<b>7277.15</b>
<b>Current Uncontracted Water Supply for 2024:</b>	<b>662.85</b>

### Redwood Valley County Water District 2024 Surplus Use Totals:

Month	Water used in 2023, in acre feet	Water diverted, in acre feet	Remaining AF Available in 2024 only
Jan 2024	0.00	13.89	
Feb 2024	0.00	0.00	
Mar 2024	0.00	14.46	
Apr 2024	31.60	59.75	
May 2024	42.72	46.47	
June 2024	94.48	116.91	
July 2024	173.04	265.15	
Aug 2024	174.10	179.06	
Sept 2024	81.91	117.76	
Oct 2024	37.54		
Nov 2024	25.46		
Dec 2024	16.13		
<b>Totals:</b>	<b>676.98</b>	<b>813.45</b>	

Surplus water <b>OFFERED FOR TRANSFER</b> from customers in 2024:	363.00
Surplus water <b>ACTUALLY TRANSFERED</b> from customers in 2024:	150.60

**Total available Surplus for Redwood Valley in 2024: 1025.85**

Note: additional available surplus water can be made available.

5 **DRAFT MINUTES**

6 **Regular Meeting of October 7, 2024**  
7 **At District Office: 304 N. State Street, Ukiah, CA 95482**

8 **1. Roll Call**

9 President Watt called the meeting to order at 5:38 PM.

10 Trustees Present: Christopher Watt, President  
11 Tyler Rodrigue, Vice President  
12 John Bailey, Treasurer  
13 John Reardan, Trustee  
14 Dave Koball, Trustee

15 Staff: Elizabeth Salomone, General Manager  
16 Jeanne Zolezzi, Legal Counsel

17  
18  
19  
20 **2. Approval of Agenda**

21 Vice President Rodrigue moved to approve the agenda. Trustee Reardan seconded the motion. The motion  
22 was approved by the following vote:

23 Ayes: 5 (Koball, Reardan, Bailey, Rodrigue, Watt)

24  
25 **3. Public Expression: None.**

26  
27 **CLOSED SESSION**

28 **4. Conference with Real Property Negotiators (Gov. Code § 54956.8)**

29 *Property:* Potter Valley Project | *Agency negotiator:* General Manager, General Counsel, Board Members  
30 *Negotiating parties:* Agency, Inland Water & Power Agency, PG&E | *Under negotiation:* Purchasing Entity

31  
32 The Board entered closed session with legal counsel at 5:40 PM.  
33 The Board returned to open public session at 6:21 PM.  
34 President Watt reported out that no reportable action was taken.

35  
36 **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

37 **5. Mendocino County Inland Water & Power Commission Update on U.S. Army Corps of Engineers**  
38 **Feasibility Study for Coyote Dam Modernizations**

39  
40 Trustees Reardan and Koball reported on the IWPC special consultant’s presentation. The Commission did not  
41 discuss, make any decisions, or provide direction to staff or to Commissioners to take back to member agencies.

42  
43 **6. Board and Board Meeting Policy Update**

44 Item was forwarded to the next meeting due to time constraints.

45  
46 **7. Financial Policy Updates**

47 Item was forwarded to the next meeting due to time constraints.

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**REGULAR BUSINESS, INFORMATION, AND REPORT ITEMS**

**8. Water Supply Conditions Update**

GM presented the report.

**9. Consent Calendar**

- a) Acceptance of the September 2024 Financial Reports & Approval of Savings Account Closure
- b) Approval of September 9, 2024 Regular Board Meeting minutes

Treasurer Bailey moved to approve the consent calendar. Vice President Rodrigue seconded the motion. The motion was approved by the following vote:

Ayes: 5 (Koball, Reardan, Rodrigue, Bailey, Watt)

**10. Trustee & Committee Reports**

*LAFCo MSR/SOI & Annexation Ad Hoc:* The Ad Hoc Committee of Reardan and Watt met with the Redwood Valley Water District Ad Hoc to discuss consultant LACO proposal. Further analysis of the development and/or updating of metes and bounds description is being undertaken.

*Treasurer Bailey* reported working with GM Salomone on the reserve policy update.

**11. General Manager Report & Correspondence**

GM presented report.

**12. Direction on Future Agenda Items**

Forwarded items. Report back from Mendocino County Inland Water & Power Commission including member contribution updates to inform District future rate setting.

**ADJOURNMENT**

Trustee Reardan moved to adjourn the meeting at 6:53 PM. Vice President Rodrigue seconded the motion. The motion was approved by the following vote:

Ayes: 5 (Koball, Reardan, Rodrigue, Bailey, Watt)

***APPROVED by Board of Trustees on November 4, 2024***

\_\_\_\_\_  
President of the Board of Trustees

\_\_\_\_\_  
Secretary of the Board of Trustees

<b>President</b>	<b>Vice President</b>	<b>Treasurer</b>	<b>Trustee</b>	<b>Trustee</b>
<i>Christopher Watt</i>	<i>Tyler Rodrigue</i>	<i>John Bailey</i>	<i>John Reardan</i>	<i>Dave Koball</i>

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

## **General Manager's Report for October 2024**

*Presented at Regular Meeting of Monday, November 4, 2024*

**Priority 1: Security ~ Ensure reliable, resilient, and available sources of water.**

(1: Improved river & reservoir operations. 2: Fair & reliable inter-basin. 3: Expanded water sources. 4: Increased storage capacity)

**1-Russian River Flows:** The State Water Resources Control Board Order approving Sonoma Water's April 2024 temporary urgency change petitions expired October 15<sup>th</sup> and the new order has not yet been approved. Minimum instream flows on the Upper Russian River increased from 125 cubic feet per second (cfs) to 150 cfs and on the Lower Russian River from 70 cfs to 125 cfs. For more information:

<https://www.sonomawater.org/tucp>

**2-Eel River Flows:** The Federal Energy Resources Commission (FERC) approved the 2024 Flow Variance submitted by PG&E in late June 2024. As of October 1, 2024, the Potter Valley Project 2024 Flow Variance ended when Lake Pillsbury storage exceeded 36,000 acre feet threshold following (per the exit clause in the variance). Minimum instream flows in the East Branch Russian River increased from 5 cfs to 35 cfs.

**2-PG&E Potter Valley Project Long Term Flow Variance/License Amendment:** In July 2023, PG&E filed a request for a long term flow variance however, FERC responded several months later that the request constitutes a license amendment – a different administrative process. In September 2024, The State Water Board sent a letter to FERC urging PG&E contact them for further work on the amendment application. See:

<https://rrfc.specialdistrict.org/potter-valley-project-license-amendment>

**Priority 2: Collaboration ~ Work with partners to achieve aligned goals for a common benefit.**

(1: Trusted relationships with community partners for regional water security. 2: Improved diversity, equity, and inclusion in the stewardship of water resources. 3: Expanded relationships with non-traditional partners and stakeholders in pursuit of enhanced Environmental Stewardship.)

**1-Local Agency Formation Commission (LAFCo):** A draft Municipal Service Review (MSR) and Sphere of Influence Update (SOI) prepared by the GM was sent to LAFCo in September. It is expected that an annexation application will be filed to coincide with the MSR/SOI update. This District and the Redwood Valley County Water District have both formed Ad Hoc Committees to support the application development and liaise with LACO, the consultants preparing the application. The current focus is work on the required written boundary descriptions and analyzing potential annexation areas. For more information:

<https://rrfc.specialdistrict.org/lafco-msr-soi-update-annexation-application-2024>

**1-Groundwater Sustainability Agency (GSA):** The GSA Board held a meeting on October 10, 2024. The Board received a presentation from GSA member City of Ukiah regarding the proposal to transition GSA staffing from a consultant to the City. The Board approved an expanded scope for consultants working on the Well Inventory Study. The GSA was awarded \$1,359,000 by CA Fish and Wildlife for the Upper Russian River Groundwater Dependent Ecosystem and Interconnected Surface Water Study. The project will study surface water-groundwater interconnection and groundwater-dependent ecosystems that support Chinook salmon and steelhead in the upper Russian River and its tributaries. The Board directed staff to prepare a Request for Proposals. An update was provided on the implementation of the rates and fees. Several Board members volunteered to assist with public inquiries. For more information on the meeting:

<https://mendofever.com/2024/10/27/ukiah-set-to-take-over-groundwater-agency-promising-40-cost-savings/>

*(Continued...)*

**Priority 3: Advocacy ~ Influence outreach, education, funding, regulation, and legislation in support of equitable water resource stewardship.**

(1: Improved public awareness and understanding of the importance of water issues. 2: State and Federal governmental policy and funding support for the region.)

**2-Congressmember Huffman’s Office:** Upon invitation GM attended a roundtable with Congressman Huffman’s staff to discuss local water issues hosted by CSDA. Topics included a “two basin solution” in the future of the trans basin diversion, Coyote Valley Dam modernization, and continued support and funding for the Russian River watershed to adapt to the expected changes in water supply.

**Priority 4: Use ~ Ensure effective and beneficial use of water as a public resource.**

(1: Maximum beneficial use of water under District water right license. 2: Strategic use of water by customers.)

**1-Water Year 2024 Reporting:** Meters are being downloaded by staff, data shared with customers, and project is on track to meet State Water Board deadlines.

**Priority 5: Administration ~ Foster sustainable leadership and management of agency resources.**

(1: Capable and high quality executive leadership. 2: Engaged, diverse, and knowledgeable Board leadership. 3: Effective systems and human resources to execute the strategic plan. 4: Sound and sustainable management of District finances.)

**1: Executive Leadership:** Attended: (1) Legal training: “General Counsel Roles and Responsibilities Part 2 – Who is the Client?” (2) SWRCB staff workshop on Flood Diversions for Groundwater Recharge. (3) California Water Data Consortium Town Hall introducing the new CEO Robyn Grimm (4) PPIC’s Statewide Survey webinar Californians and Their Government. (5) A Legal Tune-Up to Help You Stay in Peak Legal Shape by CSDA.

**2- Trustee Election:** The County of Mendocino confirmed new terms for Rodrigue and Koball starting December 6, 2024 for 4 years.

**Community Meetings**

**Note: District Board members and GM will no longer be attending all community meetings and reporting here. Please contact the individual organizations for more information on public meetings and updates.**

**Ukiah Valley Water Authority (UVWA) (10/1/24):** Staff briefed Executive Water Committee on the revised and restated Joint Powers Authority (JPA) Agreement to address additional members, wastewater, and rates. Willow Water District did vote to join the UVWA JPA in September. Communications went out to inform water district customers on the billing and service changes. More information:

<https://mendofever.com/2024/10/14/ukiah-valley-water-authority-pushes-forward-with-district-integration/>

**City of Ukiah (10/2/24):** Staff presented Item F: Consideration of Execution of Amended and Restated Joint Exercise of Powers Agreement for the Ukiah Valley Water Authority and Reaffirm the Continued Appointment of Vice-Mayor Crane and Councilmember Orozco as the Two Representatives to the Ukiah Valley Water Authority. The amendment includes provisions for Willow Water to joining the JPA and adding sewer services to potentially accommodate additional members Calpella Water District and the Sanitation District. The Council approved the item.

(Continued...)

**Mendocino County Inland Water & Power Commission (10/10/24):** A closed session with no reportable action was held. Member updates included a report of the progress on the Ukiah Valley Water Authority consolidation of services, an update was provided on the October Groundwater Sustainability Agency Board meeting, and a progress report on the RRFC Annexation of mostly the Redwood Valley area. Chair Pauli reported that ‘the partnership’ continues to meet with PG&E on a weekly basis. PG&E must publish the license surrender plan public draft by January 2025 and submitted by July 2025 file the final license surrender plan to the Federal Energy Regulatory Commission (FERC.) Discussions continue regarding timing of building the new diversion facility with the decommissioning of Scott Dam and Van Arsdale Dam, the expected flows from Eel to Russian River under the run-of-the-river diversion, permitting, and funding. Pauli also reported on the 2024 Flow Variance which has now ended. No update on the Eel Russian Project Authority, though negotiations on how an entity will own, operate, and maintain a diversion will begin at some point. Regarding IWPC funding, an IWPC special workshop meeting has been discussed to assess financial needs for the continued work of IWPC attorneys and consultants. Pauli thanked the City of Ukiah for supporting marketing efforts including a revamp of the website. IWPC asked the Army Corp of Engineers for an extension signing the cost share agreement for Coyote Valley Dam modernization feasibility study and has kept Congressman Huffman’s office updated on the process.

\* \* \* \*

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