



Redwood Valley County Water District

Post Office Box 399 • Redwood Valley, CA 95470 • (707) 485-0679

AGENDA BOARD OF DIRECTORS

Regular Meeting

Time: 6:00 p.m.

Date: Thursday, July 21, 2016

Location: District Office, 2370 Webb Ranch Road, Redwood Valley, California.

Expected Guests:

- *All items listed below are considered action items unless otherwise noted.*
- *The items listed below are numbered for convenience only and may not necessarily be heard in this order.*

1. Roll Call.

2. Hearing of comments or questions from the attending public.

See end of Agenda for information regarding public comments.

3. Consider hearing of urgent items received since the Agenda was posted.

See end of Agenda for information regarding the hearing of urgent items.

4. Acceptance of Agenda.

5. Approval of Consent Calendar.

- a. Financial Statement.
- b.-1. Bills Paid since those approved at last Meeting.
- b.-2. Bills Paid as approved at previous Meeting.
- c. Bills Payable.
- d. District Activity.

6. Approval of Minutes as presented.

7. Action Items.

1. Cesar Toxqui Winery-Place holder for possible action.
2. Management Contract with Millview-Discussion and possible approval of Amendment 1 to Management Contract with Millview.
3. General Manager Salary Increase-Discussion and possible approval of salary increase for GM.
4. Water Sale to Calpella – Review and possible approval of charge for water supply to Calpella.
5. Budget- Review and possible approval of 2016-17 Budget.

BOARD OF DIRECTORS

*Granville Pool
Pamela Ricetti
Ken Todd
Jeff Basili
Marvin Talso*

8. General Manager's Report and Action Items.
 - A. District Operations.
 - B. District Consolidation.
 - C. Watershed Sanitary Survey.
9. Financial Report.
 - a. Discussion and possible action.
10. JPA - Upper Russian River Water Agency
 - a. Report of attendance at JPA Meetings.
 - b. Consider any correspondence concerning the JPA.
 - c. Discussion and possible action on JPA topics.
11. Local Agency Formation Commission of Mendocino County – LAFCO.
 - a. Discussion and possible action on LAFCO topics.
12. M. C. Inland Water & Power Commission.
 - a. Report of attendance at IW&PC Meetings.
 - b. Consider any correspondence concerning the IW&PC.
 - c. Discussion and possible action on IW&PC topics.
13. Mendocino County Russian River Flood Control & Water Conservation Improvement District.
 - a. Report of attendance at MCRRFC&WCID meetings.
 - b. Consider any correspondence concerning the MCRRFC&WCID.
 - c. Discussion and possible action on Flood Control District topics.
14. Sonoma County Water Agency.
 - a. Consider any correspondence or reports concerning the Sonoma County Water Agency.
 - b. Discussion and possible action.
15. Report of attendance at agency meetings, i.e. City of Ukiah, County Board of Supervisors, other Special District's, County of Mendocino departments, or other entity not listed separately herein.
16. State Water Resources Control Board.
 - a. Updates and possible action.
17. Status report of Place of Use issues.
 - a. Updates and possible action.
18. Status report of 2800 acre-feet Storage Right.
 - a. Updates and possible action.
19. Consider attendance at seminars, training events, conferences as received since last Meeting.

POSTED: 7/15/16

Public Comments

Comments will be limited to matters under this District's jurisdiction that are not on the posted agenda and items that have not been previously considered by the Board of Directors. Comments on a matter not on the agenda are limited to three (3) minutes per person and not more than ten (10) minutes for a particular subject. No action will be taken. Individuals wishing to address the Board are welcome to do so throughout the Meeting.

Urgent Items

In accordance with Section 54954.2 (b)(2) of the Government Code Brown Act, Two-thirds Vote Required for Action Items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after the Agenda was posted.)

ADA Compliance

The Redwood Valley County Water District complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. To assist us in better understanding your request, please notify the District Office no less than 3 working days in advance of the meeting by calling (707) 485-0679.

AGENDA ITEM NO. 5

July 21, 2016

REDWOOD VALLEY COUNTY WATER DISTRICT

CONSENT CALENDAR - CONTENTS

- a. Financial Statements.
- b-1) Bills Paid during June 2016 & submitted for Board approval.
- b-2) Bills Paid as approved.
- c. Bills Payable.
- d. Report of District Activity.

CONSENT CALENDAR a.

FINANCIAL STATEMENT

Totals Reported are as of June 30, 2016
Unless otherwise noted

1. LIST OF BILLS PAID

(See Consent Calendar b-1, next page) b-1. During June 2016 \$86,018.21

2. IRRIGATION WATER SALES

	<u>Month</u>	<u>Sales (Billed)</u>	<u>Sales (Billed)</u> <u>Same period last year</u>	<u>Acre-Feet</u>	<u>Payments Rec'd</u>
Monthly	6/2016	\$ 22,814.66	\$ 39,951.50	81.37	\$ 17,972.59
Calendar Y-T-D	6/2016	\$102,238.68	\$155,546.56	172.78	\$104,515.53
Fiscal Y-T-D	6/2016	\$256,937.17	\$249,304.38	551.10	\$258,881.51

3. DOMESTIC WATER SALES

	<u>Month</u>	<u>Sales (Billed)</u>	<u>Sales (Billed)</u> <u>Same period last year</u>	<u>Gallons</u>	<u>Acre-Feet</u>	<u>Payments Rec'd</u>
Monthly	6/2016	\$ 69,510.29	\$ 62,168.64	9,776,481	30.0	\$ 65,665.92
Calendar Y-T-D	6/2016	\$344,788.01	\$343,190.72	42,872,331	140.77	\$357,722.86
Fiscal Y-T-D	6/2016	\$704,275.01	\$680,834.36	89,014,417	282.17	\$726,780.87

6/2016 Fees	\$ 25.00	Return Check Fees, Domestic
	1,185.00	Late Notice Fees, Domestic
	480.00	Doorhanger Fees, Domestic
	150.00	Reconnect Fees, Domestic
	1,005.00	Admin. Fees, Backflow Prevention Program, Domestic
		Late Notice Fees, Irrigation
	60.00	Doorhanger Fees, Irrigation
		Reconnect Fees, Irrigation
6/2016 Total Fees Billed	\$2,905.00	

4. STATEMENT OF CHECKBOOK BALANCE

As of June 30, 2016 \$170,608.19

5. STATEMENT - MONEY MARKET ACCOUNT

<u>Account Name</u>	<u>Current Balance</u>
Bureau of Reclamation Water Development Fund:	\$169,540.40
	<u>20.85 Interest</u>
	\$169,561.25

6. STATEMENT - MONEY MARKET ACCOUNT

Water Payment Account	\$71,720.50
	<u>8.82 Interest</u>
	\$71,729.32

7. STATEMENT - Local Agency Investment Fund:

Current Balance

\$723,889.64 Fund for storage of #17593 water

8. STATEMENT - MONEY MARKET ACCOUNT

Sinking Fund (Depreciation Account)	\$22,290.30
	<u>.91 Interest</u>
	\$22,291.21

*The depreciation fund (Sinking Fund) is only accumulated monthly on the Financial Report. To date it is \$1,070,400.00.

Total of usable Balances shown above:	Regular Checking Account/Checkbook Balance:	\$170,608.19
	Bureau of Reclamation Water Development Fund:	\$169,561.25
	Local Agency Investment Fund:	\$ 71,729.32
	Money Market Water Payment Account Fund:	\$723,889.64
	Money Market sinking Fund:	\$ 22,291.21
	Less Tenant Deposits:	(18,223.51)
	Total:	\$1,139,856.10

CONSENT CALENDAR b-1.

July 21, 2016

List of Bills Paid since those approved at last Meeting
& Submitted for Board Approval:

\$80,977.53 General Expense
315.68 Customer Deposits
4,725.00 Backflow tests (reimbursed by customers)
\$86,018.21

NET PAYROLL: \$7,773.46

PAYROLL TAXES: \$3,451.07

HOLDING ACCOUNT FOR DIRECT DEPOSIT PAYROLL & TAXES: \$11,224.53

1. RVCWD Payroll Account
\$5,615.55
Deposit for payroll & taxes for 6/10/16 pay date
2. RVCWD Payroll Account
\$5,608.98
Deposit for payroll & taxes for 6/24/16 pay date

ICMA Retirement Trust, Contribution, Deferred Comp. Plan, \$1,346.16, 6/10/16 Pay date
ICMA Retirement Trust, Contribution, Deferred Comp. Plan, \$1,346.16, 6/24/16 Pay date

INSURANCE: \$3,620.60

1. #11661: State Compensation Insurance Fund
\$917.63
Monthly Premium, June 2016
2. #11666: ACWA /JPIA
\$2,702.97
Health, Dental, Vision Premium, life, E.A.P., July 2016

GENERAL OFFICE: \$1,618.56

1. #11664: U. S. Bank Corporate Payment Systems (Cal Card)
\$359.06
10 rolls of postage stamps, cookies for two board meetings
2. #11668: Postmaster
\$317.81
Postage for presort for Domestic bills, May reads 2016

3. #11671: Core Utilities
\$720.00
Get CORE billing working for windows 10 on 5/23/16 (both computers), check server
Paul logged in remotely for network issues
4. #11680: Ricoh, USA, Inc.
\$45.00
Cartridge (2) for copier
5. #11681: Ricoh, USA, Inc.
\$16.53
Additional images, May 2016
6. #11694: Ricoh
\$160.16
Copier rental, 7/4-8/3/16

TRANSPORTATION: \$255.94

1. #11664: U. S. Bank Corporate Payment Systems (Cal Card)
\$16.18
Fuel for Honda
2. #11673: R. V. Gas Station & country Store, LLC
\$239.76
Fuel for District vehicles

COMMUNICATIONS: \$379.75

1. #11670: Tri-Cities Answering Svc & Call Ctr, Inc.
\$257.36
Answering service, June 2016
2. #11691: AT&T
\$122.39
Monthly service, 6/10-7/9/16
Calls 4/25-5/24/16

UTILITIES: \$15,587.45

1. #11702: Pacific Gas & Electric Company
\$12,416.57
Booster Pump – Tomki Road, \$104.53
East Road, \$885.68
Master Valve @ Vault, \$12.83
Central Ave Intertie, \$2,033.33
Lake Mendocino Pump Station, \$9,380.20
2. #11682: Macquarie Holdings (U.S.A.) Inc.
\$3,170.88
Solar power, May 2016

13. #11686: Millview County Water District
\$6,519.07
Water purchase, 4/27-5/27/16
14. #11687: Calpella County Water District
\$2,087.40
Water transfer 4/28-5/27/16
15. #11688: Willow County Water District
\$19,053.82
Labor field per service contract
16. #11692: Platt
\$10.67
Blank cvr (2)
17. #11695: BFMC
\$826.95
Cardstock for billing (the previous check last month was voided because they charged the wrong amount)
18. #11696 Hach Company
\$1,595.70
Lab supplies-electrode, soaker bottle, formazin turb std, buffer solution kit, photocell assembly, assembly cable, ph storage soln
19. #11697: McMaster-Carr Supply Co.
\$942.77
Calibration column, valve needles (16, check valves (4), tube fittings (9), brass tube fittings (6)
20. #11698: Cash
\$164.87
Reimburse petty cash (towing for Honda, training Economic Outlook, toilet paper, customer refund)
21. #11699: Postmaster
\$497.20
Presort mailings for CCR's
22. #11700: Postmaster
\$500.00
Deposit on file for presort mailings
23. #11701: Pace Supply Corp.
\$55.32
Brass bushing, galv ell (10)
24. #11675: #11676: #11677: #11689: #11690: Various Customers
\$315.68
Refunds on Deposits

CONSENT CALENDAR. C

District Activity, June 2016

Monthly Report of Total Water Pumped during
as reported to Flood Control District 132.27 A.F.

Leaks repaired: 6/23/16 Domestic repair @ Oak Pond Court

1. Cesar Toxqui Winery. I have not yet received an update on the request to increase the size of the existing service on North State Street. This is a place hold for possible action.
2. Management Contract with Millview. I have verbal approval for an increase in the contract amount from Millview's Board. They have agreed to pay 2/3 of a \$20,000 annual increase to the contract. **Discussion and possible approval of Amendment 1 to Management Contract with Millview.**
3. General Manager Salary increase. The Board previously discussed a salary increase for GM duties subject to participation by Millview. **Discussion and possible approval of salary increase for GM.**
4. Water Sale to Calpella. During the brief period of County construction on the Moore Street Bridge, RV will be supplying water to a portion of Calpella east of the bridge. It should be a relatively small amount of water (1-3 AF?) for a short period of time. I suggest we simply charge Calpella the same cost as they are currently paying Millview rather than analyze the cost of the water. That cost is \$885 AF which is based on surface water from Millview's treatment plant. **Discussion and possible approval of charge for water supply to Calpella.**
5. Budget. **Review and possible approval of 2016-17 Budget.** Although this is a balanced budget, we cannot fully fund depreciation this year. Water sales will be up slightly compared to last year, but they are still down overall compared to pre drought years. At our current lower rate of sales we are actually in better compliance with the overall goal of water use reduction mandated by the State of California. The intent of beginning to fully fund depreciation, started more than five year years ago, was to use depreciation as an indicator of true fiscal status. The inability to fully fund depreciation, much less the inability of develop a capital improvement funds, is a strong indicator that we need to review rates and capacity fees in the near future.

REDWOOD VALLEY COUNTY WATER DISTRICT
GENERAL MANAGER'S REPORT
JULY 21, 2016

AGENDA ITEM NO. 8

- A. District Operations. The district is operating well with no particular problems to report. We are having our usual summer rush of minor leaks. I don't know why but it seems every summer we have more. We turned the RV treatment plant back on 7/5. A couple of months ago we finished the bypass that allows the treatment plant to re-cycle water through the storage reservoir in order to work on the treatment plant. That worked really well and gives the ability to run the treatment plant in intervals without creating a problem. We started it up because we were not quite keeping up with demand. We were close but would not have been able to recover from a sudden high spike in use, or a major demand like a line break or fire. The two by-passes operated essentially non-stop during June, producing slightly more than the design capacity of 300 gpm. In addition, the county is requesting that we shut down the Moore Street Bridge from Calpella starting August 1. That line feeds approximately 100 gpm into RV so we need to replace that volume as well as feeding water into Calpella for the duration of the repairs. In addition to the Millview water, we intermittently receive 10-20 gpm output from the Calpella well across from H&W. This well is high in iron and manganese and has contributed to some colored water complaints. Now that the treatment plant is back on we are no longer getting the complaints. In late June we did our 5 year insurance inspection of all of our facilities. I have not received the report yet but nothing was brought to my attention as needing immediate work.
- B. District Consolidation. We continue to work toward consolidation of the work force. The one new employee at Willow is working out well. Dave is busy doing employee evaluations and sorting out what roles need to be filled. We are definitely aware that we need to review wages to remain competitive and retain employees as we move forward. We plan to start consolidating the business offices soon after the Aug 2 audit. We may delay for a month or two due to a personal issue for one of the employees but plan to have the move completed before the end of the year.
- C. Watershed Sanitary Survey. We are required to complete a watershed sanitary survey every five years. This year, rather than have the City put it out to bid; Redwood is taking the lead so we can do an informal bid. I have selected Luhdorff & Scalmanini, the primary hydrologists for Millview. It is not only considerably cheaper than last time (\$20K v. \$35K) but we have consulted with DDW to actually just upgrade the study in five years rather than start over with a new study. We share this project with Millview and the City so our share should be somewhere around \$6K.

Exhibit B
INITIAL STATEMENT OF FEES AND CHARGES
Amendment 1: _____ / _____ / 2016

The charge to MILLVIEW for the services of a GENERAL MANAGER provided by REDWOOD shall be \$91,333 (ninety one thousand, three hundred thirty three dollars) per YEAR as calculated by REDWOOD.

This AMENDMENT 1 reflects an increase from the GENERAL MANAGER SERVICE AGREEMENT originally signed by Millview October 28, 2015 and by Redwood November 19, 2015.

All other conditions stated in the GENERAL MANAGER SERVICE AGREEMENT, EXHIBIT A, THE DELIVERABLES; AND EXHIBIT B, INITIAL STATEMENT OF FEES AND CHARGES remain un changed and in full effect.

DATE: _____

President of the Board of Directors
Redwood Valley County Water District

DATE: _____

President of the Board of Directors
Millview County Water District

Exhibit B

INITIAL STATEMENT OF FEES AND CHARGES

The charge to MILLVIEW for the service of a GENERAL MANAGER provided by REDWOOD shall be \$78,000 (seventy eight thousand dollars) per YEAR as calculated by REDWOOD. The rate is determined as follows:

1. The rate of charge of the GENERAL MANAGER shall include all costs of providing those services including salary, medical benefits, retirement, and all state and federal taxes and charges.
2. This rate shall be provided on an EXEMPT status in compliance with the Federal Fair Labor Standards Act such that there shall be no calculation of or payment for "over time" work. Annual work hours forecasted by REDWOOD is 1040.
3. MILLVIEW agrees that the rate of accrual and rules for usage for vacation and sick time for the GENERAL MANAGER shall be set by REDWOOD. MILLVIEW and REDWOOD agree that the Observed Holiday Policy for the GENERAL MANAGER shall comply with the policy provided by Willow County Water District under its MASTER SERVICE AGREEMENT with REDWOOD and MILLVIEW while that MASTER SERVICE AGREEMENT is in effect.
4. MILLVIEW agrees to reimburse REDWOOD for 50% (fifty per-cent) of travel and costs associated with the requirements of the position of GENERAL MANAGER when such duties benefit both parties equally. The GENERAL MANAGER shall seek pre-approval of such expenses except when such pre-approval is not practical.
5. Annual hours to be reviewed periodically (to be determined) and adjusted as necessary.

Redwood Valley County Water District
 Financial Report
 Revenue/Expenses/Capital FY 2015-2016
 Agenda Item 9 July 21, 2016

	January-16	February-16	March-16	April-16	May-16	June-16
Operating Revenues						
1280 Domestic Payments from Water Sales	31,301.07	32,519.42	33,178.26	14,988.27	34,427.92	35,474.52
1260 Irrigation Payments from Water Sales	9,903.89	10,073.64	6,394.26	7,189.68	7,976.47	9,172.59
4305 Late Notices (Domestic)	-15.00	1380.00	330.00	1,455.00	630.00	1,185.00
4310 Doorhanger Fees (Domestic)	1,170.00		960.00		1,650.00	480.00
4315 Admin Fees (Domestic) Backflow/Annual						1,005.00
4320 Return Check Fees		25.00				25.00
4330 Meter Fees (Domestic) 1336 x \$20.00	26,720.00	26,720.00	26,720.00	26,720.00	26,720.00	26,720.00
4330 Meter Fees (Domestic) (2") 9x\$40.00	360.00	360.00	360.00	360.00	360.00	360.00
4331 Meter Fees (Irrigation) 2" 102 x 35	3,570.00	3570.00	3,570.00	3,570.00	3,570.00	3570.00
4331 Meter Fees (Irrigation) 4" 6" 94 x \$55.00	5,170.00	5170.00	5,170.00	5,170.00	5,170.00	5170.00
4335 Re-connect Fees (Domestic)	550.00		350.00		450.00	150.00
4340 Late Notices (Irrigation)		270.00	15.00	240.00	195.00	
4345 Doorhanger Fees (Irrigation)			240.00		270.00	60.00
4355 Irrigation Re-connect Fees			50.00			
4337 Lien removal fees						
4360 Safe Drinking Water Bond Surcharge	266.40	266.40	266.40	266.40	266.40	266.40
4365 Domestic Penalties Fees for Overage						
Total Operating Revenues	78,996.36	80,354.46	77,603.92	59,959.35	81,685.79	83,638.51
4500 Property Tax Revenue	14,902.51				9,935.12	
1859 Grant Funding Interlie (1st check)						
1000 Interest Income Checking Account	11.37	10.50	11.39	7.65	6.28	6.65
1105 Management Income/GM Contract- Millview W.D.	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00
1180 Interest Income Payroll Account	0.13	0.11	0.14	0.11	0.11	0.11
1110 Water Payment Money Market Account	9.11	8.52	9.11	8.82	9.11	8.82
1120 Interest Income Bureau Reclamation Account	20.08	18.96	20.27	19.62	20.89	20.85
1120 SCIF Refund						
1160 Interest (Quarterly) LAIF Account	668.59			834.63		
1190 Interest Sinking Fund (Depreciation acct)	0.94	0.88	0.94	0.91	0.94	0.91
5695 JPIA Insurance claim check for Truck						
5335 PG&E Refund (Tax Rate Change)						
5561 ACWA/JPIA Property Program RPA Refund			1,574.96			
5564 SCIF Refund	1,525.91			387.27		
Total Income Operating & Non-Operating	102,635.00	86,893.43	85,720.73	67,718.36	98,158.24	90,175.85
Operating Expenses						
Customer Accounts						
Operating Supplies						
2200 Customer Deposit Other						
2240 Tenant Deposits/Refunds	129.96	40.59	83.26	199.53		302.60
2260 Owners Deposits/Refunds	9.31	50.00	85.80			13.08

Redwood Valley County Water District
 Financial Report
 Revenue/Expenses/Capital FY 2015-2016
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Customer Accounts Cont'd	January-16	February-16	March-16	April-16	May-16	June-16
5400 Customers Accounts						
5420 Operating Supplies Customer Accts.						
5430 Backflow Prevention Tests & Devices						4,725.00
Pumping						
1530 Surge Tank Overflow/Mitigation						
5118 Operating Supplies						
5120 Power (Master Valve)	40.35	65.52	50.87	67.13	15.01	12.83
5120 Power (Lake Pump Station)	5,434.90	591.05	5,560.99	8,772.19	7,520.40	9,380.20
5130 Repairs & Maintenance			500.00	10.93	980.20	
Water Treatment						
5200 Other						
5220 Mechanical (pumps, pipes, fittings etc)						
5221 Electrical						178.93
5222 Lab Supplies						1,595.70
5223 Acl						
5224 Chlorine						
5225 Potassium Permanganate						
5226 Zinc Orthophosphate						
5228 Alum						
5229 Filter Media						
5230 Power Costs						
5235 Solar Power	1,146.48	1,035.11	2,112.35	2,204.43	3,028.75	3,170.88
5236 Solar Power Repair Project						
5240 Repairs & Maintenance	335.64	427.05	1,407.73	1,371.09	440.00	1,097.03
5250 Water Analysis	295.00	289.00	148.00	2,965.00	883.00	294.00
Transmission & Distribution						
5320 Operating Supplies						
5330 Power (Tomki Road)	115.96	124.63	109.89	98.71	101.87	104.53
5330 Power (East Road)	515.06	495.17	615.00	530.58	655.15	885.68
5335 PG&E Inertie	821.14	964.19	955.53	938.53	1,318.13	2,033.33
5340 Domestic Main Repair					435.35	330.00
5341 Irrigation Main Repair					220.00	668.50
5342 Repair & Maintenance Dom. Svcs.						
5342.5 Domestic Main Repair						
5343 Transmission Main						
5344 Repair & Maintenance Irrigation Svcs.			1470.83		115.60	406.00
5346 Repair & Maintenance Other	22.54				60.45	
5350 Telemetry						

Redwood Valley County Water District
 Financial Report
 Revenue/Expenses/Capital FY 2015-2016
 Agenda Item 9 July 21, 2016

	January-16	February-16	March-16	April-16	May-16	June-16
Transmission & Distribution cont'd						
5365 New Installation Costs						
5365 Tank Maintenance						
General & Administrative						
5575 ICMA (employer)	1,346.16	1,346.16	1,346.16	2,019.24	1,346.16	1,346.16
2180 Payroll Taxes (employers share)	1,193.21	1,026.25	993.02	1,459.09	973.91	1,005.50
5500 Board Meetings/ Minutes/Recording Secretary	150.00	281.25		175.00	187.50	93.75
5500 Election Costs						
5500 LAFCO (RV share of 2001-1-2012 Budget						
5500 ACWA/JPJA Ins. Check/Surge tank overflow						
5501 Payroll expense contract field crew (pd to Willow W.D.)	19,053.82	19,053.82	19,053.82	19,092.56	19,053.82	19,053.82
5510 Payroll (net all employees)	7,754.04	7,394.47	7,431.31	11,010.56	7,366.92	7,773.46
5510.1 Payroll Willow W.D.						
5520 Bank Service Charges						
5522 Return Checks	100.00					93.64
5523 Return Check Bank Fee	7.00					7.00
5540 Dues, Fees, Subscriptions	719.67	(American WW/Daily Journal/M. C. Farm Bureau)			2,000.00	1,766.69
5550 Equipment Rental/Copier/Maintenance	341.83	174.43	173.70	334.48	173.56	176.69
5560 Health Insurance	1,810.50	3,366.44	2,625.97	2,625.97	2,548.97	2,627.97
5560.1 Willow Employee Health Insurance						
5561 Property Program			3,753.00			
5562 Auto Insurance & General Liability						
5564 State Comp. Insurance	917.67	917.67	917.67	917.67	917.67	917.63
5565 Field Uniforms						
5572 Loan Interest Expense			292.57			
5580 License & Permits/CDPH	1235.00			2,718.81		
5590 Text Book & Training					63.50	185.00
5595 Employment Advertising						
5600 Office Supplies	306.47	204.35	40.06	185.95	1,338.20	947.88
5605 Operating Supplies						
5610 Postage	1512.37	7.45	334.53	606.21	320.36	1,655.01
5620 Printing						
5625 Discount for Irrigation credit to customers for 2014						
5630 Website Fees						
5630.5 Willow Service Agreement Contracts	2,000.00					
5631 Legislative Consultant						
5632 Professional Fees Acct/Payroll Masters	119.86	202.58	132.58	175.37	175.37	
5633 Core Billing/Badger Service Contracts	1,050.00					
5634 Professional Fees Audit						
5636 Professional Fees Legal	2,827.50		217.50	664.10	2,779.85	

Redwood Valley County Water District
 Financial Report
 Revenue/Expenses/Capital FY 2015-2016
 Agenda Item 9 July 21, 2016

General & Administration continued	January-16	February-16	March-16	April-16	May-16	June-16
5638 Professional Fees Engineering						
5639 Engineering/School Way Bridge						
5640 Repairs & Maintenance Other						
5642 Repairs & Maintenance Building	375.00	818.60	534.87	167.04	249.83	825.00
5644 Repairs/Computer Equipment/Satellite	99.95	618.87	99.95	189.20	24.22	
5646 Repairs Equipment			1.39			
5650 Small Tools & Equipment	246.36	329.97	785.24	55.35	94.20	
5652 Safety Equipment			28.90			
5670 Business Lunch						
5674 Travel Expense Board/Recording Secretary/Staff	27.65	54.54	63.18	70.74	34.02	61.23
5680 Garbage/Pest Control	135.17	55.17	179.47	134.70	159.45	64.25
5685 Security Fees	52.95	52.95	52.95	52.95	52.95	52.95
1020 Petty Cash						
Communications						
5660 Answering Svc/Tri Cities	230.60	242.12	235.96	239.28	221.04	257.36
5660 Pacific Internet (quarterly)	105.00			105.00		
5660 ISAN, AT&T	263.32	112.86	124.20	121.82	122.62	122.39
Vehicle						
5690 Fuel	157.44	201.35	80.10	91.33	267.14	255.94
5695 Maintenance		346.59		39.72	318.42	812.28
5696 New Vehicle Payments				23,670.86	(RVCWD share truck Millview)	
Water System Fees						
5750 Merger RRFCD/RVCWD						
5750.5 Upper Russian River Water Agency	200.00	100.00	100.00	100.00	100.00	100.00
1620 County Clerk Recorder/filing/place of use			0.00			
1720 SWRCB Water Rights Filing Fees						
2800 State Dept. of Water Resources			1078.67			
Dept. of Transportation Encroachment Permit						
4500 M.C. Property Tax Admin. Svc. Fee	422.04					
MCIW&PC Annual Fee						
1730 Dam Feasibility Study						
1664 Watershed Sanitary Survey						
5000 Calpella/Millview intertie purchases	7,788.65	6,269.03	6120.56	6,800.08	6,458.61	8606.47
5000 MCRFCWD Water Purchases				51,340.10		
State Board Equalization (Mill Creek)						
1668 State Board Equalization (West Fork)						
State Board Equalization (Lake Mendocino)						
State Board Equalization Place of use Lk Mendocino Diversion						

Redwood Valley County Water District
Financial Report
Revenue/Expenses/Capital FY 2015-2016

Capital Expenses	January-16	February-16	March-16	April-16	May-16	June-16
1640 West Fork						
1735 Operating Equipment - Excavator	1,207.51	1,207.51	1,207.51	1,207.51	1,207.51	1,207.51
1821.1 Pumping Plant Building & Improvement						
Capital Expenses continued						
1821.2 Pressure Filters						
1821.3 Production Pumps						
1821.4 Clarifiers						
1821.5 WTP Road Maintenance Project						
1821.6 Backwash Return Pump						
1822.3 Clarifier Sludge Valve Project						
1822.5 Potassium Feed						
1822.9 WTP Upgrade						10,073.68
1824 Radio Reads-Meters						
1824.5 Capital tank repair	48,146.00		41,268.00	23,978.50		
1830 Ground Water Study						
1831 Pond Research						
1833 Water Reliability						
1840 Equipment/Operations				18,314.96	180.00	
1850 Conservation						
1856 Scada Upgrades	1,389.45		4,850.00	1500.00		
1858 School Way Bridge Project						
1859 B&R- Interlie Calpella-Milview/Wipflaco/Ukiah Const.			4,132.70			
1859.5 Interlie - Ukiah Construction-Pace Supply						
1865 Merger/annexation RRFCD						
Total Expenses (Capital & Operating)	112,158.53	48,466.74	111,355.79	187,322.27	64,509.71	83,520.86
Backflow tests (reimburse by customers)						-4,725.00
Return checks and bank fees (reimburse by customers)	-107.00					
Minus FEMA Project Expense						
Total Expenses excluding projects to be reimbursed	112,051.53	48,466.74	111,355.79	187,322.27	64,509.71	78,795.86
Project Water Purchases	0.00	739.08	3,478.00	2,001.03	2,470.44	7,770.86
Total Expenses + Projected Water Purchases	112,051.53	49,205.82	114,833.79	189,323.30	66,980.15	86,566.72
5700 Depreciation Expense	22,300.00	22,300.00	22,300.00	22,300.00	22,300.00	22,300.00
Total Expenses + Depreciation Expense	134,351.53	71,505.82	137,133.79	211,623.30	89,280.15	108,866.72
Calendar Year Total Income	531,304.61					
Calendar Year Total Expense	-752,761.31					
Calendar Year Net Income	-221,459.70					
FY Total Income	1,058,206.58					
FY Total Expense	-1,829,562.59					
FY Net Income	-771,356.01					

*Includes projected water purchases + depreciation expense from January 2016

*Includes projected water purchases + depreciation expense from July 2015

MINUTES

Redwood Valley County Water District

2370 Webb Ranch Road
Redwood Valley, CA 95470
(707) 485-0679

Board of Directors - Regular Meeting Minutes
Thursday, June 16, 2016

Directors: Granville Pool, Pamela Ricetti, Ken Todd, Jeff Basili, Marv Talso
Staff: General Manager Bill Koehler

Call To Order: 6:05 P.M.

1. Roll Call

Present:

Marv Talso, Director
Ken Todd, Director
Jeff Basili, Director
Pamela Ricetti, Director

Absent:

Granville Pool, President

2. Hearing of Comments or Questions from the Attending Public for Items Not on the Agenda

Will Carson introduces himself as a member of the Russian River Flood Control Board who has been assigned to attend Redwood Valley Water Board meetings. He can only be here for an hour tonight.

Cesar Toxqui from Cesar Toxqui Cellars has just purchased a property over on North State Street. He is in the first steps to build a small winery and tasting room. He is here to request an upgrade in his meter size from a residential to a minimum 2-inch line. He lays out some plans for saving water including steam cleaning equipment instead of washing and using a recirculating pump with ice to cool things off. Also, being an organic grower reduces his water needs.

Dir Todd asks when the Board is allowed to upgrade his meter. GM Koehler says that there is already one meter on the property. It's a 3-acre parcel with an active meter that is not being used. So there's no question that he can use that meter or relocating it on the same property, but it's too small for his needs. GM Koehler is working with Cesar and Rau and Crane who are assisting with design and construction. If they let the small meter run at full all day, he could store 20,000 gallons per day in a tank and that may be enough. Also, a well might be feasible in that particular area, though it may be Forsythe

Creek underflow. Dir Todd brings up that a lot of the water use at a winery has to do with cleaning and using steam is a big saver as is recycling the water. His request will be formally addressed at the next Board Meeting.

3. Consider Hearing of Urgent Items Received Since the Agenda Was Posted
None.

4. Acceptance of Agenda

Motion: Accept the agenda

Motion by Dir Todd, second by Dir Basili

In favor: Unanimous

5. Approval of Consent Calendar

Dir Ricetti asks about paying the recording secretary on behalf of the JPA. GM Koehler says that we should not be doing that for the JPA and that he will look into it.

Motion: Approve the May consent calendar

Motion by Dir Basili, second by Dir Talso

In favor: Unanimous

6. Approval of Minutes as Presented

Motion: Accept the May Regular Meeting

Motion by Dir Talso, second by Dir Basili

In favor: Unanimous

7. Action Items

1. Discussion and possible approval of Engagement Letter with Robert Johnson CPA for 2015 Audit.

It looks the same as years prior. There are two copies that will be signed once the item is approved. We can expect his report within about 60 days.

Motion: Approve the Engagement Letter with Robert Johnson

Motion by Dir Talso, second by Dir Basili

In favor: Unanimous

8. General Manager's Report and Action Items

a. District Operations

We have hired a new employee for Willow and he has put in notice with his current employer. So we're unsure when he'll begin, but it'll be soon. He has also discovered how expensive it has become to advertise in the Ukiah Daily Journal. Also, it's hard finding people to hire since most qualified people already have a job and our lack of high wages aren't going to bring people from far and wide. Dir Ricetti says that we should start getting word out in high schools and even for

people who are looking for a career that don't want to get a formal higher-education. We also have to compete with Sonoma County poaching our guys because the Bay Area is poaching their people. The informal consensus is that we're going to have to start paying more or we'll never keep good people working here.

b. District Mapping

GM Koehler has been working with Shane Feirer and have pretty much figured out what they want. We're still under-budget, too.

c. Backflow Prevention Device Testing

GM Koehler has called in a friend for some years who is a backflow fanatic. Between all the systems, there are about 900 backflow devices, which is a nice prize for someone. Redwood has a good system where they just go and perform the test and bill people, instead of trying to force people to get them done themselves. We'll have this guy do the devices for now until we can commit to a single tester. This area is tough because of the gophers and that about 25% of the devices are buried or very difficult to access.

d. Office Mergers

The field staff has already been consolidated. Once the audit is done in August, we'll be working toward closing this office. One person down there is retiring, so we'll see how that goes. We should keep having the board meetings here for a while so that people will know where to come to complain about the office being closed. GM Koehler doesn't see very much foot traffic coming through, so he doesn't see much impact. Dir Ricetti asks about moving the meeting down to Ukiah and he says that they can have the meetings where they conduct business. Dir Ricetti mentions that even if the plant starts running, they don't need office staff for that. On that topic, GM Koehler says that they have started running the plant again (not into the system) to get things ready if they need it for water. There are two reasons to get it going now. One is that the County is doing some work on the Moore Street Bridge which means they need to main shut down across the bridge. This will cut off about 100 gallons per minute (GPM). The second is in case of a fire or another source of high demand on the system.

Someone in the audience asks about how this affects the solar array system. GM Koehler says that they sized the array before a previous drought and they have never used all of that generated electricity in the first place. So they've been working with PG&E so far and using that toward a credit for the pumps at Lake Mendocino. GM Koehler is looking for ways to use that electricity. In any case, the panels are on a lease, so when the lease runs out, they take their old panels, leave the infrastructure, and we can install new panels, putting us ahead in the end.

e. SGMA

The general consensus according to the facilitator is that people want a single Sustainable Groundwater Agency. It has not been voted on yet, but most people are thinking about the County. But we're waiting to see how the City of Ukiah wants to work with this. It could also be one of the JPAs in this area, as there are a few. The nice thing about a JPA would be that no one agency can dominate the others. The thing about having multiple agencies is that each would have their own plan but those plans must match. The fear is that the State will come in and take over once the hard work has been done. Tamara says that their next meeting will be in about a month and expresses distress at how long this is taking. Supervisor Brown wanted another meeting right away, but it's not looking like that will happen.

f. GM Evaluation Discussion

Last month the Board directed GM Koehler to have him discuss things with Millview. Because of the way things work, that meeting is next week, so there's nothing to say on this right now.

g. Budget

It is almost done. There have been changes because the treatment plant will be used soon and because the labor force has been consolidated.

Talk turns to drought and water conservation. GM Koehler says that usage has crept up a little bit, about 5 gallons per person per day. It usually drops during the conservation time with a little creep afterward. In the State, we are very low usage and in a low risk area, but the State treats us the same. All the small, home wells also help us show that we are using less water.

9. Financial Report

Dir Ricetti mentions the changes to the labor costs. GM Koehler says that we are not having the field crews keeping track of where they are and when. The idea is that it would take about an hour per person per day to keep those reports added up. He thinks that things can be fine-tuned and are being fine-tuned better. Lately, Redwood has been seeing a lot of attention with the work on the treatment plant. Dir Basili asks about the jump in the amount for office supplies. GM Koehler says that they buy their cardstock for the year all at once. Dir Todd asks about the fuel charge that is higher. GM Koehler says that it's most likely for use of the mini-excavator and tractor here at Redwood.

Motion: Approve the May Financial Report

Motion by Dir Talso, second by Dir Basili

In favor: Unanimous

10. JPA – Upper Russian River Water Agency

It was a very short meeting because we didn't have a quorum. There will be a regular meeting next time. The issue that was talked about was how nothing can be voted on if anyone is absent.

Dir Poole arrives at 7:00pm.

11. Local Agency Formation Commission of Mendocino County (LAFCo)

GM Koehler did not attend the latest LAFCo meeting. What's going on with LAFCo between the City and Willow is not pretty. There was a housing subdivision separated from Ukiah and Willow put in the pipes and has been serving them for years. Now the City has grown up to that area and someone is telling LAFCo they need to force Willow to give up those services to the City. The thought of the lawyers is that it's appropriate for LAFCo to be involved, but there is no requirement for LAFCo to force it to happen.

There's a lot of back-and-forth and differing opinions on what should happen. This area represents a 10% of Willow's customer base and there's no plan for how they will be compensated. The other thing is, what if the city waits until the Ford Road area is developed and then decide to take that area over as well? GM Koehler wants to see a long-term plan from the City as to what they want to do.

12. Mendocino County Inland Water & Power Commission (IWPC)

Nothing to report. They did not have a quorum.

13. Mendocino County Russian River Flood Control & Water Conservation Improvement District (RRFC)

Last meeting, Tamara thought she had the Junior College on board with finding people to install the toilets. Now, that idea has fallen through. They're trying other options, but GM Koehler is not optimistic. We haven't spent any money on this program and will only need to once the program will come through.

In late 2014, Millview was bringing Well 6 online and they arranged with the railroad to run pipe along the railroad. The RR Commission approved it with the cost to be determined. The cost they decided on is \$65 per linear foot. This is not a market value price. So GM Koehler will be meeting (as Millview) with the North Coast Railroad Authority to talk about the railroad easements in this area.

Back to RRFC, these meetings have been much smoother since Tamara has been the GM. There was some talk about restarting talks about consolidation with Redwood.

Talk moves to the groundwater monitoring and how a lot of well owners are starting to be required to report water usage. It's a draconian system and has a lot of potential to get worse.

14. Sonoma County Water Agency

GM Koehler has talked with Grant about getting together to talk about finding a way to keep from making lawyers rich off of us.

15. Report of Attendance at Agency Meetings

Nothing to report.

16. State Water Resources Control Board (SWRCB)

Nothing to report.

17. Status Report of Place of Use Issues

Nothing to report.

18. Status Report of 2800 acre-feet Storage Right.

Nothing to report.

19. Consider Attendance at Other

Nothing to report.

GM Koehler and Dir Ricetti give Dir Poole a summary of Cesar's discussion.

Motion to adjourn.

Motion by Todd, second by Dir Talso

In favor: Unanimous

Meeting adjourned at 7:40 pm.

Minutes submitted by Jeanette Wise

Approved: Board of Directors

Date Approved: _____

Signed: _____