

*Mendocino County*

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

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

**A G E N D A**

**Board of Trustees – Regular Meeting of Monday, December 11, 2023 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

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION: (5:35 PM)**

4. General Manager Evaluation Procedure Update  
*Board will consider approval of the updated draft procedure and direction to GM to update Policy #15-3 “Regarding Personnel Policies and Forms Relating to General Manager.”*
5. Board Business  
*Board will elect Officers for 2024, review appointments of representatives to Joint Powers Agencies, review Advisory and Liaison positions, appoint a 2024 Performance Evaluation Ad Hoc Committee, and consider approval of the 2024 District Calendar of meetings and closures.*
6. Mendocino County Inland Water & Power Commission Business  
*Board will receive an update and consider approval of a letter of support to PG&E for the proposed Eel River to Russian River facility.*

**REGULAR BUSINESS, INFORMATION, AND REPORT ITEMS (5:45 PM)**

7. Water Supply Conditions Update
8. Consent Calendar
  - a) Acceptance of the November 2023 Financial Report
  - b) Approval of November 6, 2023 Regular Board Meeting minutes
9. Trustee & Committee Reports
10. General Manager Report & Correspondence
  - a) Letter from Ukiah Valley Groundwater Sustainability Agency regarding additional contributions
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**  
*Alfred White*

**Treasurer**  
*John Bailey*

**Trustee**  
*Tyler Rodrigue*

**Trustee**  
*John Reardan*

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

**STAFF REPORT**

**Agenda Item 4: General Manager Evaluation Procedure Update**

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**The Strategic Plan** relevant priorities is **Administration** by (1) high quality executive leadership; and (2) effective systems and human resources to execute the strategic plan.

**Background**

Elizabeth Salomone was hired as the full time regular General Manager on June 4, 2019. As per the employment contract, a six month performance evaluation was conducted by the Board in November 2019. Annual performance evaluations were conducted for the periods December 2019 to December 2020 and January to December of 2021. The District began working with a consultant to update the GM Evaluation process, as per the District's Strategic Plan. During this development, the Board and GM Salomone agreed to explore realigning the evaluation period and postpone the calendar year 2022 evaluation.

**Discussion**

Staff explored realignment of the evaluation period to align with budgeting, strategic planning, and other options. The **attached** draft **General Manager Annual Performance Review Procedure** maintains the calendar year evaluation period, moves the Board participation from December, expands Trustee feedback through a survey, refines the GM Self Evaluation, and adds consultant support and other details for enhanced clarity.

**Next Steps**

If the Board approves the Recommended Actions, the Board will appoint members to the 2024 Ad Hoc Committee in Agenda Item 5 and GM will begin implementing the procedure immediately.

**Recommended Action(s):**

- Move to approve the updated General Manager Evaluation Procedure; and
- Direct GM to update Policy #15-3 "Regarding Personnel Policies and Forms Relating to General Manager", bringing it back for approval at the January Board Meeting.

**Attachments:**

- DRAFT General Manager Annual Performance Review Procedure
- Board Approved Policy #15-03 Regarding Personnel Policies and Forms Relating to General Manager.

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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***

**General Manager Annual Performance Review Procedure**

The following is an outline for the Annual Evaluation of the Mendocino County Russian River Flood Control & Water Conservation Improvement District (District) General Manager.

Responsibility for conducting this evaluation lies with the Ad Hoc Committee, appointed annually by the Board of Trustees, with assistance from a Human Resources Consultant. The Ad Hoc Committee will oversee the evaluation process, summarize the evaluation, determine and recommend any changes in compensation to the Board, and deliver the evaluation to the General Manager. The evaluation period will be the calendar year and any compensation changes will go into effect January 1 of the year directly following the reviewed calendar year. (Note: this may require retroactive payment.)

The components of the evaluation are as follows:

1. **General Manager Self Evaluation:** The General Manager will complete the General Manager Self-Evaluation in December of each year.
2. **Strategic Plan Progress Report:** Each year, metrics will be established in the Strategic Plan by which the District's progress towards reaching its goals can be measured. A Strategic Plan Progress Report will be developed by the General Manager and included in the evaluation process as an attachment to the GM Self Evaluation. The metrics will be utilized in setting an annual bonus, if applicable.
3. **Trustee Survey:** An electronic survey tool will be used to conduct an evaluation based on core management competencies concerning the General Manager's performance. Survey participants will include the Board of Trustees. This survey will be outsourced from the District but coordinated by the Ad Hoc Committee and HR Consultant. It will be initiated in January following the end of the review year and distribution of the GM Self Evaluation.
4. **Board of Trustees Review:** With all materials compiled, the HR Consultant will lead a Public Employee Performance Evaluation Closed Session review with the Board of Trustees for final input.
5. **Written summary by Ad Hoc Committee:** In coordination with the HR Consultant, the Ad Hoc Committee will provide a written response to the General Manager's self-evaluation and the Strategic Plan Progress Report, as well as the results of the Competency Survey.
6. **Final Evaluation Meeting:** With all materials compiled and reviewed, a meeting will be held with the General Manager, Ad Hoc Committee, and HR Consultant to discuss the materials and assessments, and negotiate any terms and conditions, as needed.

*(Continued....)*

The outcomes of the evaluation process will be:

1. Documented Evaluation report.
2. Establishing the General Manager's performance goals for the coming year.
3. Determination of Bonus Award for the prior year. The bonus is at the discretion of the Board of Trustees based on its assessment of the General Manager's achievement of goals set for the year and Strategic Plan Implementation.
4. Establishment and documentation of Bonus metrics and any salary changes for the coming year.
5. Signed extension of the General Manager's employment contract.
6. Review of the evaluation process for any modifications for the upcoming review year.

### TIMELINE

Month	Activity	Action
December	Board appoints annual General Manager Evaluation Ad Hoc Committee members.	December Agenda Item
December	GM prepares Self Evaluation and Annual Strategic Plan Progress Report.	GM report development
December	Ad Hoc Committee reviews evaluation process for any needed modifications and reviews HR Consultant contractual scope of work.	Email (meet if need) Consultant contract.

Early January	HR Consultant launches Trustee Survey on behalf of Ad Hoc Committee (due mid-January) and conducts compensation analysis, if requested.	Email to Trustees
Late January	HR Consultant meets with Ad Hoc Committee to review Trustee Survey results and General Manager self-evaluation, and to discuss compensation changes and bonus recommendations.	Ad Hoc Meeting. Written response to GM.
Late January	HR Consultant meets with GM to review written response and preliminary compensation proposal.	HR Consultant & GM meeting
Late January	HR Consultant provides feedback to Ad Hoc Committee on GM's feedback.	Email to Ad Hoc (Meeting if needed.)
Late January	(Additional meetings of HR Consultant with Ad Hoc and GM, if needed.)	Meetings TBD

February	Board of Trustees Closed Session with HR Consultant to receive Ad Hoc Committee report on evaluation and recommendations.	Special Meeting Agenda Item
February	HR Consultant meets with GM to review Board feedback and proposal.	HR Consultant & GM meeting
February	HR Consultant reports back to Ad Hoc and works with GM to finalize evaluation.	Email to Ad Hoc Email to GM

February	Compensation changes go into effect retroactive to January 1 and bonus issued (if applicable.)	
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Attachments:

- (1) GM Self Evaluation form
- (2) Trustee Survey

(Continued....)

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

**General Manager Performance Evaluation Survey  
For the service period of January 1, \_\_\_\_ – December 31, \_\_\_\_**

Dear Trustee,

Your participation in this evaluation process is important. We appreciate your frank, thorough, and balanced perspective in sharing your evaluation of the General Manager's performance during the period of January 1, 20\_\_, through December 31, 20\_\_. Your responses will not be attributed to you specifically and will remain confidential when survey results are summarized and discussed with the General Manager in the evaluation process. Please have your responses completed and turned in by \_\_\_\_\_.

The goal of an evaluation is to evaluate professional performance, not the person.

Thank you in advance for your time and thoughtful responses.

Regards,

Ad Hoc Committee

**Ranking: 1 Meets minimal expectations, 2 Meets some expectations, 3 Meets expectations, 4 Exceeds expectations, N/A Don't know or not applicable**

**Please provide a ranking number and rational for the ranking in the comments box.**

**1. Strategic Planning**

Understands big picture and aligns priorities with broader goals, measures outcomes, uses feedback to redirect as needed, evaluates alternatives, solutions-oriented, seeks alternatives and broad input; can see connections within complex issues. Ensures the planning process is effective and the strategic plan is communicated.

**2. Operational Management**

Develops, communicates, and leads the implementation of annual operating goals. Identifies challenges and obstacles and takes corrective action to achieve plans and goals.

**3. Financial Management**

Financial results in the review period met or exceeded expectations. Provides accurate and complete financial reports and plans to the Board for their review, revision, and approval. Establishes and monitors annual budget with exception reporting to the Board.

*(Continued....)*

**4. Leadership**

Serves as the District's principal liaison with relevant governmental entities and directs District's leadership role in statewide and community level activities. Serves as an advocate within the community for District services and strategies.  
Develops and maintains key relationships that support the mission and vision of the District.

**5. Governance**

Works with the Board to establish and maintain the highest ethical standards for the District. Provides clear and timely information to the Board to inform and support its decisions.

**6. Community Relations and Communications**

Represents and promotes the interests and the image of the District to the government at all levels, to the local community, constituents, customers, and the public at large.

**7. Stewardship and Managing Resources**

Demonstrates accountability and sound judgment in managing District resources openly and effectively. Demonstrates appropriate understanding of confidentiality, and adheres to policies, procedures, safety guidelines, and District values.

**8. Problem Solving**

Identifies problems, involves others in seeking solutions, conducts appropriate analyses, searches for best solutions; responds quickly to new challenges.

**9. Decision Making**

Makes clear, consistent, transparent decisions; acts with integrity in all decision-making; distinguishes relevant from irrelevant information and makes timely decisions.

**10. Communication**

Connects with peers, subordinates, and customers, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills, negotiates effectively.

**Additional Questions**

11. Where does the General Manager provide the most value to the District?

12. In what areas can the General Manager become more effective in operating the District and implementing the Strategic Plan? Please be specific.

13. **(Optional) Suggestions for performance goals in the next review period.**

*(Continued....)*

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

**General Manager Self-Evaluation  
for  
[insert name]  
[insert evaluation period]**

**Goal Accomplishments and Contributions**

Please identify any achievements or contributions for the evaluation period. Note any major accomplishments you believe should be recognized and identify specific development goals for the coming year.

**1. Progress:**

How did you advance on goals identified for this reporting period? How has your job changed during the past year? What have been the most significant challenges for you during the past year?

**2. Accomplishments:**

What did you accomplish this year above and beyond what is reported in the Strategic Plan Progress report? What do you believe have been your most significant achievements during the past year? What professional development activities did you undertake?

**3. Looking Forward:**

What would you have liked to accomplish that you did not and why? What are your expectations for this job during the next year?

**4. Performance Support:**

Comment on the Board's effectiveness in providing guidance and giving feedback. Provide suggestions for improvement.

**5. Next Term Goals:**

Identify proposed performance goals for the next review period.

MENDOCINO COUNTY RUSSIAN RIVER FLOOD CONTROL  
&  
WATER CONSERVATION IMPROVEMENT DISTRICT

POLICY #15-3

A POLICY OF THE BOARD OF TRUSTEES OF MCRRFC & WCID REGARDING  
PERSONNEL POLICES AND FORMS RELATING TO GENERAL MANAGER

IT IS THE POLICY OF THE BOARD OF TRUSTEES OF MCRRFC & WCID, FROM  
DATE OF ENACTMENT UNTIL CHANGED, AMENDED OR CANCELLED, AS  
FOLLOWS:

1. The goal of this policy is to provide Board and General Manager a format for evaluation.
2. A timeline for the General Manager Evaluation shall be followed.
3. A self-evaluation shall be completed by the General Manager annually at time of Employment Evaluation.
4. An exit interview shall be offered to the General Manager upon conclusion of employment with District.

Adopted this 9th day of November, 2015 by the Board of Trustees of the Mendocino County Russian River Flood Control & Water Conservation Improvement District.

Richard Shoemaker	<u>Yes</u>
Alfred White	<u>Yes</u>
Paul Zellman	<u>Absent</u>
Lee Howard	<u>No</u>
Judy Hatch	<u>Yes</u>

Signed Richard Shoemaker  
Richard Shoemaker  
President

Attest:  
Signed: Jamara Alaniz



**General Manager Evaluation  
Timeline**

<b>Date</b>	<b>Activity</b>	<b>Status</b>
TBD	Evaluation planning call with Board President, General Manager and HR Consultant	
November/December	General Manager completes self-evaluation and submits to Board President	
November/December	Board President completes initial review of self-evaluation document and discusses with General Manager	
Prior to December Board Meeting	General Manager makes any edits to the self-evaluation and returns to Board President	
December Board Meeting	Board President distributes General Manager self-evaluation to Board members for review and input	
December - January	Board reviews and provides input to the General Manager self-evaluation and returns comments to the Board President for compilation and writing of draft Board response to the self-evaluation	
January	Meeting of the RRFCD Board in closed session reviews final draft of General Manager self-evaluation reflecting board submitted input. Agreement is reached upon content of Board's response to the self-evaluation. Board determines compensation plan for General Manager based upon evaluation, if appropriate.	
January	Board President meets with General Manager to provide final version of the evaluation and mutually sign the evaluation. Compensation plan is reviewed, discussed and affirmed.	
February	RRFCD Board meeting report to board indicating completion of evaluation process	

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

**STAFF REPORT**

**Agenda Item 5: Board Business**

**Monday, December 11, 2023**

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**Election of Board Officers, Appointment of JPA Representatives, and Assignments of Advisory & Liaison Positions** (See **Attachment 1**: Worksheet for Assignments.)

District Policies state the President, Vice President, and Treasurer of the Board shall be elected annually at the last regular meeting of each calendar year with terms commencing January 1, of the year immediately following the election. There are no term limits for Officers.

The District belongs to the following Joint Power Agencies:

- Mendocino County Inland Water & Power Commission (MCIWPC)
- Ukiah Valley Basin Groundwater Sustainability Agency (UVGSA)

The District Board assigns Trustees to serve in advisory roles to the GM for the following areas (See **Attachment 2** for description of duties):

- Operations
- Finance and Audit
- Personnel and Organization
- Public Information and Government Activities
- Policy

The District Board assigns Trustees to serve in liaison roles to the following:

- Calpella County Water District
- City of Ukiah
- Hopland Public Utility District
- Millview County Water District
- Redwood Valley County Water District
- Upper Russian River Water Agency
- Willow County Water District

**Board Meeting Schedule**

The Board of Trustees meets once a month on the first Monday of the month at 5:30pm. However, four meetings are proposed for alternative dates, as shown in **Attachment 3**.

**Recommendation:**

- Move to approve individual Trustees to the officer positions of President, Vice President, and Treasurer.
- Assign Trustees to Regular and Alternate seats on the above JPAs, advisory roles, and to the listed (and any additional) liaison positions.
- Move to approve the proposed 2024 Regular Meeting Schedule.

**Attachments:**

1. Worksheet for Assignments
2. Descriptions of Advisory Roles
3. 2024 Regular Meeting and District Closure Schedule

**ATTACHMENT 1: WORKSHEET FOR ASSIGNMENT**

	Bailey	Reardan	Rodrigue	Watt	White
<b>OFFICERS:</b>					
President					
Vice President					
Treasurer					

<b>JPs:</b>					
MC IWPC					
UVB GSA					

<b>ADVISORY:</b>					
Engineering					
Audit & Finance					
Personnel					
Public Information & Gov Affairs					
Policy					

<b>LIAISON</b>					
Calpella CWD					
City of Ukiah					
Hopland PUD					
Millview CWD					
Redwood Valley CWD					
URRWA					
Willow CWD					

## **ATTACHMENT 2: DESCRIPTIONS OF ADVISORY ROLES**

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

Operations Advisor: To study, advise, and make recommendations with regard to:

- 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 Policy 13-2 "Regarding Formalities of 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.

Finance and Audit Advisor: To study, advise, and make recommendations with regard to:

- 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 Policy 13-2 "Regarding Formalities of Board Policy".
- n) Any legal matters affecting the District within the Advisor's area of interest.

Personnel and Organization Advisor: To study, advise, and make recommendations with regard to:

- 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 Policy 13-2 "Regarding Formalities of Board Policy".
- 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: To study, advise, and make recommendations with regard to:

- a) Policies and practices and means of disseminating District information in accordance with Policy 13-2 “Regarding Formalities of Board 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 Advisors area of interest.

Policy Advisor: To study, advise, and make recommendations with regard to:

- 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 Advisors area of interest.

**District Closed:**

Jan 1 New Year's Day
Jan 15 Martin Luther King Jr Day
Feb 19 Presidents Day
Mar 29 César Chávez Day Observed
May 6-10 ACWA Conference
May 27 Memorial Day
June 19 Juneteenth
July 4 Independence Day
Sep 02 Labor Day
Sept 27 Native American Day
Oct 14 Indigenous Peoples' Day
Nov 28-29 Thanksgiving Break
Dec 2-6 ACWA Conference
Dec 24-27 Christmas Break
Dec 31 New Years Eve
<b><u>Board Meetings:</u></b>
Monday, January 8, 2024 *
Monday, February 5, 2024
Monday, March 4, 2024
Monday, April 1, 2024
Monday, May 13, 2024 *
Monday, June 3, 2024
Monday July 1, 2024
Monday August 5, 2024
Monday, September 9, 2024 *
Monday, October 7, 2024
Monday, November 4, 2024
Monday, December 9, 2024 *

# 2024 Calendar

No.	S	M	T	W	T	F	S
1		1	2	3	4	5	6
2	7	8	9	10	11	12	13
3	14	15	16	17	18	19	20
4	21	22	23	24	25	26	27
5	28	29	30	31			

No.	S	M	T	W	T	F	S
5					1	2	3
6	4	5	6	7	8	9	10
7	11	12	13	14	15	16	17
8	18	19	20	21	22	23	24
9	25	26	27	28	29		

No.	S	M	T	W	T	F	S
9						1	2
10	3	4	5	6	7	8	9
11	10	11	12	13	14	15	16
12	17	18	19	20	21	22	23
13	24	25	26	27	28	29	30
14	31						

No.	S	M	T	W	T	F	S
14		1	2	3	4	5	6
15	7	8	9	10	11	12	13
16	14	15	16	17	18	19	20
17	21	22	23	24	25	26	27
18	28	29	30				

No.	S	M	T	W	T	F	S
18				1	2	3	4
19	5	6	7	8	9	10	11
20	12	13	14	15	16	17	18
21	19	20	21	22	23	24	25
22	26	27	28	29	30	31	

No.	S	M	T	W	T	F	S
22							1
23	2	3	4	5	6	7	8
24	9	10	11	12	13	14	15
25	16	17	18	19	20	21	22
26	23	24	25	26	27	28	29
27	30						

No.	S	M	T	W	T	F	S
27		1	2	3	4	5	6
28	7	8	9	10	11	12	13
29	14	15	16	17	18	19	20
30	21	22	23	24	25	26	27
31	28	29	30	31			

No.	S	M	T	W	T	F	S
31					1	2	3
32	4	5	6	7	8	9	10
33	11	12	13	14	15	16	17
34	18	19	20	21	22	23	24
35	25	26	27	28	29	30	31

No.	S	M	T	W	T	F	S
36	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30					

No.	S	M	T	W	T	F	S
40			1	2	3	4	5
41	6	7	8	9	10	11	12
42	13	14	15	16	17	18	19
43	20	21	22	23	24	25	26
44	27	28	29	30	31		

No.	S	M	T	W	T	F	S
44						1	2
45	3	4	5	6	7	8	9
46	10	11	12	13	14	15	16
47	17	18	19	20	21	22	23
48	24	25	26	27	28	29	30

No.	S	M	T	W	T	F	S
49	1	2	3	4	5	6	7
50	8	9	10	11	12	13	14
51	15	16	17	18	19	20	21
52	22	23	24	25	26	27	28
1	29	30	31				

\*2<sup>nd</sup> Monday of the month

December 12, 2023

Mr. Tony Gigliotti  
Senior Licensing Project Manager: Power Generation  
12840 Bill Clark Way  
Auburn, CA 95602  
E-mail: PVSurrender@pge.com

Re: PG&E Initial Draft Surrender Application

Dear Mr. Gigliotti,

On behalf of the Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC), I would like to express our enthusiastic support for the inclusion of a proposal from the California Department of Fish and Wildlife, California Trout, Humboldt County, Mendocino County Inland Water and Power Commission, the Round Valley Indian Tribes, Sonoma County Water Agency, and Trout Unlimited for Project facilities in the Cape Horn Dam Area (the "New Eel Russian Facility Proposal" or "Proposal") in PGE's Initial Draft Surrender Application. RRFC has been following this process as it has developed, as RRFC has a seat on the Mendocino Inland Water and Power Commission. RRFC, like Sonoma Water Agency, has a water right on the Russian River, which includes the right to store and re-divert water in and from Lake Mendocino. RRFC provides water to multiple municipal water districts, as well as agricultural and industrial customers within the Upper Russian River watershed in Mendocino County.

RRFC recognizes the changing economic and environmental conditions that have led to the present situation with the Potter Valley Project. We believe that the proposal represents a viable course of action that will ensure water supply reliability for the Upper Russian River environmental and economic interests while improving conditions on the Eel River. RRFC is encouraged by the inclusivity that is occurring in this stage of the process. The focus on mutual benefits is vital to a successful outcome, and we are heartened that so many diverse groups are respectful of each other's positions. We are grateful for PGE's support of this proposal and are committed to the development of a new project that will provide long-term benefits to our entire North Coast region.

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

**STAFF REPORT**

**Agenda Item 6: Water Supply Conditions**

**Monday, December 11, 2023**

**The Strategic Plan** relevant priorities are: **Security** through ensuring reliable, resilient, and available sources of water; **Advocacy** in support of equitable water resource stewardship; and **Use** of water in effective and beneficial ways as a public resource, all in alignment with the District’s Mission to steward water resources for the benefit of people and the environment.

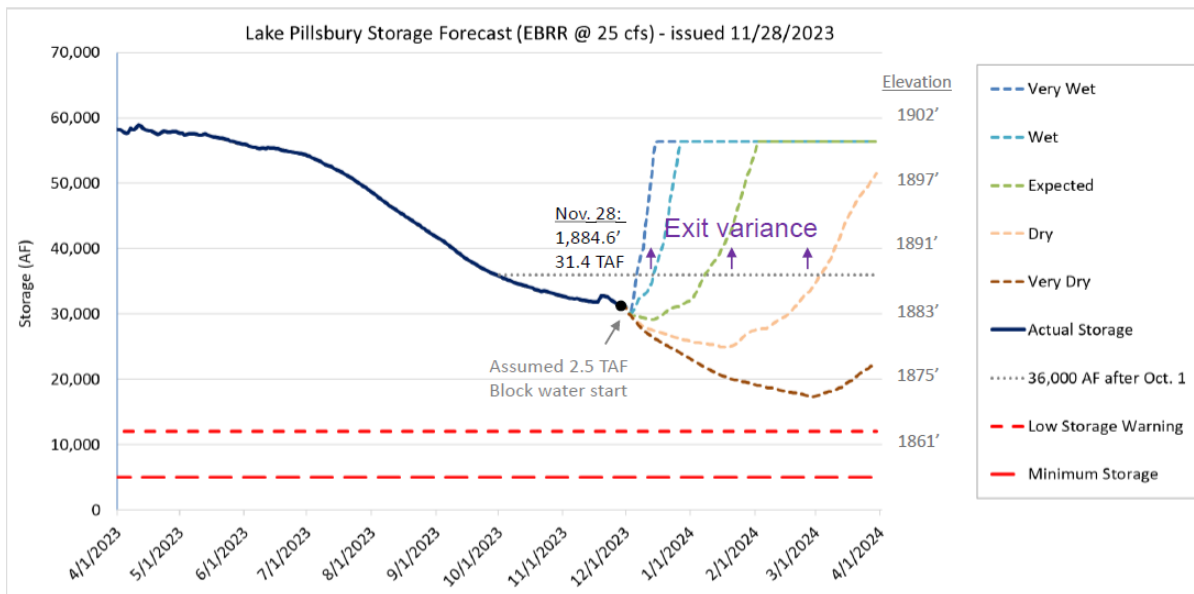
**Operations of the Trans-Basin Diversion Through PG&E Owned “Potter Valley Project”**

As previously reported, on October 2, 2023, FERC issued an order approving PG&E’s Temporary Variance of Flow Requirements that will be in effect until Lake Pillsbury storage exceeds 36,000 acre-feet following October 1, 2023, or when the variance is superseded by another variance. PG&E states that the 36,000 acre-feet storage threshold would allow it to meet minimum flow obligations through January 2024 in the event of extremely low inflow in early winter.

PG&E held the second Drought Working Group to review various reports on water supply and temperature.



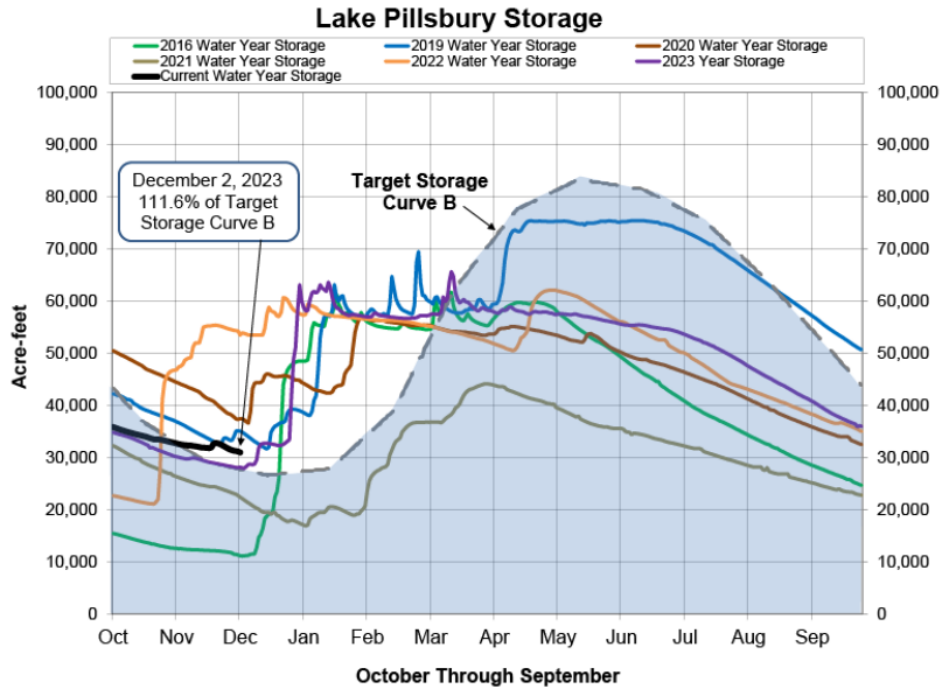
**2023/24 Storage Forecast**



Assumptions: EBRR @ 25 cfs; Block water releases: 2.5 TAF starting Dec. 1<sup>st</sup>; Post-Oct. 1<sup>st</sup>, Variance ends >36 TAF

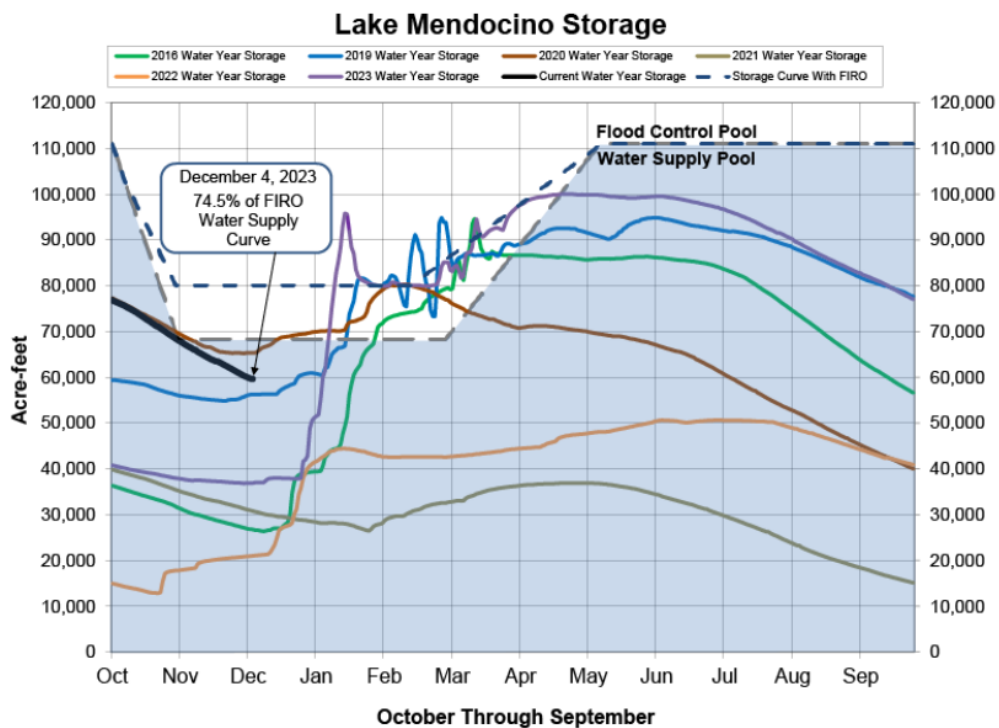
*(Continued...)*





**Lake Mendocino and the Mainstem Upper Russian River**

Lake Mendocino storage level was 59,666 acre feet (af) on December 4, 2023, down from 68,674 af on October 30, 2023. The mainstem Russian River continues to operate under a Temporary Urgency Change Order. [www.sonomawater.org/tucp](http://www.sonomawater.org/tucp).



\* \* \* \*

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

**STAFF REPORT**

**Agenda Item 8a: November 2023 Financial Report**

**Monday, December 11, 2023**

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Revenue

October 2023 Additional revenue not shown on previous report: none

November 2023: \$27,396.91

- \$21,563.91 in property tax revenue will be allocated to the previous fiscal year by Accountant.

Ordinary Expenses

October 2023 Additional expenses not shown on previous report: none

November 2023: \$42,242.79

- \$3,387.96 Meter & Data Mgmt Program – annual downloading of meters and managing malfunctioning meters.
- \$7,611.66 Trans Basin Diversion Legal Counsel
- \$7,237.50 USGS streamflow gage quarterly payment
- \$4,500 Audit payment
- Note: reallocated October legal counsel from “general” to “Trans Basin Diversion Project” expenses.

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 November 2023.
- Additional reports or information available upon request.
- Updated Fiscal Year 2022-2023 Year End Reports will be provided at future meeting.

Recommendation:

Move to accept and file the financial reports for November 2023.

Attachments:

1. Income & Expense Report – November 2023 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 – November 2023
6. Contracted Water Worksheet

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

Cash Basis

November 2023

	Nov 23	Budget
Ordinary Income/Expense		
Income		
4001 · Contract Water Sales	5,565.00	0.00
4050 · Property Taxes	21,563.91	0.00
4080 · Interest-LAIF	0.00	750.00
4100 · Other Income	268.00	
Total Income	27,396.91	750.00
Expense		
Payroll Expenses	13,165.55	29,828.00
Water Supply Expenses		
5020 · Water Rights		
5022 · Legal Counsel	41.00	0.00
5025 · Meter & Data Mgmt Program	3,346.96	0.00
Total 5020 · Water Rights	3,387.96	0.00
5030 · Projects		
5031 · Grants/Funding Analysis-general	3,200.00	
5036 · License Change Petition		
5036.01 · Chg Pet- Legal Counsel	844.21	
Total 5036 · License Change Petition	844.21	
5037 · LAFCo Applications		
5037.01 · LAFCo Apps - Legal Counsel	125.46	
Total 5037 · LAFCo Applications	125.46	
5038 · Water Use Enhancement		
5038.03 · Water Use Enh-Funding Analysis	681.25	
Total 5038 · Water Use Enhancement	681.25	
5039 · Trans Basin Diversion		
5039.01 · TBD - Legal Counsel	7,611.66	
Total 5039 · Trans Basin Diversion	7,611.66	
Total 5030 · Projects	12,462.58	0.00
5040 · USGS, streamflow gage	7,237.50	0.00

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

Cash Basis

November 2023

	Nov 23	Budget
Total Water Supply Expenses	23,088.04	0.00
General & Administrative Exp		
5100 · Consulting		
5101 · Accounting	945.00	500.00
5102 · Audit	4,500.00	0.00
5105 · Legal-General	329.70	1,667.00
Total 5100 · Consulting	5,774.70	2,167.00
5120 · Vehicle	105.20	60.00
5130 · Insurance	0.00	108.00
5160 · Office Operating Expenses	232.27	0.00
5170 · Training & Conferences	-122.97	0.00
Total General & Administrative Exp	5,989.20	2,335.00
Total Expense	42,242.79	32,163.00
Net Ordinary Income	-14,845.88	-31,413.00
Net Income	-14,845.88	-31,413.00

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

Cash Basis

July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
4001 · Contract Water Sales	36,862.00	509,806.00
4050 · Property Taxes	21,563.91	55,000.00
4080 · Interest-LAIF	4,540.59	3,000.00
4081 · Interest-SBMC	29.74	100.00
4100 · Other Income	<u>268.00</u>	
Total Income	63,264.24	567,906.00
Expense		
Payroll Expenses	72,094.77	272,100.00
Water Supply Expenses		
5020 · Water Rights		
5021 · Annual Fees	0.00	18,000.00
5022 · Legal Counsel	166.46	1,500.00
5023 · WR Engineering	0.00	1,500.00
5024 · Meter Maintenance	0.00	1,000.00
5025 · Meter & Data Mgmt Program	<u>5,122.59</u>	<u>6,000.00</u>
Total 5020 · Water Rights	5,289.05	28,000.00
5030 · Projects		
5031 · Grants/Funding Analysis-general	5,825.00	
5035 · RR Water Forum		
5035.01 · RR Water Forum-Legal	<u>1,840.08</u>	
Total 5035 · RR Water Forum	1,840.08	
5036 · License Change Petition		
5036.01 · Chg Pet- Legal Counsel	<u>844.21</u>	
Total 5036 · License Change Petition	844.21	
5037 · LAFCo Applications		
5037.01 · LAFCo Apps - Legal Counsel	<u>125.46</u>	
Total 5037 · LAFCo Applications	125.46	
5038 · Water Use Enhancement		
5038.03 · Water Use Enh-Funding Analysis	681.25	
5038.04 · Water Use Enh - Grant Writing	<u>6,533.75</u>	

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

Cash Basis

July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>
Total 5038 · Water Use Enhancement	7,215.00	
5039 · Trans Basin Diversion		
5039.01 · TBD - Legal Counsel	3,243.92	
5039 · Trans Basin Diversion - Other	<u>5,120.50</u>	
Total 5039 · Trans Basin Diversion	8,364.42	
5030 · Projects - Other	<u>0.00</u>	<u>250,000.00</u>
Total 5030 · Projects	24,214.17	250,000.00
5040 · USGS, streamflow gage	7,237.50	16,000.00
5050 · JPAs		
5051 · IWPC	3,300.00	3,300.00
5052 · GSA	<u>34,375.00</u>	<u>100,000.00</u>
Total 5050 · JPAs	<u>37,675.00</u>	<u>103,300.00</u>
Total Water Supply Expenses	74,415.72	397,300.00
General & Administrative Exp		
5100 · Consulting		
5101 · Accounting	3,780.26	6,000.00
5102 · Audit	8,000.00	10,000.00
5103 · Engineering- General	17,570.50	
5105 · Legal-General	2,870.52	20,000.00
5109 · Human Resources	536.25	3,000.00
5110 · Strategic Planning	<u>0.00</u>	<u>3,000.00</u>
Total 5100 · Consulting	32,757.53	42,000.00
5120 · Vehicle	2,108.82	2,000.00
5130 · Insurance	6,451.54	7,800.00
5140 · LAFCO Apportionment Fee	1,100.37	2,000.00
5150 · Memberships	0.00	6,000.00
5160 · Office Operating Expenses	2,523.20	7,000.00
5161 · Rent, Utilities	2,250.00	5,000.00
5170 · Training & Conferences	1,646.73	6,000.00
5180 · Stipends, Meetings	1,565.25	13,500.00
5190 · Property Tax Admin Fees	<u>0.00</u>	<u>1,000.00</u>

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

Cash Basis

July 2023 through June 2024

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	<u>Jul '23 - Jun 24</u>	<u>Budget</u>
Total General & Administrative Exp	<u>50,403.44</u>	<u>92,300.00</u>
Total Expense	<u>196,913.93</u>	<u>761,700.00</u>
Net Ordinary Income	-133,649.69	-193,794.00
Other Income/Expense		
Other Expense		
5700 · Use of Wtr Reliability Reserve	46,700.00	
5710 · Use of Capital Reserves	<u>10,903.97</u>	
Total Other Expense	<u>57,603.97</u>	
Net Other Income	<u>-57,603.97</u>	<u>0.00</u>
Net Income	<u><u>-191,253.66</u></u>	<u><u>-193,794.00</u></u>

Russian River Flood Control District  
Profit & Loss Prev Year Comparison

Cash Basis

July 2023 through June 2024

	Jul '23 - Jun 24	Jul '22 - Jun 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
4001 · Contract Water Sales	36,862.00	335,827.05	-298,965.05	-89.0%
4002 · Surplus Water Sales	0.00	3,536.69	-3,536.69	-100.0%
4010 · Water Application Fee	0.00	1,600.00	-1,600.00	-100.0%
4050 · Property Taxes	21,563.91	40,811.96	-19,248.05	-47.2%
4080 · Interest-LAIF	4,540.59	11,520.35	-6,979.76	-60.6%
4081 · Interest-SBMC	29.74	55.38	-25.64	-46.3%
4100 · Other Income	268.00	257.95	10.05	3.9%
4130 · Unrealized Gain(Loss) Invstment	0.00	-1,257.20	1,257.20	100.0%
Total Income	63,264.24	392,352.18	-329,087.94	-83.9%
Expense				
Payroll Expenses	72,094.77	192,108.21	-120,013.44	-62.5%
Water Supply Expenses				
5020 · Water Rights				
5021 · Annual Fees	0.00	16,886.72	-16,886.72	-100.0%
5022 · Legal Counsel	166.46	0.00	166.46	100.0%
5024 · Meter Maintenance	0.00	367.61	-367.61	-100.0%
5025 · Meter & Data Mgmt Program	5,122.59	3,893.46	1,229.13	31.6%
Total 5020 · Water Rights	5,289.05	21,147.79	-15,858.74	-75.0%
5030 · Projects				
5031 · Grants/Funding Analysis-general	5,825.00	3,861.25	1,963.75	50.9%
5032 · Outreach & Education	0.00	92.20	-92.20	-100.0%
5034 · Add'l Water Rights				
5034.02 · Engineering	0.00	3,737.00	-3,737.00	-100.0%
Total 5034 · Add'l Water Rights	0.00	3,737.00	-3,737.00	-100.0%
5035 · RR Water Forum				
5035.01 · RR Water Forum-Legal	1,840.08	0.00	1,840.08	100.0%
Total 5035 · RR Water Forum	1,840.08	0.00	1,840.08	100.0%
5036 · License Change Petition				
5036.01 · Chg Pet- Legal Counsel	844.21	0.00	844.21	100.0%
Total 5036 · License Change Petition	844.21	0.00	844.21	100.0%
5037 · LAFCo Applications				
5037.01 · LAFCo Apps - Legal Counsel	125.46	0.00	125.46	100.0%
Total 5037 · LAFCo Applications	125.46	0.00	125.46	100.0%
5038 · Water Use Enhancement				
5038.03 · Water Use Enh-Funding Analysis	681.25	0.00	681.25	100.0%
5038.04 · Water Use Enh - Grant Writing	6,533.75	0.00	6,533.75	100.0%
Total 5038 · Water Use Enhancement	7,215.00	0.00	7,215.00	100.0%
5039 · Trans Basin Diversion				
5039.01 · TBD - Legal Counsel	3,243.92	0.00	3,243.92	100.0%
5039 · Trans Basin Diversion - Other	5,120.50	0.00	5,120.50	100.0%
Total 5039 · Trans Basin Diversion	8,364.42	0.00	8,364.42	100.0%
Total 5030 · Projects	24,214.17	7,690.45	16,523.72	214.9%
5040 · USGS, streamflow gage	7,237.50	13,150.00	-5,912.50	-45.0%
5050 · JPAs				



	Jul '23 - Jun 24	Jul '22 - Jun 23	\$ Change	% Change
5051 · IWPC	3,300.00	0.00	3,300.00	100.0%
5052 · GSA	34,375.00	68,750.00	-34,375.00	-50.0%
Total 5050 · JPAs	37,675.00	68,750.00	-31,075.00	-45.2%
Total Water Supply Expenses	74,415.72	110,738.24	-36,322.52	-32.8%
General & Administrative Exp				
5100 · Consulting				
5101 · Accounting	3,780.26	25,904.45	-22,124.19	-85.4%
5102 · Audit	8,000.00	19,000.00	-11,000.00	-57.9%
5103 · Engineering- General	17,570.50	0.00	17,570.50	100.0%
5105 · Legal-General	2,870.52	24,843.63	-21,973.11	-88.5%
5107 · Public Relations-general	0.00	150.00	-150.00	-100.0%
5109 · Human Resources	536.25	12,805.00	-12,268.75	-95.8%
5110 · Strategic Planning	0.00	2,150.00	-2,150.00	-100.0%
Total 5100 · Consulting	32,757.53	84,853.08	-52,095.55	-61.4%
5120 · Vehicle	2,108.82	1,243.42	865.40	69.6%
5130 · Insurance	6,451.54	10,551.55	-4,100.01	-38.9%
5140 · LAFCO Apportionment Fee	1,100.37	1,268.73	-168.36	-13.3%
5150 · Memberships	0.00	5,930.00	-5,930.00	-100.0%
5160 · Office Operating Expenses	2,523.20	8,164.30	-5,641.10	-69.1%
5161 · Rent, Utilities	2,250.00	4,500.00	-2,250.00	-50.0%
5170 · Training & Conferences	1,646.73	5,297.45	-3,650.72	-68.9%
5180 · Stipends, Meetings	1,565.25	5,200.00	-3,634.75	-69.9%
5190 · Property Tax Admin Fees	0.00	992.34	-992.34	-100.0%
5200 · Election	0.00	331.74	-331.74	-100.0%
5299 · Miscellaneous Expense (Revenue)	0.00	-6.00	6.00	100.0%
Total General & Administrative Exp	50,403.44	128,326.61	-77,923.17	-60.7%
Total Expense	196,913.93	431,173.06	-234,259.13	-54.3%
Net Ordinary Income	-133,649.69	-38,820.88	-94,828.81	-244.3%
Other Income/Expense				
Other Expense				
5700 · Use of Wtr Reliability Reserve	46,700.00	0.00	46,700.00	100.0%
5710 · Use of Capital Reserves	10,903.97	0.00	10,903.97	100.0%
5900 · Depreciation Expense	0.00	20,939.50	-20,939.50	-100.0%
Total Other Expense	57,603.97	20,939.50	36,664.47	175.1%
Net Other Income	-57,603.97	-20,939.50	-36,664.47	-175.1%
Net Income	-191,253.66	-59,760.38	-131,493.28	-220.0%

Russian River Flood Control District  
Balance Sheet Prev Year Comparison

Cash Basis

As of June 30, 2024

	Jun 30, 24	Jun 30, 23	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1000 · SBMC Checking	114,191.43	265,565.19	-151,373.76	-57.0%
1001 · SBMC Savings				
1001.02 · Savings Water Reliability Fund	100,140.23	200,110.49	-99,970.26	-50.0%
1001.01 · General Savings	100,000.00	50,000.00	50,000.00	100.0%
Total 1001 · SBMC Savings	200,140.23	250,110.49	-49,970.26	-20.0%
1010 · LAIF				
1011 · Capital Reserve	73,670.00	56,000.00	17,670.00	31.6%
1012 · Emergency Reserve	37,500.00	28,000.00	9,500.00	33.9%
1013 · Operating Reserve	255,850.00	210,000.00	45,850.00	21.8%
1014 · Water Reliability Reserve	141,045.72	205,602.55	-64,556.83	-31.4%
Total 1010 · LAIF	508,065.72	499,602.55	8,463.17	1.7%
1019 · LAIF - Fair Market Value	-7,579.72	-7,579.72	0.00	0.0%
Total Checking/Savings	814,817.66	1,007,698.51	-192,880.85	-19.1%
Accounts Receivable				
1200 · Accounts Receivable	-5.00	0.00	-5.00	-100.0%
Total Accounts Receivable	-5.00	0.00	-5.00	-100.0%
Other Current Assets				
1210 · Interest Receivable	0.00	3,922.58	-3,922.58	-100.0%
1220 · Taxes Receiveable	0.00	5,939.46	-5,939.46	-100.0%
Total Other Current Assets	0.00	9,862.04	-9,862.04	-100.0%
Total Current Assets	814,812.66	1,017,560.55	-202,747.89	-19.9%
Fixed Assets				
1401 · Meters & Vehicles	147,783.80	147,783.80	0.00	0.0%
1499 · Accumulated Depreciation	-100,358.05	-100,358.05	0.00	0.0%
Total Fixed Assets	47,425.75	47,425.75	0.00	0.0%
Other Assets				
1600 · Deferred Outflows	23,868.00	23,868.00	0.00	0.0%
Total Other Assets	23,868.00	23,868.00	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>886,106.41</b>	<b>1,088,854.30</b>	<b>-202,747.89</b>	<b>-18.6%</b>

LIABILITIES & EQUITY

Russian River Flood Control District  
Balance Sheet Prev Year Comparison

Cash Basis

As of June 30, 2024

	Jun 30, 24	Jun 30, 23	\$ Change	% Change
Liabilities				
Current Liabilities				
Other Current Liabilities				
2010 · Accrued Expenses	0.00	7,787.50	-7,787.50	-100.0%
2020 · Accrued Payroll	0.00	6,572.27	-6,572.27	-100.0%
2030 · Vacation Accrual	24,980.77	24,980.77	0.00	0.0%
2050 · Payroll Liabilities				
2055 · ER PERS Payable	384.00	134.46	249.54	185.6%
2056 · EE PERS Payable	387.50	121.50	266.00	218.9%
2057 · Roth 457(b) Payable	2,500.00	150.00	2,350.00	1,566.7%
2058 · 1959 Survivor Benefits (Liab)	1.00	1.00	0.00	0.0%
Total 2050 · Payroll Liabilities	3,272.50	406.96	2,865.54	704.1%
Total Other Current Liabilities	28,253.27	39,747.50	-11,494.23	-28.9%
Total Current Liabilities	28,253.27	39,747.50	-11,494.23	-28.9%
Long Term Liabilities				
2600 · Deferred Inflows	4,322.00	4,322.00	0.00	0.0%
2700 · Net Pension Liability	4,893.00	4,893.00	0.00	0.0%
Total Long Term Liabilities	9,215.00	9,215.00	0.00	0.0%
Total Liabilities	37,468.27	48,962.50	-11,494.23	-23.5%
Equity				
3000 · Opening Bal Equity	541,116.95	541,116.95	0.00	0.0%
3001 · Retained Earnings	498,774.85	558,535.23	-59,760.38	-10.7%
Net Income	-191,253.66	-59,760.38	-131,493.28	-220.0%
Total Equity	848,638.14	1,039,891.80	-191,253.66	-18.4%
TOTAL LIABILITIES & EQUITY	886,106.41	1,088,854.30	-202,747.89	-18.6%

## Russian River Flood Control District

## Monthly Payment Detail

Cash Basis

As of November 30, 2023

Date	Name	Memo	Paid Amount
1000 · SBMC Checking			
11/08/2023	Intuit	Monthly Payroll Subscription	-6.00
11/13/2023	Cardmember Service	QuickBooks generated zero amount transaction for bill pa...	0.00
11/13/2023	Nigro & Nigro PC	FY 2022-2023 Audit final payment	-4,500.00
11/14/2023	Team Mobile	Monthly cell phone service	-208.50
11/19/2023	USGS	Gages, Bill #91102224	-7,237.50
11/20/2023	Herum/Crabtree/Suntag	Legal Counsel Services Oct 2023	-8,776.50
11/24/2023	Eide Bailly	Accounting, Sept 2023 service Dates	-945.00
11/30/2023	Herum/Crabtree/Suntag	Add'l pymt of Legal Counsel Services Oct 2023	-175.53
11/30/2023	LACO	Funding Analysis/Grant Writing October service dates Inv ...	-3,881.25
11/30/2023	Mendocino County Resource...	Meter & Data Mgmt Program, October service dates	-3,346.96
Total 1000 · SBMC Checking			-29,077.24
TOTAL			-29,077.24

## Project Water Worksheet as of December 1, 2023

Current 2023 totals  
in Acre Feet

<b>Project Water Licensed to MC RRFC &amp; WCID:</b>	<b>7940</b>
<b>Contracted Non-Retail Suppliers:</b>	<b>4992</b>
<b>Contracted Retail Suppliers:</b>	<b>2505.15</b>
Calpella CWD	85
Henry Station Mutual Water Co	8
Hopland PUD	222
Millview CWD - All Use	1171.15
Rogina Water	400
River Estates Mutual Water Company	26
Willow CWD - All Use	593
<b>Contracted Retail Suppliers Total:</b>	<b>2505.15</b>
<b>Contracted Total:</b>	<b>7497.15</b>
<b>Current Uncontracted Water Supply for 2023:</b>	<b>442.85</b>

**Redwood Valley County Water District:**

Month	Water Requested, in acre feet	Water diverted, in acre feet	Remaining AF Available*
Jan 2023	40	0	
Feb 2023	40	0	
Mar 2023	60	0	
Apr 2023	60	31.60	
May 2023	60	42.72	
June 2023	60	94.48	
July 2023	150	173.04	
Aug 2023	150	174.10	
Sept 2023	150	81.91	
Oct 2023	100	37.54	
Nov 2023	40	25.46	460.00
Dec 2023	0		
<b>Totals:</b>	<b>910</b>	<b>660.85</b>	

**Current Contract Adjustments in 2023:**

Surplus water <b>OFFERED FOR TRANSFER</b> from customers in 2023:	693
Requested surplus by customers for 2023:	15

**Total available Surplus for Redwood Valley: 1120.85**

\* Additional surplus water may be made available by customers, if needed.

5 **DRAFT MINUTES**

6 **Regular Meeting of November 6, 2023**  
7 **At District Office: 304 N. State Street, Ukiah, CA 95482**

8 **1. Roll Call**

9 Vice President White called the meeting to order at 5:31 PM.

10 Trustees Present: Christopher Watt, President  
11 Alfred White, Vice President  
12 John Bailey, Treasurer (arrived 5:33 PM)  
13 John Reardan, Trustee  
14 Tyler Rodrigue, Trustee  
15

16 Staff: Elizabeth Salomone, General Manager  
17 Jeanne Zolezzi, Legal Counsel  
18

19 **2. Approval of Agenda**

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

22 Ayes: 4 (Reardan, Rodrigue, White, Watt)  
23 Absent: 1 (Bailey)  
24

25 **3. Public Expression -No one indicated interest in speaking.**

26  
27 **4. GUEST SPEAKER**

28 Charlie Schneider from California Trout share information and answered questions regarding the organization and  
29 the trans basin diversion from the Eel to the Russian River.  
30

31 **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

32 **5. Mendocino County Inland Water & Power Commission (MCIWPC) Representation**

33 Vice President White moved to authorize the District's MCIWPC Representatives (Reardan and Watt) to  
34 consult with District Legal Counsel and vote on behalf of the District in relation to approval of a Joint  
35 Exercise of Powers Agreement between Sonoma County Water Agency and MCIWPC. Trustee Reardan  
36 seconded the motion. The motion was approved by the following vote:

37 Ayes: 5 (Reardan, Rodrigue, Bailey, White, Watt)

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

39 **6. Water Supply Conditions Update**

40 No comments or questions offered.  
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(Continued...)

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**7. Consent Calendar**

- a) Acceptance of the October 2023 Financial Report
- b) Approval of October 9, 2023 Regular Board Meeting minutes

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

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

**8. Trustee & Committee Reports**

*Trustee Reardan* reported on the Redwood Valley County Water District November Board Meeting. The RV Board approved a \$25,000 (out of the requested \$50,000) contribution to MCIWPC.

**9. General Manager Report & Correspondence**

No comments or questions.

**10. Direction on Future Agenda Items**

None noted.

**CLOSED SESSION**

**11. 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

The Board entered Closed Session from 6:38 PM to 7:21 PM and reported out that direction was given to the Board's Inland Water & Power Commission representatives, legal counsel, and staff.

**ADJOURNMENT**

Vice President White moved to adjourn the meeting at 7:21 PM. Trustee Reardan seconded the motion. The motion was approved by the following vote:

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

***APPROVED by Board of Trustees on December 11, 2023***

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

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

**President**  
*Christopher Watt*

**Vice President**  
*Alfred White*

**Treasurer**  
*John Bailey*

**Trustee**  
*Tyler Rodrigue*

**Trustee**  
*John Reardan*

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

## **General Manager's Report for November 2023**

*Presented at Regular Meeting of Monday, December 11, 2023*

**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-River & Reservoir Ops: October 2023 Temporary Urgency Change Petition:** On October 13, 2023 Sonoma County Water Agency filed temporary urgency change petitions (TUCPs) with the State Water Resources Control Board Division of Water Rights. The petitions were submitted for Temporary Urgency Change to modify the minimum instream flow requirements for the Russian River as established by Decision 1610 for Permits 12947A, 12949, 12950 and 16596 in response to changed watershed conditions in the Russian River due to recent changes in the operation of the Potter Valley Project. The **attached** letter of support was submitted by the District. More information: <https://www.sonomawater.org/tucp>

**1-Future Reservoir Ops:** RRFC and Sonoma Water staff met to review 2023 water year and discuss the 2024 Technical Memo development (under the MOU) with monthly meetings to start in January.

**2-Trans Basin Diversion Future:** PG&E posted the Initial Draft Surrender Application and Decommissioning Plan for public review. The Board will consider approval of a comment letter in Item 6.

**2-Russian River Water Forum:** PG&E's Draft Surrender Application and Conceptual Decommissioning Plan was on the agenda for the Thursday, December 7 Water Forum Planning Group meeting. More information on Forum: <https://russianriverwaterforum.org/>

**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-Groundwater Sustainability Agency (GSA):** Vice President White and GM met with the GSA's Rate & Fee Study consultants to discuss options and provide feedback in their proposal development.

**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-Association of California Water Agencies (ACWA):** An ACWA Board orientation was held for incoming Board Members. GM Salomone's term is Jan 1, 2024 to Dec 31, 2026. The statewide ACWA Board met.

**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 Right License Change Petition:** GM and Legal Counsel met with State Water Resources Control Board to discuss potential petition.

**1-Water Right License:** Data and water use worksheets are being returned by to with a December 31, 2023 deadline to meet new State Water Resources Control Board annual reporting deadlines.

*(Continued...)*



**1-Redwood Valley surplus supplies:** Paperwork has been issued for 180 af of contracted water to be transferred and made available to Redwood Valley. An additional 523 af has been offered and can be made available, for a total of 703 af on top of what is uncontracted.

**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:** GM was on leave for 2+ weeks in November/early December. GM attended the following webinars/trainings: \*Grant Writing, \*SWRCB annual reporting updates, \*UC Cooperative Extension certification class to become a Qualified Individual for SB88 compliance, \*the 3.5 hour long DWR 2023 Fall Groundwater Sustainability Agency Forum - Well Management Approaches: from Enhancing Local Understanding to Leveraging Local Coordination, a recording of which will be available on YouTube at a future date, \*virtually attended the half day PPIC 2023 Annual Water Conference-Stewarding CA's Wet Years, \*Natural Resource Agency's Secretary Speaker Series - Native Voices on Traditional Ecological Knowledge and how it Informs Advocacy. \*CA Water Commission meeting Agenda Item 12, presentation on Drought Strategies: Presentation on Draft White Paper. \*Engineering with Nature webinar, \*CA Water Data Consortium's State Agency Panel Discussion: Open Data for Water Resilience in CA that looked at how modernizing water data infrastructure is driving positive outcomes for water stewardship in CA.

**3-Systems:** Meters continue to malfunction and fail, causing major hurdles in the water use reporting work. GM, Legal Counsel, and Engineer are updating the District's SB88 Alternative Compliance Plan. GM became certified as a "Qualified Individual" under the law to oversee installation and calibration of meters in the field.

**4-Finances:** The 2022-2023 Financial Audit is being drafted.

**Community Meetings**

**Upper Russian River Water Agency (URRWA) (11/1/23):** Calpella is conducting a rate study. New VFD pumps have been installed in the Redwood Valley pumping station and just need to be wired in. Redwood Valley's second attempt at drilling a well resulted in only 80 gpm. They are trying to figure out what to do with the remaining grant money that will be helpful to RV. Millview's Well 6 is offline for maintenance. Millview is draining and sand blasting two tanks, and they are also replacing water meters for radio read. Existing ones have been failing. Groundwater Sustainability Agency information was given. Some concern expressed over the proposed amount of the expected budget in the out years. URRWA/City of Ukiah Ad Hoc Report on consolidation efforts: added wording to the agreement to satisfy State concerns. A redline agreement is being drafted for approval. Final outcome is the formation of a JPA of all the members. Millview November meeting is being moved from the 21st to the 14th due to the proximity of Thanksgiving.

**Local Agency Formation Commission (LAFCo) (11/6/23):** The Commission received an informational presentation on behalf of the Ukiah Valley Groundwater Sustainability Agency regarding a rate and fee study being conducted to pay for activities of the Ukiah Valley Basin Groundwater Sustainability Agency.

**Willow Water District (11/13/23):** GM working with attorney on water rights reporting. Looking to increase connection fees based on inflation (CPI) not subject to the Proposition 218 process. Spanish Canyon tank site dispute seems to have resolved itself. Some maintenance projects in other districts. IWPC asking Districts to figure out future water needs. Water district contracts: Millview tank being recoated. RV exploratory borehole yield was 80 gpm and not worth building a well. Hopland Caltrans project for ADA sidewalks and want Hopland PUD to relocate the water service meters. Ukiah Valley water retailers consolidation: Attorneys talked through State Water Resources Control Board concerns on the draft agreement. State wants to see all districts

(Continued...)

consolidated and annexed into single entity with no option to withdraw from JPA. Upon signing agreement Willow staff become city employees and all district service contracts flow to the city. Bella Vista subdivision fee deferment - no action and no news from developer. Discussion about point in time to initiate connection fee increase. Groundwater Sustainability Agency issued an additional invoice to cover rate and fee study; \$30k from each member would be \$7,500 to Willow pro-rated based on service connection count. Unbudgeted cost for Willow. Audit report: overall clean with no major discrepancies. Motion passed to approve audit.

**Hopland Public Utility District (11/9/23):** No one from the District attended.

**Millview Water District Special (11/14/23):** Tank sandblasting and painting along with telemetry install proceeding apace. Redwood Valley well drilling abandoned due to low yield. \$130K down. 1.5 million remaining. Next step will be to hire high tech water finders and try another spot. Cal Trans has a project to rebuild 101 at Hopland in an 18-36 month long operation. It expects Hopland PUD to pay for all the relocations of water and sewer infrastructure. Well 6 was checked with a camera, and it was clear that all the perforations are plugged up. Plan is to do an acid descale treatment followed by brushing. Motor rebuild is going well for \$3,900. Refurbishing the well is about \$52,000. Consolidation efforts: working group met 3 weeks ago and assigned one of the attorneys to prepare a redline draft of the agreement to address the State's concerns before the money will be provided. The primary concern is that the members can't leave the group after infrastructure starts going in the ground. GSA invoice: On hold for a month. They want the Fee Study Consultants to address the URRWA meeting to give a better understanding of the financial picture.

**City of Ukiah (11/15/23):** Nothing water related.

**Calpella Water District (11/15/23):** No one from District attended.

**Redwood Valley Water District (11/16/23):** Trustee report to be provided at meeting.

**Inland Water & Power Commission (11/17/23):** Redwood Valley contributed \$25,000 of the requested \$50,000 to IWPC. There was no closed session, however, Legal Counsel Scott Shapiro gave a briefing on the proposal submitted to PG&E which is available on the IWPC website. Proponents and supporters include two basin solution partners and more. PG&E issued initial draft surrender application and conceptual decommissioning plan. PG&E does not "accept" the proposal but references it as an option. PG&E requesting public comments by Dec 22, the first of 3 opportunities to provide comment on decommissioning plan (May 2024 and again probably in 2025.) Eel-Russian Project Authority (JPA): Preview of document to be considered for adoption at Nov 30 IWPC meeting. Will also include voting for representation. Scheduling of first meeting once all directors selected. Staffing TBD. Potter Valley Tribe request: Advice from legal to setup meeting with Tribe to learn about their interest and concerns. RRWF Steering Committee met recently and discussed lack of funding and potentially winding down the forum.

\* \* \* \*

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

*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)*

November 10, 2023

Erik Ekdahl, Deputy Director of Water Rights  
State Water Resources Control Board  
Division of Water Rights  
PO Box 2000  
Sacramento, CA 95812-2000

Dear Mr. Ekdahl,

**RE: Support for Temporary Urgency Change filed October 12, 2023  
for Permits 12947A, 12949, 12950, and 16596 held by Sonoma Water Agency**

The Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC) supports approval of Sonoma Water Agency's recently filed Petition for Temporary Urgency Change (TUCP.)

The State Water Resources Control Board (Water Board) staff has been extremely active and engaging with stakeholders in the Russian River watershed for the last few years and is keenly aware of our current and future water supply issues. The region's water supply is vulnerable and the TUCP is one of the most important tools for the Upper Russian River to maintain vital storage reserves while making needed water available for beneficial use. RRFC supports and applauds Sonoma Water for its continued diligence in monitoring, filing TUCPs, managing, outreach & education, advocacy, and regional collaboration. Sonoma Water's efforts benefit all water uses and users in the Russian River watershed.

Russian River Flood Control thanks you for your consideration of these comments. It also extends sincere appreciation for the resources expended in the Russian River by the State Water Resources Control Board since 2020 and collaboration that bolsters the region's water security and resiliency.

Yours Sincerely,



Elizabeth Salomone  
General Manager

*Cc: Sonoma Water Agency*

**President**  
*Christopher Watt*

**Vice President**  
*Alfred White*

**Treasurer**  
*John Bailey*

**Trustee**  
*Tyler Rodrigue*

**Trustee**  
*John Reardan*



## UKIAH VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY

340 Lake Mendocino Dr. • Ukiah • California 95482 • (707)463-4363 • fax (707)463-5474

November 1, 2023

Russian River Flood Control & Water Conservation District  
340 Lake Mendocino Avenue  
Ukiah, CA 95482

**RE: ADDITIONAL FUNDS FOR FISCAL YEAR 2023-24**

Dear Beth Salomone,

The Russian River Flood Control & Water Conservation District is a member agency of the Ukiah Valley Basin Groundwater Sustainability Agency (GSA) and contributes financially to fund the GSA.

GSA member agencies are committed to financially supporting the GSA up to the end of FY 2026. From FY 2022 to FY 2026, each member agency will contribute up to \$343,750 (or \$68,750 per year). In order to make the GSA financially self-sufficient, the GSA Board has procured a consultant to complete a Rate and Fee Study within the next two years. When the GSA budget for FY 2024 was being developed, GSA staff noted that without additional grant funding to offset costs or additional cash contributions from GSA member agencies, the GSA will experience a budget shortfall by the end of FY 2024.

At the June 15, 2023 Ukiah Valley Basin GSA Board of Directors meeting, the Board adopted the FY 2024 budget. The approved FY 2024 budget included member agency contributions of \$68,750 per agency which is the typical annual contribution. It also included an additional contribution of \$30,000 per agency in order to fund the expedited rate and fee study which will allow the GSA to start implementing rates and fees in FY 2025. These funds will allow the GSA to fully fund the rate and fee study without running into budget shortfalls, allowing the GSA to become financially independent as soon as possible. The GSA is anticipated to be financially self-sufficient from its rate and fee structure that is anticipated to be in place in FY 2025. Assuming this is the case, it's the GSA's intention in FY 2026 to deduct \$30,000 from each GSA member agency's annual contribution amount for FY 2026 so the net contributions from each GSA member agency between FY 2022 to FY 2026 does not exceed \$343,750.

Fiscal Year	Annual Contribution	Additional Contribution
2022	\$ 68,750.00	\$ -
2023	\$ 68,750.00	\$ -
2024	\$ 68,750.00	\$ 30,000.00
2025	\$ 68,750.00	\$ -
2026	\$ 38,750.00	\$ -
Subtotal	\$ 313,750.00	\$ 30,000.00
<b>Total FY 2022 - FY 2026</b>	<b>\$ 343,750.00</b>	<b>\$ 343,750.00</b>



UKIAH VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY

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The Russian River Flood Control & Water Conservation District has already been invoiced for the FY 2024 contribution of \$68,750. The enclosed invoice covers the additional \$30,000 contribution, to be paid by March 18, 2024.

Thank you for your ongoing support of the Ukiah Valley Basin GSA.

Respectfully,

A handwritten signature in black ink that reads "Erik Cadaret".

Erik Cadaret  
General Manager  
Ukiah Valley Basin GSA