

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

STAFF REPORT – CORRECTED FROM ORIGINAL

To: Board of Trustees
From: E. Salomone, General Manager
Meeting: Monday, March 6, 2023
RE: Agenda Item 8a: February 2023 Financial Reports Summary

Revenue

January 2023 Additional revenue not shown on previous report: None

February 2023: \$2,351.86

- \$400 in contract application fee for change of ownership
- \$1,951.86 in County administered property taxes.

Ordinary Expenses

January 2023 Additional expenses not shown on previous report: \$2,410.65

- \$546.94 in Office Operating
- \$1,640.52 in Training and Conferences
- \$223.19 in Vehicle (fuel for work travel)

February 2023: ~~\$8,743.69~~ **\$38,774.96** in expenses at time of writing this report, notably:

- \$16,939.21 Water Rights – annual license & permit fees
- \$8,185.05 Consulting

Other

- Financial reports have a new look and organization structure that aligns with Accountant recommendations. The update will support work of our Auditor in the annual review of financial statements, as well.
- 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 February 2023.
- Reconciliation for LAIF needs attention from Accountant.
- Additional reports or information available upon request.

Recommendation:

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

Attachments:

1. Income & Expense Report – February 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 – February 2023
6. Contracted Water Worksheet – no change from previous month

Russian River Flood Control District
Income & Expense
February 2023

	Feb 23
Ordinary Income/Expense	
Income	
4001 · Contract Water Sales	0.00
4010 · Water Application Fee	400.00
4050 · Property Taxes	1,951.86
4080 · Interest-LAIF	0.00
4081 · Interest-SBMC	0.00
Total Income	2,351.86
Expense	
Payroll Expenses	13,144.55
Operating Expenses	
5020 · Water Rights	16,886.72
5030 · Projects	0.00
5040 · USGS, streamflow gage	0.00
5060 · Rent, Utilities	0.00
Total Operating Expenses	16,886.72
5052.01 · Groundwater Sustainability	0.00
General & Administrative Exp	
5100 · Consulting	
5104 · Grants & Funding	2,362.50
5105 · Legal	1,671.00
5106 · Metering	481.80
5100 · Consulting - Other	3,669.75
Total 5100 · Consulting	8,185.05
5120 · Vehicle	37.64
5130 · Insurance	446.66
5140 · LAFCO Apportionment Fee	0.00
5150 · Memberships	0.00
5160 · Office Operating Expenses	74.34
5170 · Training & Conferences	0.00
5180 · Stipends, Meetings	0.00
5200 · Election	0.00
Total General & Administrative Exp	8,743.69
Total Expense	38,774.96
Net Ordinary Income	-36,423.10
Net Income	-36,423.10

Russian River Flood Control District

Income & Expense / Budget vs. Actual

Cash Basis

July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4001 · Contract Water Sales	4,512.00	348,935.00	-344,423.00	1.3%
4010 · Water Application Fee	800.00			
4050 · Property Taxes	33,264.25	55,000.00	-21,735.75	60.5%
4080 · Interest-LAIF	-919.41	2,500.00	-3,419.41	-36.8%
4081 · Interest-SBMC	25.22	500.00	-474.78	5.0%
4100 · Other Income	257.95			
Total Income	<u>37,940.01</u>	<u>406,935.00</u>	<u>-368,994.99</u>	<u>9.3%</u>
Expense				
Payroll Expenses	119,224.57	180,510.00	-61,285.43	66.0%
Operating Expenses				
5020 · Water Rights	16,939.21			
5030 · Projects	3,737.00	40,000.00	-36,263.00	9.3%
5040 · USGS, streamflow gage	7,237.50	15,000.00	-7,762.50	48.3%
5060 · Rent, Utilities	3,375.00	5,000.00	-1,625.00	67.5%
Total Operating Expenses	<u>31,288.71</u>	<u>60,000.00</u>	<u>-28,711.29</u>	<u>52.1%</u>
5052.01 · Groundwater Sustainability General & Administrative Exp	68,750.00	68,000.00	750.00	101.1%
5100 · Consulting	66,534.69	40,000.00	26,534.69	166.3%
5120 · Vehicle	928.14	2,000.00	-1,071.86	46.4%
5130 · Insurance	9,658.15	14,000.00	-4,341.85	69.0%
5140 · LAFCO Apportionment Fee	1,268.73	2,500.00	-1,231.27	50.7%
5150 · Memberships	5,930.00	7,000.00	-1,070.00	84.7%
5160 · Office Operating Expenses	3,952.67	5,000.00	-1,047.33	79.1%
5170 · Training & Conferences	2,960.56	4,000.00	-1,039.44	74.0%
5180 · Stipends, Meetings	4,650.00	6,000.00	-1,350.00	77.5%
5200 · Election	331.74	5,000.00	-4,668.26	6.6%
5299 · Miscellaneous Expense (Reven...	-6.00			
Total General & Administrative Exp	<u>96,208.68</u>	<u>85,500.00</u>	<u>10,708.68</u>	<u>112.5%</u>
Payroll Taxes- old	0.00			
Total Expense	<u>315,471.96</u>	<u>394,010.00</u>	<u>-78,538.04</u>	<u>80.1%</u>
Net Ordinary Income	<u>-277,531.95</u>	<u>12,925.00</u>	<u>-290,456.95</u>	<u>-2,147.2%</u>
Other Income/Expense				
Other Expense				
5800 · Prior Year Expense	0.00			
Total Other Expense	<u>0.00</u>			
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Income	<u><u>-277,531.95</u></u>	<u><u>12,925.00</u></u>	<u><u>-290,456.95</u></u>	<u><u>-2,147.2%</u></u>

Russian River Flood Control District Profit & Loss Prev Year Comparison

July 2022 through February 2023

Cash Basis

	Jul '22 - Feb 23	Jul '21 - Feb 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
4001 · Contract Water Sales	4,512.00	75,106.00	-70,594.00	-94.0%
4010 · Water Application Fee	800.00	0.00	800.00	100.0%
4050 · Property Taxes	33,264.25	32,523.04	741.21	2.3%
4080 · Interest-LAIF	-919.41	580.78	-1,500.19	-258.3%
4081 · Interest-SBMC	25.22	76.39	-51.17	-67.0%
4100 · Other Income	257.95	0.00	257.95	100.0%
4110 · Reimbursed Expenses	0.00	36,793.64	-36,793.64	-100.0%
Total Income	37,940.01	145,079.85	-107,139.84	-73.9%
Expense				
Payroll Expenses				
5001 · Gross Wages	81,354.16	75,913.38	5,440.78	7.2%
5002 · CalPERS Employer Expense	5,982.00	5,850.94	131.06	2.2%
5003 · CalPERS 457 Roth Expense	2,750.00	2,312.50	437.50	18.9%
5004 · Health Insurance	13,596.00	7,800.00	5,796.00	74.3%
5005 · Medicare	1,333.88	1,129.75	204.13	18.1%
5006 · FICA	6,531.53	4,830.63	1,700.90	35.2%
5007 · CalPERS 1959 Survivor Billing	16.00	78.40	-62.40	-79.6%
5009 · Unfunded Pension Liability	7,011.00	8,419.00	-1,408.00	-16.7%
Vacation/Sick	0.00	2,000.00	-2,000.00	-100.0%
Payroll Expenses - Other	650.00	0.00	650.00	100.0%
Total Payroll Expenses	119,224.57	108,334.60	10,889.97	10.1%
Operating Expenses				
5020 · Water Rights	16,939.21	17,868.73	-929.52	-5.2%
5030 · Projects	3,737.00	25,743.57	-22,006.57	-85.5%
5040 · USGS, streamflow gage	7,237.50	20,505.00	-13,267.50	-64.7%
5060 · Rent, Utilities	3,375.00	5,044.72	-1,669.72	-33.1%
Total Operating Expenses	31,288.71	69,162.02	-37,873.31	-54.8%
5052.01 · Groundwater Sustainability	68,750.00	10,513.64	58,236.36	553.9%
General & Administrative Exp				
5100 · Consulting	66,534.69	26,496.03	40,038.66	151.1%
5120 · Vehicle	928.14	229.09	699.05	305.1%
5130 · Insurance	9,658.15	6,627.71	3,030.44	45.7%
5140 · LAFCO Apportionment Fee	1,268.73	1,396.13	-127.40	-9.1%
5150 · Memberships	5,930.00	5,670.00	260.00	4.6%
5160 · Office Operating Expenses	3,952.67	2,395.11	1,557.56	65.0%
5170 · Training & Conferences	2,960.56	900.00	2,060.56	229.0%
5180 · Stipends, Meetings	4,650.00	2,400.00	2,250.00	93.8%
5200 · Election	331.74	0.00	331.74	100.0%
5299 · Miscellaneous Expense (Revenue)	-6.00	0.00	-6.00	-100.0%
Total General & Administrative Exp	96,208.68	46,114.07	50,094.61	108.6%
Payroll Taxes- old	0.00	0.00	0.00	0.0%
Total Expense	315,471.96	234,124.33	81,347.63	34.8%
Net Ordinary Income	-277,531.95	-89,044.48	-188,487.47	-211.7%
Other Income/Expense				
Other Expense				
5800 · Prior Year Expense	0.00	0.00	0.00	0.0%
5700 · Reserves	0.00	68,750.00	-68,750.00	-100.0%
Total Other Expense	0.00	68,750.00	-68,750.00	-100.0%
Net Other Income	0.00	-68,750.00	68,750.00	100.0%

	<u>Jul '22 - Feb 23</u>	<u>Jul '21 - Feb 22</u>	<u>\$ Change</u>	<u>% Change</u>
Net Income	<u>-277,531.95</u>	<u>-157,794.48</u>	<u>-119,737.47</u>	<u>-75.9%</u>

Russian River Flood Control District Balance Sheet Prev Year Comparison

As of February 28, 2023

Cash Basis

	Feb 28, 23	Feb 28, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · SBMC Checking	180,715.52	311,296.31	-130,580.79	-42.0%
1001 · SBMC Savings	100,113.71	100,076.02	37.69	0.0%
1010 · LAIF				
1011 · Capital Reserve	56,000.00	48,000.00	8,000.00	16.7%
1012 · Emergency Reserve	28,000.00	28,000.00	0.00	0.0%
1013 · Operating Reserve	210,000.00	153,000.00	57,000.00	37.3%
1014 · Water Reliability Reserve	198,004.78	259,411.40	-61,406.62	-23.7%
1010 · LAIF - Other	0.00	2,287.29	-2,287.29	-100.0%
Total 1010 · LAIF	492,004.78	490,698.69	1,306.09	0.3%
1019 · LAIF - Fair Market Value	-6,322.52	0.00	-6,322.52	-100.0%
Total Checking/Savings	766,511.49	902,071.02	-135,559.53	-15.0%
Accounts Receivable				
1200 · Accounts Receivable	-240.00	0.00	-240.00	-100.0%
Total Accounts Receivable	-240.00	0.00	-240.00	-100.0%
Total Current Assets	766,271.49	902,071.02	-135,799.53	-15.1%
Fixed Assets				
1401 · Meters & Vehicles	147,783.80	139,849.78	7,934.02	5.7%
1499 · Accumulated Depreciation	-79,418.55	-59,942.72	-19,475.83	-32.5%
Total Fixed Assets	68,365.25	79,907.06	-11,541.81	-14.4%
Other Assets				
1600 · Deferred Outflows	24,734.00	24,734.00	0.00	0.0%
Total Other Assets	24,734.00	24,734.00	0.00	0.0%
TOTAL ASSETS	859,370.74	1,006,712.08	-147,341.34	-14.6%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2010 · Accrued Expenses	-7,237.50	0.00	-7,237.50	-100.0%
2030 · Vacation Accrual	30,457.87	15,922.00	14,535.87	91.3%
2050 · Payroll Liabilities				
2051 · Federal Withholding	725.00	1,370.00	-645.00	-47.1%
2052 · State Withholding CA	369.22	707.26	-338.04	-47.8%
2053 · FICA	696.62	1,292.70	-596.08	-46.1%
2054 · Medicare	162.92	302.34	-139.42	-46.1%
2055 · ER PERS Payable	373.50	0.00	373.50	100.0%
2056 · EE PERS Payable	337.50	0.00	337.50	100.0%
2057 · Roth 457(b) Payable	1,250.00	0.00	1,250.00	100.0%
2058 · 1959 Survivor Benefits (Liab)	1.00	0.00	1.00	100.0%
2059 · Employee Health Insurance Payab	0.00	-1,800.00	1,800.00	100.0%
Total 2050 · Payroll Liabilities	3,915.76	1,872.30	2,043.46	109.1%
Total Other Current Liabilities	27,136.13	17,794.30	9,341.83	52.5%
Total Current Liabilities	27,136.13	17,794.30	9,341.83	52.5%
Long Term Liabilities				
2600 · Deferred Inflows	471.00	471.00	0.00	0.0%
2700 · Net Pension Liability	50,063.00	50,063.00	0.00	0.0%
Total Long Term Liabilities	50,534.00	50,534.00	0.00	0.0%
Total Liabilities	77,670.13	68,328.30	9,341.83	13.7%

Russian River Flood Control District
Balance Sheet Prev Year Comparison
As of February 28, 2023

Cash Basis

	<u>Feb 28, 23</u>	<u>Feb 28, 22</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
3000 · Opening Bal Equity	541,116.95	541,116.95	0.00	0.0%
3001 · Retained Earnings	518,115.61	555,061.31	-36,945.70	-6.7%
Net Income	-277,531.95	-157,794.48	-119,737.47	-75.9%
Total Equity	<u>781,700.61</u>	<u>938,383.78</u>	<u>-156,683.17</u>	<u>-16.7%</u>
TOTAL LIABILITIES & EQUITY	<u>859,370.74</u>	<u>1,006,712.08</u>	<u>-147,341.34</u>	<u>-14.6%</u>

Russian River Flood Control District
Monthly Payment Detail
As of February 28, 2023

Cash Basis

Type	Date	Name	Memo	Paid Amount
1000 · SBMC Checking				
Bill Pm...	02/04/2023	State Compensation Insurance Fu...	2022-23 FY Policy charges 1/9 to 2/9/23	-446.66
Bill Pm...	02/06/2023	CA Tax and Fee Admin-Water Ri...	Annual Water Rights fees, 7/1/22-6/30/23 - 3 p...	-16,886.72
Bill Pm...	02/06/2023	Herum/Crabtree/Suntag	Legal Counsel, Dec 22 & Jan 23 service dates	-1,671.00
Bill Pm...	02/06/2023	USGS	Gages, Bill #9100745 Fed FY Qtr for 7/25/22 a...	-7,237.50
Bill Pm...	02/08/2023	Intuit	Monthly Payroll Subscription	-5.00
Bill Pm...	02/09/2023	Cardmember Service	Credit card 12/14/22 to 1/12/23	-55.41
Bill Pm...	02/18/2023	US Cellular	Cell service 1/14 - 2/13/23 service dates	-51.57
Bill Pm...	02/20/2023	Eide Bailly	Accounting, January 23 service Dates	-3,669.75
Bill Pm...	02/23/2023	Chevalier Vineyard Management,...	Meter Reading/annual downloads February 2022	-481.80
Bill Pm...	02/28/2023	LACO	Consulting -Funding/Grant support	-2,362.50
Total 1000 · SBMC Checking				-32,867.91
TOTAL				-32,867.91

Project Water Worksheet as of March 1, 2023

No changes from previous report

Current 2023 totals
in Acre Feet

Project Water Licensed to MC RRFC & WCID:	7940																						
Contracted Non-Retail Suppliers:	4917																						
Contracted Retail Suppliers:	2507.15																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Calpella CWD</td><td style="text-align: center;">85</td></tr> <tr><td style="text-align: center;">Henry Station Mutual Water Co</td><td style="text-align: center;">8</td></tr> <tr><td style="text-align: center;">Hopland PUD</td><td style="text-align: center;">222</td></tr> <tr><td style="text-align: center;">Millview CWD - Municipal Use</td><td style="text-align: center;">970</td></tr> <tr><td style="text-align: center;">Millview CWD - Wheeled Municipal Use</td><td style="text-align: center;">189.15</td></tr> <tr><td style="text-align: center;">Millview CWD - Irrigation Use</td><td style="text-align: center;">12</td></tr> <tr><td style="text-align: center;">Rogina Water</td><td style="text-align: center;">400</td></tr> <tr><td style="text-align: center;">River Estates Mutual Water Company</td><td style="text-align: center;">26</td></tr> <tr><td style="text-align: center;">Willow CWD - Municipal Use</td><td style="text-align: center;">515</td></tr> <tr><td style="text-align: center;">Willow CWD - Irrigation Use</td><td style="text-align: center;">80</td></tr> <tr><td style="text-align: center;">Contracted Municipals:</td><td style="text-align: center;">2507.15</td></tr> </table>	Calpella CWD	85	Henry Station Mutual Water Co	8	Hopland PUD	222	Millview CWD - Municipal Use	970	Millview CWD - Wheeled Municipal Use	189.15	Millview CWD - Irrigation Use	12	Rogina Water	400	River Estates Mutual Water Company	26	Willow CWD - Municipal Use	515	Willow CWD - Irrigation Use	80	Contracted Municipals:	2507.15	
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Rogina Water	400																						
River Estates Mutual Water Company	26																						
Willow CWD - Municipal Use	515																						
Willow CWD - Irrigation Use	80																						
Contracted Municipals:	2507.15																						
Contracted Total:	7424.15																						
Current Uncontracted Water Supply for 2023:	515.85																						

Redwood Valley County Water District:

Month	Water Requested, in acre feet	Water diverted, in acre feet
Jan 2023	[40 - but didn't need]	0
Feb 2023	40	
Mar 2023	60	
Apr 2023	60	
May 2023	60	
June 2023	60	
July 2023	150	
Aug 2023	150	
Sept 2023	150	
Oct 2023	100	
Nov 2023	40	
Dec 2023	0	
Totals:	870	0

5 **DRAFT MINUTES**
6 **Regular Meeting of February 6, 2023**
7

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

9 **1. Roll Call**

10 President Watt called the meeting to order at 5:30 PM.

- 11 Trustees Present: Christopher Watt, President
12 Alfred White, Vice President
13 John Bailey, Treasurer (Arrived 5:34 PM)
14 Tyler Rodrigue, Trustee
15 John Reardan, Trustee
16
17 Staff: Elizabeth Salomone, General Manager
18 Johnny Caspers, Engineer (Balance Hydrologics)
19 Eric Riedner, Hydrologist/Civil Engineer (Balance Hydrologics)
20

21 **2. Approval of Agenda**

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

24 Ayes: 5 (Reardan, Rodrigue, Bailey, White, Watt)
25

26 **3. Public Expression**

27 No one indicated interest in speaking.

28 **CLOSED SESSION 5:35 PM – 6:08 PM**

29 **4. Conference with Legal Counsel – Anticipated Litigation**
30 Gov. Code § 54956.9(d) Significant exposure to litigation: (1 potential case)
31

32 The Board held a closed session to confer with and receive advice from its legal counsel and technical staff from
33 Balance Hydrologics regarding potential litigation, and as authorized by Government Code 54956.9(d). GM
34 Salomone reported out after that the Board was updated and no action taken.

35 **ITEMS FOR DISCUSSION AND POSSIBLE ACTION (Taken out of order in the meeting)**

36 **5. Water Supply Conditions Update and District Response**

37 GM Salomone presented the item, receiving comments and questions from Trustees.
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39

(Continued...)

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6. Forecast Informed Reservoir Operations (FIRO) Update Presentation

Donald Seymour from Sonoma Water provided an update on FIRO and received comments and questions.

7. Draft Financial Statements & Independent Auditor’s Report for Fiscal Year 2021-2022

GM Salomone presented the item. Treasurer Bailey noted reserves have been stable but inflation since 2020 has been 15% overall, reducing in the reserves value, and posed the concern of cash reserves being adequate.

Vice President White moved to approve the Draft Financial Statements & Independent Auditor’s Report for Fiscal Year 2021-2022 and directed General Manager to sign the management representation letter and other documents necessary for finalization contingent on all questions by GM Salomone and Treasurer Bailey being addressed by Accountant and/or Auditor. Trustee Reardan seconded the motion. The motion was approved by the following vote:

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

REGULAR BUSINESS, INFORMATION, AND REPORT ITEMS

8. Consent Calendar

- a) Acceptance of the January 2022 Financial Report
- b) Approval of December 5, 2022 Regular Board Meeting Minutes
- c) Approval of January 9, 2023 Regular Board Meeting Minutes
- d) Approval of Resolution #23-01 Affirming the Appointment of Ukiah Valley Basin Groundwater Sustainability Agency Representatives
- e) State of Emergency

Treasurer Bailey noted the monthly “Income & Expense/Budget vs. Actual” report shows no values in the budget column and formatting needs to be updated to clarify. He also noted he will be working with GM on budget performance and the need to review cash reserves considering rate of inflation. GM Salomone noted the updated format of the reports after reorganization by Accountant for audit streamlining. Salomone noted that consulting budget line item exceeds budget due to accounting services, which should taper off significantly in the next month or so.

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

Ayes: 5 (Bailey, Reardan, Rodrigue, Watt, White) With Bailey abstaining from Item 8b.

9. Trustee & Committee Reports

- a. Budgeting for Strategic Plan Implementation Ad Hoc: Did not meet since last meeting.
- b. GM Evaluation Ad Hoc: Did not meet since last meeting.

Treasurer Bailey: Met with Vice President White regarding their representative positions on the Groundwater Sustainability Agency.

President Watt: Reported on a collaborative grant funding application effort for the Russian River Water Forum.

Trustee Reardan: Provided an update from Mendocino County Inland Water & Power Commission, reviewing the letter to the United States Army Corp of Engineers (USACE) stating intention regarding the Coyote Valley dam enhancement feasibility study.

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10. General Manager Report & Correspondence

GM presented the written report, sharing additional information on the Department of Water Resources (DWR) grant application submitted by Sonoma Water for the Russian River Water Forum. The match funding is proposed to be provided jointly by Sonoma County and Mendocino County Inland Water & Power Commission.

11. Direction on Future Agenda Items

The next meeting is Monday, March 6, 2023 at 5:30 PM. The meeting is in person with the intent to provide a hybrid option for the public, but the public may want to plan in-person attendance to be certain not to miss.

ADJOURNMENT

Vice President White moved to adjourn the meeting at 7:15 PM. Treasurer Bailey seconded the motion. The motion was approved by the following vote:

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

APPROVED by Board of Trustees on March 6, 2023

President of the Board of Trustees

Secretary of the Board of Trustees

President ***Vice President*** ***Treasurer*** ***Trustee*** ***Trustee***
Christopher Watt *Alfred White* *John Bailey* *Tyler Rodrigue* *John Reardan*