

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

**STAFF REPORT**

To: Board of Trustees  
From: E. Salomone, General Manager  
Meeting: Monday, December 5, 2022  
RE: Agenda Item 6: 2022 Regular Meeting Schedule

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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 (URRWA)
- Willow County Water District
- Others to consider: Board of Supervisors, Sonoma Water, Resource Conservation District, Water Boards

**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.

**Attachments:**

1. Worksheet for Assignments
2. Descriptions of Advisory Roles

*(Continued...)*

## **Remote and Hybrid Meetings**

In October 2022, CA Governor announced that the COVID-19 related state of emergency proclaimed in March 2020 will come to an end, terminating at the end of February 2023. With the state of emergency ending, the current initiative relying on the active state of emergency to hold remote teleconferenced public Board meetings will end

Agencies conducting meetings under the Brown Act will have the choice to return to pre-COVID Brown Act meeting rules or follow the new Brown Act provisions under AB 2449, which allow for limited remote meeting capabilities for elected officials. Below is a brief summary of the key components of AB 2449. (See **Attachment 3** for detailed summary by Legal Counsel.):

1. Provides an option for local agency members to continue utilizing teleconferencing under specified circumstances, even when a state of emergency does not exist.
2. Contains several guardrails which limit the scope of the bill:
  - a) A quorum of the board must be present in person
  - b) The in-person location must be open to the public
  - c) The public must be provided the option to participate via teleconference
  - d) Board member(s) choosing to teleconference must make a request and receive approval from the governing body to do so; limited to no more than two meetings per calendar year
  - e) Teleconferencing members must participate through both audio and video technology.
3. Remote locations do not need agendas posted nor be accessible to the public.
4. Board Member may not teleconference for a period of more than three consecutive months or 20% of regular meetings, for reasons pertaining to emergency circumstances, illness, or official State or legislative body related travel.

This District Board is required to begin meeting in person no later than March 2023. If a hybrid option is preferred, provisions will need to be made at the new office location: 304 N. State Street, Ukiah, CA 95492 or an alternative location arranged.

### **Recommendation:**

- Provide feedback and/or direction to GM on future Board meetings as in-person only or remote.

### **Attachment:**

3. Brown Act Legislative Changes for Remote Meetings by Herum\Crabtree\Suntag

## 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 below and on **Attachment 4**.

| <b><u>Board Meetings:</u></b>                       |
|---|
| Monday, January 9, 2023 *                           |
| Monday, February 6, 2023                            |
| Monday, March 6, 2023 <b>(BEGIN IN-PERSON MTGS)</b> |
| Monday, April 3, 2023                               |
| Monday, May 1, 2023                                 |
| Monday, June 5, 2023                                |
| Monday July 3, 2023 (Consider postponing one week)  |
| Monday, August 7, 2023                              |
| Monday, September 11, 2023 *                        |
| Monday, October 9, 2023 *                           |
| Monday, November 6, 2023                            |
| Monday, December 11, 2023 *                         |

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

### Recommendation:

- Move to approve the proposed 2023 Regular Meeting Schedule.

### Attachment:

4. 2023 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         |  |  |  |  |  |
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## **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.