

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

STAFF REPORT

Agenda Item 5: Board Business

Monday, December 11, 2023

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
OFFICERS:					
President					
Vice President					
Treasurer					

JPs:					
MC IWPC					
UVB GSA					

ADVISORY:					
Engineering					
Audit & Finance					
Personnel					
Public Information & Gov Affairs					
Policy					

LIAISON					
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

Board Meetings:

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				

*2nd Monday of the month