

*Mendocino County*

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

304 N. State Street #2, Ukiah, CA 95482 707.462.5278 [www.RRFC.net](http://www.RRFC.net) [DistrictManager@rrfc.net](mailto:DistrictManager@rrfc.net)

**A G E N D A**

**Board of Trustees – Regular Meeting of Monday, March 6, 2023 at 5:30 pm**

**IN PERSON: 304 North State Street at District’s new office**

**LIVE ON ZOOM:**

|  |                                  |                        |
|--|----------------------------------|------------------------|
| <b>Call in:</b> (669) 900-9128   | <b>Meeting ID:</b> 811 2748 9402 | <b>Passcode:</b> 95482 |
| <b>Link:</b> <a href="https://us02web.zoom.us/j/81127489402?pwd=aExuS2YwcklQMTljYTVPREFFjaWdEQT09">https://us02web.zoom.us/j/81127489402?pwd=aExuS2YwcklQMTljYTVPREFFjaWdEQT09</a> |                                  |                        |

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

**CLOSED SESSION (5:35 PM)**

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

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION:**

5. Water Supply Conditions Update & District Response (6:00 PM)  
*Board will receive report and provide feedback and/or direction to General Manager.*
6. Russian River Water Forum Update (6:10 PM)  
*Board will receive an update on the Forum development progress from GM Salomone.*
7. District Personnel and Organization (6:30 PM)  
*Board will consider vacation time payout to GM Salomone, receive a report on staffing & consultants, and provide feedback and/or direction to General Manager.*

**REGULAR BUSINESS, INFORMATION, AND REPORT ITEMS (6:45 PM)**

8. Consent Calendar
  - a) Acceptance of the February 2023 Financial Report
  - b) Approval of February 6, 2023, Regular Board Meeting minutes
9. Trustee & Committee Reports
  - a) Ad Hoc: Budgeting for Strategic Plan Implementation
  - b) Ad Hoc: GM Evaluation
10. General Manager Report & Correspondence
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**

To: Board of Trustees  
From: E. Salomone, General Manager  
Meeting: Monday, March 6, 2023  
RE: Agenda Item 5: Water Supply Conditions Update & District Response

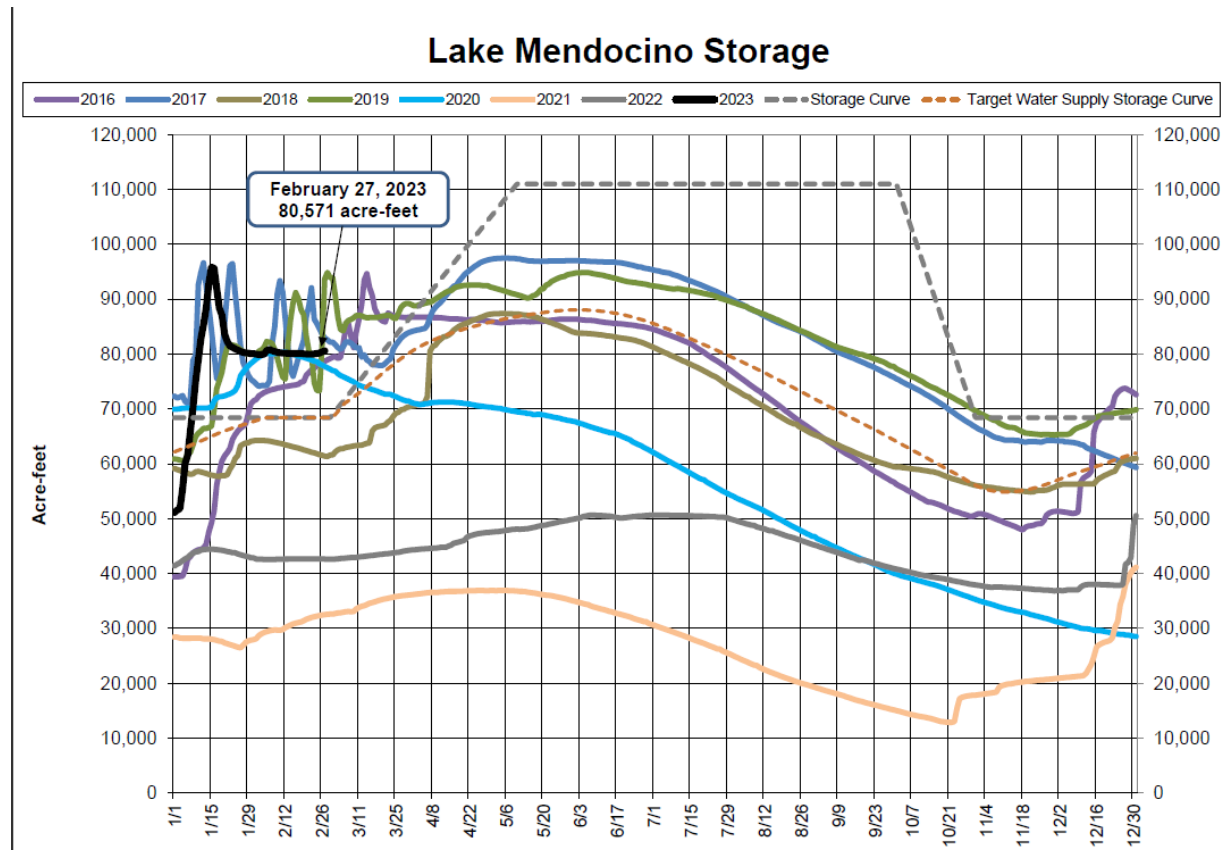
**The Strategic Plan** relevant priorities are: **Security** through ensuring reliable, resilient, and available sources of water; **Advocacy** in support of equitable water resource stewardship; and **Use** of water in effective and beneficial ways as a public resource, all in alignment with the District’s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

**Inter-Basin Diversion of Water Through PG&E Owned “Potter Valley Project”**

Nothing new to report. A summary of recent activities is available in the Laytonville Observer Volume 47 #3, dated February 23, 2023 in the form of a letter from the Lake Pillsbury Alliance.

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

Lake Mendocino storage level was 80,571 acre feet (af) on February 27, 2023 as compared to 80,088 af on January 30, 2023. On March 1, 2023, the Forecast Informed Reservoir Operations (FIRO) allow for additional water to be stored in Lake Mendocino.



Prepared by Sonoma Water. Additional information: <https://www.sonomawater.org/current-water-supply-levels>

(Continued....)

**Curtailments in the Upper Russian River**

Effective January 14, 2023 and until further notice, there are no water right curtailments and no riparian reductions in place. Division staff will post a revised Curtailment Status List should supply conditions change. More information can be found on the Russian River drought response page:

[https://www.waterboards.ca.gov/drought/russian\\_river/](https://www.waterboards.ca.gov/drought/russian_river/)

The Governor’s Executive Order N-3-23 issued on February 13, 2023 states:

“No later than April 28, 2023, state agencies shall send me their recommendations for what further actions, if any, are necessary for ongoing emergency drought response, and their views on whether any existing provisions in my proclamations and executive orders related to the drought emergency are no longer needed to prepare for and mitigate the effects of the drought conditions.”

These agencies include the State Water Resources Control Board which will be assessing the need for Emergency Regulations throughout the State, including the Russian River watershed. These Emergency Regulations allow for the Upper Russian River Voluntary Water Sharing Agreement Program to be implemented.

**The Upper Russian River Voluntary Water Sharing Agreement Program**

The Water Sharing Program Steering Committee has continued to meet regularly. The 2022 annual implementation report was submitted to the State Water Resources Control Board and the 2023 Program continues to be developed in the event it is needed. If the Emergency Regulations are revoked, the Program needs to find an alternative process for implementation and a working group is exploring an option. Find out more about the Program on the District’s website: <https://www.rrfc.net/upper-russian-river-voluntary-water-sharing-program>

**District 2023 Water Supply & District Response:**

The District does not currently have any active water shortage declarations in place. Customers are providing monthly projected water use under District contracts for planning purposes and development of the Technical Memo with Sonoma Water. Monthly meetings are underway to develop the Technical Memo and updates will be available at future Board meetings.

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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***

**STAFF REPORT**

To: Board of Trustees  
From: E. Salomone, General Manager  
Meeting: Monday, March 6, 2023  
RE: Agenda Item 7: District Personnel and Organization

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The Strategic Plan relevant priority is **Administration** through (1) effective systems and human resources to execute the Strategic Plan; (2) sound management of District resources.

**GM Salomone Vacation:**

Background

In the AMENDED AND RESTATED EMPLOYMENT AGREEMENT for General Manager Elizabeth Salomone, effective February 7, 2022, and the Addendum dated August 8, 2022, are the following terms regarding paid vacation leave:

Vacation Leave. Vacation leave will accrue at a rate of ten (10) hours per month of employment with the first year's total being One Hundred Twenty (120) hours. Each year thereafter, the monthly vacation accrual shall increase by one (1) hour per month in addition to the original Ten (10) hours per month base. Vacation time can be accrued up to a maximum of Three Hundred Twenty (320) hours. Once the Three Hundred Twenty (320) hour cap is reached, Employee will no longer continue to accrue vacation time until they use enough of it to lower their accrual beneath the cap. The Board of Trustees may, in its sole and absolute discretion, authorize additional accrual of vacation hours in situations where vacation time cannot be authorized due to work demands. Vacation leave may be taken as it accrues. Accrued vacation time may be used, at a minimum, in blocks of four hours or more. The dates of vacation may be requested by Employee, but shall be subject to approval by the Board, who shall consider the wishes of Employee and the needs of the District. Vacation leave payout at time of employment termination is no more than 320 hours.

Salomone currently accrues 13 hours of vacation per month and has been using vacation hours periodically to keep below the cap.

Discussion

Salomone requests the Board approve a one-time vacation payout of 156 hours. Salomone's ability to use vacation hours will be addressed by improving District Staffing, addressed in section below.

**District Staffing:**

Background

In June 2014, the District engaged Salomone for part time administrative support. In June 2019, Salomone was appointed to the General Manager position. Since that time, the part time administrative support position has remained unfilled. Leap Solutions has been engaged to lead the recruitment of a part time employee to provide office administration. The job description, salary analysis, and interview questions are being finalized.

Discussion

An adjustment to the Fiscal Year 2022-2023 budget may be necessary to move forward with the engagement of a new employee.

*(Continued...)*

**District Consultants:**

Background

Several independent consultants are engaged to support the implementation of the District's Strategic Plan and basic operations. GM Salomone coordinates and oversees the consultants' contracts, work plan, work progress, work products, and accounts payable. Current consultant services provided:

- Legal Counsel
- Accounting
- CPA
- Funding Analysis and Grant Writing
- Engineering
- Human Resources and Strategic Planning
- Meter reading and maintenance
- IT Support

Discussion

The Fiscal Year 2023-2024 proposed budget will show an increase in funds toward consultant services.

Recommended Board Action:

- Move to approve a one-time vacation payout to GM Elizabeth Salomone of 156 hours.

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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(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***

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President of the Board of Trustees

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Secretary of the Board of Trustees

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

***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

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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**

|   | <b>Feb 23</b>     |
|---|-------------------|
| <b>Ordinary Income/Expense</b>                |                   |
| <b>Income</b>                                 |                   |
| 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              |
| <b>Total Income</b>                           | 2,351.86          |
| <b>Expense</b>                                |                   |
| Payroll Expenses                              | 13,144.55         |
| <b>Operating Expenses</b>                     |                   |
| 5020 · Water Rights                           | 16,886.72         |
| 5030 · Projects                               | 0.00              |
| 5040 · USGS, streamflow gage                  | 0.00              |
| 5060 · Rent, Utilities                        | 0.00              |
| <b>Total Operating Expenses</b>               | 16,886.72         |
| 5052.01 · Groundwater Sustainability          | 0.00              |
| <b>General &amp; Administrative Exp</b>       |                   |
| 5100 · Consulting                             |                   |
| 5104 · Grants & Funding                       | 2,362.50          |
| 5105 · Legal                                  | 1,671.00          |
| 5106 · Metering                               | 481.80            |
| 5100 · Consulting - Other                     | 3,669.75          |
| <b>Total 5100 · Consulting</b>                | 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              |
| <b>Total General &amp; Administrative Exp</b> | 8,743.69          |
| <b>Total Expense</b>                          | 38,774.96         |
| <b>Net Ordinary Income</b>                    | -36,423.10        |
| <b>Net Income</b>                             | <b>-36,423.10</b> |

# 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>      |
|--|---------------------------|-------------------------|---------------------------|-------------------------|
| <b>Ordinary Income/Expense</b>   |                           |                         |                           |                         |
| <b>Income</b>  |                           |                         |                           |                         |
| 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                    |                         |                           |                         |
| <b>Total Income</b>  | <u>37,940.01</u>          | <u>406,935.00</u>       | <u>-368,994.99</u>        | <u>9.3%</u>             |
| <b>Expense</b>   |                           |                         |                           |                         |
| <b>Payroll Expenses</b>  | 119,224.57                | 180,510.00              | -61,285.43                | 66.0%                   |
| <b>Operating Expenses</b>  |                           |                         |                           |                         |
| 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%                   |
| <b>Total Operating Expenses</b>  | <u>31,288.71</u>          | <u>60,000.00</u>        | <u>-28,711.29</u>         | <u>52.1%</u>            |
| <b>5052.01 · Groundwater Sustainability<br/>General &amp; Administrative Exp</b> | 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                     |                         |                           |                         |
| <b>Total General &amp; Administrative Exp</b>                                    | <u>96,208.68</u>          | <u>85,500.00</u>        | <u>10,708.68</u>          | <u>112.5%</u>           |
| <b>Payroll Taxes- old</b>  | 0.00                      |                         |                           |                         |
| <b>Total Expense</b>   | <u>315,471.96</u>         | <u>394,010.00</u>       | <u>-78,538.04</u>         | <u>80.1%</u>            |
| <b>Net Ordinary Income</b>   | <u>-277,531.95</u>        | <u>12,925.00</u>        | <u>-290,456.95</u>        | <u>-2,147.2%</u>        |
| <b>Other Income/Expense</b>  |                           |                         |                           |                         |
| <b>Other Expense</b>   |                           |                         |                           |                         |
| 5800 · Prior Year Expense  | 0.00                      |                         |                           |                         |
| <b>Total Other Expense</b>   | <u>0.00</u>               |                         |                           |                         |
| <b>Net Other Income</b>  | <u>0.00</u>               | <u>0.00</u>             | <u>0.00</u>               | <u>0.0%</u>             |
| <b>Net Income</b>  | <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 |
|---|------------------|------------------|-------------|----------|
| <b>Ordinary Income/Expense</b>                |                  |                  |             |          |
| <b>Income</b>                                 |                  |                  |             |          |
| 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%  |
| <b>Total Income</b>                           | 37,940.01        | 145,079.85       | -107,139.84 | -73.9%   |
| <b>Expense</b>                                |                  |                  |             |          |
| <b>Payroll Expenses</b>                       |                  |                  |             |          |
| 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%   |
| <b>Total Payroll Expenses</b>                 | 119,224.57       | 108,334.60       | 10,889.97   | 10.1%    |
| <b>Operating Expenses</b>                     |                  |                  |             |          |
| 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%   |
| <b>Total Operating Expenses</b>               | 31,288.71        | 69,162.02        | -37,873.31  | -54.8%   |
| <b>5052.01 · Groundwater Sustainability</b>   | 68,750.00        | 10,513.64        | 58,236.36   | 553.9%   |
| <b>General &amp; Administrative Exp</b>       |                  |                  |             |          |
| 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%  |
| <b>Total General &amp; Administrative Exp</b> | 96,208.68        | 46,114.07        | 50,094.61   | 108.6%   |
| <b>Payroll Taxes- old</b>                     | 0.00             | 0.00             | 0.00        | 0.0%     |
| <b>Total Expense</b>                          | 315,471.96       | 234,124.33       | 81,347.63   | 34.8%    |
| <b>Net Ordinary Income</b>                    | -277,531.95      | -89,044.48       | -188,487.47 | -211.7%  |
| <b>Other Income/Expense</b>                   |                  |                  |             |          |
| <b>Other Expense</b>                          |                  |                  |             |          |
| 5800 · Prior Year Expense                     | 0.00             | 0.00             | 0.00        | 0.0%     |
| 5700 · Reserves                               | 0.00             | 68,750.00        | -68,750.00  | -100.0%  |
| <b>Total Other Expense</b>                    | 0.00             | 68,750.00        | -68,750.00  | -100.0%  |
| <b>Net Other Income</b>                       | 0.00             | -68,750.00       | 68,750.00   | 100.0%   |

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|            | <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       |
|---|-------------------|---------------------|--------------------|----------------|
| <b>ASSETS</b>                           |                   |                     |                    |                |
| <b>Current Assets</b>                   |                   |                     |                    |                |
| <b>Checking/Savings</b>                 |                   |                     |                    |                |
| 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%           |
| <b>1010 · LAIF</b>                      |                   |                     |                    |                |
| 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%        |
| <b>Total 1010 · LAIF</b>                | <b>492,004.78</b> | <b>490,698.69</b>   | <b>1,306.09</b>    | <b>0.3%</b>    |
| 1019 · LAIF - Fair Market Value         | -6,322.52         | 0.00                | -6,322.52          | -100.0%        |
| <b>Total Checking/Savings</b>           | <b>766,511.49</b> | <b>902,071.02</b>   | <b>-135,559.53</b> | <b>-15.0%</b>  |
| <b>Accounts Receivable</b>              |                   |                     |                    |                |
| 1200 · Accounts Receivable              | -240.00           | 0.00                | -240.00            | -100.0%        |
| <b>Total Accounts Receivable</b>        | <b>-240.00</b>    | <b>0.00</b>         | <b>-240.00</b>     | <b>-100.0%</b> |
| <b>Total Current Assets</b>             | <b>766,271.49</b> | <b>902,071.02</b>   | <b>-135,799.53</b> | <b>-15.1%</b>  |
| <b>Fixed Assets</b>                     |                   |                     |                    |                |
| 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%         |
| <b>Total Fixed Assets</b>               | <b>68,365.25</b>  | <b>79,907.06</b>    | <b>-11,541.81</b>  | <b>-14.4%</b>  |
| <b>Other Assets</b>                     |                   |                     |                    |                |
| 1600 · Deferred Outflows                | 24,734.00         | 24,734.00           | 0.00               | 0.0%           |
| <b>Total Other Assets</b>               | <b>24,734.00</b>  | <b>24,734.00</b>    | <b>0.00</b>        | <b>0.0%</b>    |
| <b>TOTAL ASSETS</b>                     | <b>859,370.74</b> | <b>1,006,712.08</b> | <b>-147,341.34</b> | <b>-14.6%</b>  |
| <b>LIABILITIES &amp; EQUITY</b>         |                   |                     |                    |                |
| <b>Liabilities</b>                      |                   |                     |                    |                |
| <b>Current Liabilities</b>              |                   |                     |                    |                |
| <b>Other Current Liabilities</b>        |                   |                     |                    |                |
| 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%          |
| <b>2050 · Payroll Liabilities</b>       |                   |                     |                    |                |
| 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%         |
| <b>Total 2050 · Payroll Liabilities</b> | <b>3,915.76</b>   | <b>1,872.30</b>     | <b>2,043.46</b>    | <b>109.1%</b>  |
| <b>Total Other Current Liabilities</b>  | <b>27,136.13</b>  | <b>17,794.30</b>    | <b>9,341.83</b>    | <b>52.5%</b>   |
| <b>Total Current Liabilities</b>        | <b>27,136.13</b>  | <b>17,794.30</b>    | <b>9,341.83</b>    | <b>52.5%</b>   |
| <b>Long Term Liabilities</b>            |                   |                     |                    |                |
| 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%           |
| <b>Total Long Term Liabilities</b>      | <b>50,534.00</b>  | <b>50,534.00</b>    | <b>0.00</b>        | <b>0.0%</b>    |
| <b>Total Liabilities</b>                | <b>77,670.13</b>  | <b>68,328.30</b>    | <b>9,341.83</b>    | <b>13.7%</b>   |

**Russian River Flood Control District**  
**Balance Sheet Prev Year Comparison**

Cash Basis

As of February 28, 2023

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

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

Cash Basis

| Type                        | Date       | Name                               | Memo  | Paid Amount       |
|-----------------------------|------------|------------------------------------|---|-------------------|
| <b>1000 · SBMC Checking</b> |            |                                    |   |                   |
| 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        |
| <b>TOTAL</b>                |            |                                    |   | <b>-32,867.91</b> |

## Project Water Worksheet as of March 1, 2023

*No changes from previous report*

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>4917</b>    |
| <b>Contracted Retail Suppliers:</b>                  | <b>2507.15</b> |

|                                      |                |
|--------------------------------------|----------------|
| 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             |
| <b>Contracted Municipals:</b>        | <b>2507.15</b> |

**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                             |                              |
| <b>Totals:</b> | <b>870</b>                    | <b>0</b>                     |

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

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

*Presented at Regular Meeting of Monday, March 6, 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)

See also the Agenda Item on Water Supply Conditions

**1-Coyote Dam/Lake Mendocino Operations:** GM Salomone met with State Water Resources Control Board several times discussing the water supply conditions and potential responses by the SWRCB in 2023. The Forecast Informed Reservoir Operations (FIRO) Steering Committee met and GM Salomone attended as a guest.

**2-Russian River Water Forum:** The Project Management Advisory Team met weekly. Tribal and elected official briefings continue. The Interim Steering Committee held its first meeting and scheduled its second. The Forum website will go live in March.

**1-Water Sharing Program:** The Steering Committee met to discuss moving forward with the program for 2023 and how the SWRCB emergency regulations change/interact with the Program. Consensus was to move forward. The first annual implementation report was submitted. A discussion was held on the amplification of conservation within the Program to encourage demand reduction rather than only switching to an alternative source of water such as groundwater. Administration and tracking of the Sonoma County 10,000 acre foot reserve pool was discussed.

**3-Water Right Applications:** The Submittal of Supplemental Information to the Water Availability Analysis for the East Fork Russian River Permit Applications A012919C and A012920B along with the attachments (Water Availability Analysis dated July 2022 and WAA Supplemental Info Memo) was submitted to the Administrative Hearing Office and all protestants. The Administrative Hearing Office issued a status conference update, noting the public comment period on the updated WAA is March 20, 2023. The Districts has until March 15, 2023 to inform the State Board of any amendments to pending applications, and only until April 15 to issue a Notice of Intent (NOI) on CEQA for the project underlying that application. Meetings continued with District engineering consultants, Balance Hydrologics. The next Administrative Hearing Office Status Conference is scheduled for Tuesday, March 21, 2023.

**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):** The Technical Advisory Committee met, received updates on stakeholder and GSA projects of interest, received an update on the 2022 annual report development, discussed compliance issues with the Governor's Executive Order that addresses well permitting entities to coordinate with GSAs, and touched upon grant funding opportunities.

**2-Diverse, Equitable, & Inclusive Stewardship:** Early discussions with Resource Conservation District on project ideas for improved engagement. Continued communication with MLSTEP Members on aligned interests.

*(Continued...)*

**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.)

**1-Public Awareness of Water Issues:** GM Salomone presented to the Ukiah Rotary Club on the Ukiah Valley Basin Groundwater Sustainability Agency and answered general water questions.

**1-Groundwater Sustainability Agency:** The well permitting workshop #2 has been scheduled for Monday, April 17, 2023 at Barra Tasting Room in Redwood Valley.

**2-State Agency Outreach:** GM Salomone was a panelist for an agenda item on Long-term Drought: Expert Panel on Drought Preparedness and Response Strategies to the California Water Commission at its February 15, 2023 Meeting. By invitation, GM Salomone testified at the State Assembly Committee on Water, Parks, and Wildlife hearing on February 28, 2023. The Committee oversees water rights, flood, and water policy (among other topics) in the state legislature and is currently working on an informational hearing on water rights modernization. The goal of the hearing was to hear from experts about how climate change is challenging our water rights system, learn about some specific examples of what these challenges look like on the ground, and hear about some potential reforms.

**2-ACWA:** The ACWA Region 1 Board met to discuss agenda materials for the ACWA Board workshop and meeting. GM Salomone attended both the workshop and meeting in person while in Sacramento. Most ACWA Committees met on February 15<sup>th</sup>.

**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 Accounting:** Water use reporting for the October 1, 2021 to September 30, 2022 water year was submitted though further refinement is needed on the data and an amendment will be filed.

**2-Strategy for Frost Season:** Fish Friendly Farming (CA Land Stewardship Institute led by Laurel Marcus) in cooperation with Mendocino County Farm Bureau held two meetings to provide updates and coordinate on water use for frost season.

**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 Salomone attended the CA Water Law Symposium, presented at the Executive Leadership Institute of Mendocino County, attended the CCST Science Day at the California Natural Resources Agency, attended the CA Natural Resources Agency webinar: After the Storm - A Timely Update on California's Water Supply.

**2-Systems:** Recruitment has been initiated for additional administrative assistance, see Agenda Item 7. Computers are undergoing maintenance and enhancement. Equipment was purchased and set up to conduct hybrid meetings from the District's office.

**4-Finances:** GM and Treasurer met to discuss audit, budget, and financial policies. Account was unavailable to meet until March regarding questions on the draft FY 2021-2022 audit.

(Continued...)

**Community Meetings**

**Upper Russian River Water Agency (URRWA) (2/1/23):** Cancelled at last minute due to lack of quorum.

**City of Ukiah (2/1/23):** Nothing to note.

**Local Agency Formation Commission (LAFCo) (2/6/23):** Cancelled

**Board of Supervisors (2/7/23):** Nothing to note.

**Mendocino County Inland Water & Power Commission (MCIWPC) (2/9/23):** Members provided updates. A summary was provided of the grant funding received by the City of Ukiah and announced at the last MCIWPC meeting: City received a 100% grant from State Water Resources Control Board for \$53.7M for recycled water Phase 4 development, providing distribution. It was reported the City will produce 1500 af a year of recycled water which is 50% of the 3,000 af a year use in total by the City. Redwood Valley representative reported the proposed consolidation of the City of Ukiah and water districts services continues to progress and the SAFER program may provide \$55M funding. DWR grant projects updates provided. Raising Coyote Dam - Funding has been made available in the WARDA bill for the feasibility study to raise Coyote Valley Dam, but no update on when the US Army Corp will begin work again. Prior studies included inundation and bathymetry. Engineering geology/geotechnical studies are still needed. In the past IWPC contributed \$600,000 from 2005-2012 as part of \$1.2 mil in work. In person meetings starting in March at the County Ag office 809 North Bush. Meeting will be hybrid.

**Hopland Public Utility District (2/9/23):** No one from the District attended.

**Willow Water District (2/13/23):** No one from the District attended.

**Calpella Water District (2/15/23):** No one from the District attended.

**City of Ukiah (2/15/23):** Nothing to note.

**Redwood Valley Water District (2/16/23):** No one from the District attended.

**Millview Water District (2/21/23):** Cancelled due to lack of quorum.

**Mendocino County Public Health, Safety, Resource Committee (2/27/23):** Formerly called the Drought Task Force. The Committee members are Supervisors Gjerde and Williams, a change from the previous make up of Supervisors Haschak and McGourty. Consultant EKI Environment and Water, Inc. provided a review of work. Director of Transportation Howard Dashiell received direction from the Committee on future agenda items.

**Board of Supervisors (2/28/23):** Bree Klotter was appointed to the Redwood Valley County Water District Board on the consent calendar. The Board approved Adoption of a Resolution Terminating the Local Emergency Related to COVID-19.

\* \* \* \*

# MENDOCINO

## Local Agency Formation Commission

Ukiah Valley Conference Center | 200 South School Street | Ukiah, California 95482  
Telephone: (707) 463-4470 | E-mail: [eo@mendolafo.org](mailto:eo@mendolafo.org) | Web: [www.mendolafo.org](http://www.mendolafo.org)

### COMMISSIONERS

**Maureen Mulheren, Chair**  
County Member

**Gerald Ward,**  
**Vice Chair/Treasurer**  
Public Member

**Glenn McGourty**  
County Member

**Mari Rodin**  
City Member

**Vacant**  
City Member

**Candace Horsley Elected**  
Special District Member

**Vacant**  
Special District Member

**Francois Christen, Alternate**  
Special District Member

**Gerardo Gonzalez, Alternate**  
City Member

**John Haschak, Alternate**  
County Member

**Richard Weinkle, Alternate**  
Public Member

### STAFF

**Executive Officer**  
Uma Hinman

**Clerk/Analyst**  
Larkyn Feiler

**Counsel**  
Scott Browne

### REGULAR MEETINGS

First Monday of each month  
at 9:00 AM in the  
Mendocino County  
Board of Supervisors  
Chambers  
501 Low Gap Road, Ukiah

### *Sent by Electronic Mail*

January 23, 2023

To: Board of Directors of Independent Special Districts  
From: Uma Hinman, Executive Officer  
Subject: NEW Notice of Vacancy for Special District Member to LAFCo

Mendocino Local Agency Formation Commission (LAFCo) has a new Special District Member vacancy as of December 2, 2022 and invites **nominations to fill the remainder of the Regular Special District term of 2021-2024**. View our website for the current Commission members: <https://www.mendolafo.org/commission>.

| Special District Members           | Seat      | Term        |
|------------------------------------|-----------|-------------|
| Vacant                             | Regular   | 2021 – 2024 |
| Candace Horsley ( <i>elected</i> ) | Regular   | 2023 – 2026 |
| Francois Christen                  | Alternate | 2023 – 2026 |

LAFCo is an independent, quasi-legislative agency that reviews city and special district changes of organization and the establishment of boundaries and authorized services for numerous local government agencies (see website for a list of local special districts). The Commission is comprised of seven regular and four alternate members representing the county, cities, independent special districts, and general public.

In accordance with Government Code Section 56332(f), the Mendocino LAFCo Executive Officer conducts the nomination and election process on behalf of the Special District Selection Committee.

Commission members are elected to four-year terms; there are no term limits. Each district may nominate one person for the regular member seat. Nominees must be board members and nominations must be approved by the district's governing body. All nominations must be accompanied by a completed nomination form (enclosed) and may be mailed or emailed to LAFCo at [eo@mendolafo.org](mailto:eo@mendolafo.org).

If nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed. If more than one nomination is received, LAFCo will prepare and send ballots to each district for an election. Contact LAFCo staff with questions at (707) 463-4470 or email the Executive Officer at [eo@mendolafo.org](mailto:eo@mendolafo.org).

The nomination and election schedule are as follows:

| Election Process Step                      | Date           |
|--|----------------|
| Nominations due                            | March 14, 2023 |
| Ballots issued (if more than 1 nomination) | March 17, 2023 |
| Ballots due                                | April 30, 2023 |
| Term begins                                | May 2023       |

**Signed nominations may be submitted by mail, email or hand delivery and must be received by March 14, 2023.**

# Nomination Form

*(due to Mendocino LAFCo by March 14, 2023)*

## Special District Regular Member

**Remainder of 4-year Term, Ending December 31, 2024**

Name of District: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

The Board hereby nominates \_\_\_\_\_  
to serve on the Mendocino Local Agency Formation Commission.

Board action taken on the \_\_\_\_\_ day of \_\_\_\_\_, 2023 by the following  
vote:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

**District Representative:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Nominations due to LAFCo by March 14, 2023**

*(Nomination Forms accepted by mail, email, or hand delivery)*

# Nomination Form

*(due to Mendocino LAFCo by March 14, 2023)*

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