



# Redwood Valley County Water District

AGENDA  
BOARD OF DIRECTORS

Post Office Box 399 • Redwood Valley, CA 95470 • (707) 485-0679

## Regular Meeting

Time: 7:00 p.m.

Date: Thursday, September 18, 2014

Location: District Office, 2370 Webb Ranch Road, Redwood Valley, California.

Expected Guests:

- *All items listed below are considered action items unless otherwise noted.*
- *The items listed below are numbered for convenience only and may not necessarily be heard in this order.*

1. Roll Call.
2. Hearing of comments or questions from the attending public.  
*See end of Agenda for information regarding public comments.*
3. Consider hearing of urgent items received since the Agenda was posted.  
*See end of Agenda for information regarding the hearing of urgent items.*
4. Acceptance of Agenda.
5. Approval of Consent Calendar.
  - A. Financial Statement.
  - B.-1. Bills Paid since those approved at last Meeting.
  - B.-2. Bills Paid as approved at previous Meeting.
  - C. Bills Payable.
  - D. District Activity.
6. Approval of Minutes as presented.
7. Directors and Staff reports and discussion of non-action topics.
  - A. Personnel Committee Report.
  - B. Ad Hoc/Consolidation Committee Report.
  - C. Discussion of rates.
8. General Manager's Report
  - A. Office Hours
  - B. District Operations
  - C. Training
  - D. Committees
  - E. Minutes
  - F. LAFCo Nominations
  - G. Intertie
  - H. Well
  - I. Conservation
  - J. School Way Bridge
  - K. Toilet Rebate
  - L. JPA/Operations Contract
  - M. Annexation/Consolidation

**BOARD OF DIRECTORS**  
Granville Pool  
Pamela Ricetti  
Ken Todd  
Jeff Basili

9. Financial Report.
  - A. Discussion and possible action.
10. Local Agency Formation Commission of Mendocino County – LAFCO.
  - A. Discussion and possible action on LAFCO topics.
11. M. C. Inland Water & Power Commission.
  - A. Report of attendance at IW&PC Meetings.
  - B. Consider any correspondence concerning the IW&PC.
  - C. Discussion and possible action on IW&PC topics.
12. Mendocino County Russian River Flood Control & Water Conservation Improvement District.
  - A. Report of attendance at MCRRFC&WCID meetings.
  - B. Consider any correspondence concerning the MCRRFC&WCID.
  - C. Discussion and possible action on Flood Control District topics.
13. Sonoma County Water Agency.
  - A. Consider any correspondence or reports concerning the Sonoma County Water Agency.
  - B. Discussion and possible action.
14. Report of attendance at agency meetings, i.e. City of Ukiah, County Board of Supervisors, other Special District's, County of Mendocino departments, or other entity not listed separately herein.
15. State Water Resources Control Board.
  - A. Updates and possible action.
16. Status report of Place of Use issues.
  - A. Updates and possible action.
17. Status report of 2800 acre-feet Storage Right.
  - A. Updates and possible action.
18. Consider attendance at seminars, training events, conferences as received since last Meeting.

POSTED: 8/15/14  
9/11/14

Public Comments

Comments will be limited to matters under this District's jurisdiction that are not on the posted agenda and items that have not been previously considered by the Board of Directors.

Comments on a matter not on the agenda are limited to three (3) minutes per person and not more than ten (10) minutes for a particular subject.

No action will be taken. Individuals wishing to address the Board are welcome to do so throughout the Meeting.

Urgent Items

In accordance with Section 54954.2 (b)(2) of the Government Code Brown Act, Two-thirds Vote Required for Action Items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after the Agenda was posted.)

ADA Compliance

The Redwood Valley County Water District complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. To assist us in better understanding your request, please notify the District Office no less than 3 working days in advance of the meeting by calling (707) 485-0679.

REDWOOD VALLEY COUNTY WATER DISTRICT  
 GENERAL MANAGER'S REPORT AND ACTION ITEMS  
 SEPTEMBER 18, 2014

- A. Office Hours. Paula has had a family emergency. She will need to take off from work for a currently unknown amount of time. Until we know more we will be adjusting office hours to adapt to the absence. This will result in more office closures. So far we have not received many complaints. We check the message service regularly to catch any contacts that we may have missed. Customers can leave non cash payments in the office drop box and can make payments at SBMC. Liz will increase her hours if necessary in the short term until the situation stabilizes.
- B. District Operations. The district is operating well. Staff has encountered some operational problems because the treatment plant runs so slowly with very low production. They are dealing with it and the water meets all standards. Typical for summer, we have had a higher number of leaks so expenses will be higher.
- C. Training. Jason has set up access to training both for Brown Act/ethics for the directors, but also operator continuing education for the employees. Contact the office and we can set up an initial session. After that you should be able to work from home.

D. Committees. The following are the current committees and vacancies:

IWPC		
	Primary	Pam
	Alternate	Vacant
RRFC		
	Primary	Granville
	Alternate	Vacant
Merger/Annexation/JPA		Granville
		Ken

The following committees are also vacant but probably do not need to be re-formed at this time: Hardship Hookup, Personnel, and Conservation. **Please fill the vacancies and consider the need to activate currently dormant committees.**

- E. Minutes. Since we no longer have a recording secretary attending the meetings and since the Board Secretary does not attend meetings, the Board should designate someone to sign the approval of the minutes. That could be the General Manager or the President/Vice President. **Please discuss and determine which person should sign the minutes after they have been approved by the Board.** I also recommend a slight change to the minutes. If a member of the public delivers a prepared presentation to the Board, I suggest that the minutes reflect only that the material was read into the record, and then attach the presentation to the minutes. **Discuss**

**and possibly approve attaching prepared presentations to the minutes rather than reporting within the minutes.**

- F. LAFCo Nominations. The packet for the LAFCo Board is included in your packet. **Please consider nominating to fill the vacancies.** The seats up for election are held by the Special District representatives. The current representatives are Richard Shoemaker and Guinness McFadden. Unless the date is changed yet again, the nominations are due October 3. This nomination is for this Board only. LAFCo will produce a slate of candidates and send that back to the Board for voting.
- G. Intertie. The construction on the pump building should start soon. We have begun submitting reimbursement requests. The total for the grant is \$379,400. The project is likely to go somewhat over cost, probably at least the original engineer's estimate of \$399,000. Obviously I will try to get this funded as well but that may not be possible. The estimated date of completion is the end of October. Around that time the lake will approach the level of our intake and we will shortly use up the 355 acre feet of the agreement. The issue of the easement for power to the adjacent pump house has been resolved by agreeing to underground the power feed to the pump house outside the granted area. Undergrounding the utility will incur some additional costs, but the financial impact is less than mitigating for the change to the drainage from the building that will result from not relocating the building.
- H. Well. The construction of the monitoring well is complete. I will be in contact with the Hydrogeologist to set a monitoring schedule. I have requested that they provide a brief training session so that district employees can take the samples and deliver them to the lab in Ukiah for cost saving reasons. I have attached a copy of the drilling log and an email from the hydrogeologist. I should know by the board meeting how long we should sample before they are comfortable writing a report. The District originally applied for enough funding to develop both the monitoring well and a subsequent production well. Unfortunately due to high demand for the funds, the grant award will not pay enough to construct the production well. The total amount of the proposed grant is approximately \$320,000. The maximum amount will probably be somewhat more than that but cannot be determined until projects for the other grant partners are completed. The estimated cost of a production well is ~ \$700,000. We may only have a balance of ~ \$150,000 when we have paid for our current monitoring well. One alternative is to spend what we have left on beginning the production well, then seek other funding (including reserves) to complete the project. A second alternative would be to consider installing the second monitoring well on the west side of the valley. If the initial monitoring on the first well is promising, a second site could provide valuable additional information on potential yield and provide justification for further grant proposals in the next round of grants. **Immediate action is not required.**
- I. Conservation. Usage is unfortunately creeping up. We are going to need to re-write our ordinance to deal with people who simply will not cut back. At the same time we need to

provide for people who do conserve but then have a one-time leak. We should be within the 355 AF amount until early November. We expect to have the interties operational by the time we run out. If not we can install a temporary diesel pump.

One potential minor source of additional water is the wheeling agreement with RV Cellars. They have an agreement with us to wheel up to 47 acre feet of RRFC water to them. The initial contract between RRFC and RV Cellars does not stipulate whether the water is domestic or ag. Our agreement, renewed July 17, 2014 refers to Ag water since it specifies water delivered through the meter on East Road. If we amend that agreement to allow domestic water deliveries from the meter on North State we could provide them with up to 21 additional acre feet of domestic water without impacting our total. RRFC has stated that this would not violate their agreement. **Discuss and possibly approve a motion to allow domestic water and/or ag water delivery to RV Cellars under the wheeling agreement up to the total amount allowable under the contract with RRFC (30 AF reflecting a 25% reduction).**

- J. School Way Bridge. It is hard to imagine that any of you haven't noticed that the project has begun. I have not yet received a project schedule but don't expect significant work on the pipeline portion this construction season. The season is limited to mid June through mid October due to fisheries issues. Next year will be very busy and most of our costs will be incurred then.
- K. Toilet Rebate. The toilet replacement program is moving ahead into the contract phase. **Review and possible approval of Cooperative Agreement. Authorize President to sign corrected draft.** RVCWD committed \$7500.00 to the program. This will be matched 2-1 by state funds. The majority of the document is boilerplate with a signature page at page 7.
- L. JPA/operations contract. The various county water districts continue to have informal discussions on the best way to coordinate operations to improve reliability and efficiency.
- M. Annexation/Consolidation. The LAFCo pre-application was submitted to the Executive Officer for review. The intent is to determine how to proceed. If the EO can take it to the actual stage of an application, he will submit a cost estimate. If he feels that it should be submitted to an environmental firm, he will at least provide some suggestions. Sean and I met with him and feel that we have followed suggested guidelines and taken this as far as we can. Any next step will start incurring significant expenses. RRFC previously approved a budget item of \$20,000 for this activity. If a full CEQA report is required, expenses could be considerably higher. Prior to moving forward, and once we have an idea of potential costs and a timeline, this item should be discussed in depth, preferably at a joint board meeting. Two RRFC commissioners have now reversed their previous position and are opposed to annexation. At their regular meeting September 9, Commissioners Howard and Hatch (Shoemaker absent) stated during discussions that they were now opposed to the annexation. This was not a vote.

During the Public Comment period of the meeting, a member of the public presented an opinion from the then (1992) RRFC attorney Tom Johnson regarding a merger or annexation with RVCWD. The opinion was presented as an argument against annexation. This document is included for your review.

Sean and I met with CDPH (now known as the Division of Drinking Water at the State Water Board) August 28 regarding the impact on the drinking water permit if RVCWD is dissolved. Joy Wildflower, our contact at the Division feels that the actual review can be fairly brief since it is essentially a change of ownership of an existing district rather than permitting a new district. As part of the review, to include Technical, Managerial, and Financial issues, we will need to provide a description of how the debt will be handled as well as a Source Capacity Study. This study must include how the maximum daily demand will be met over the next decade. This will require a commitment from RRFC regarding how much water they will have available on a firm basis. The Division expects that the LAFCo process should be the first step and that incremental submittals should be made to the Division.

F

# MENDOCINO Local Agency Formation Commission

Ukiah Valley Conference Center ◊ 200 South School Street, Suite F ◊ Ukiah, California 95482  
Telephone: 707-463-4470 Fax: 707-462-2088 E-mail: eo@mendolafco.org Web: www.mendolafco.org

**CHAIR**

Richard Shoemaker  
Russian River Flood Control  
And Water Conservation  
Improvement District

**VICE CHAIR**

Carre Brown  
County Board  
Of Supervisors

**MEMBERS**

Doug Hammerstrom  
Fort Bragg City Council

Michael Kisslinger  
Public Member

Holly Madrigal  
Willits City Council

John McCowen  
County Board  
Of Supervisors

Guinness McFadden  
Potter Valley Irrigation District

**ALTERNATE MEMBERS**

Dan Hamburg  
County Board  
Of Supervisors

Mary Anne Landis  
Ukiah City Council

Tony Orth  
Brooktrails Township  
Community Services District

Gerald Ward  
Public Member

**Executive Officer**  
George Williamson

**Counsel**  
Scott Browne

**Analyst**  
Colette Metz

**Commission Clerk**  
Elizabeth Salomone

**Regular Meetings**  
First Monday  
of each month  
At 9:00 AM  
At the Mendocino  
County Board  
Of Supervisors Chambers  
501 Low Gap Road

Date: **August 21, 2014**

**REVISED**

To: Board of Directors of Independent Special Districts

From: George Williamson, Executive Officer

Subject: **Request for Nominations for District Members to serve on LAFCo**

**In the prior mailing, the nomination instructions were incorrect. Please submit a nomination for each of the terms noted below. Separate nomination and information forms are provided in this mailing, my apologies for the error.**

The Mendocino Local Agency Formation Commission (LAFCo) is seeking nominations to fill special district member vacancies. as follows:

<b>Commission Seat - Duration</b>	<b>Term (ends on Dec 31)</b>
Regular Member – <b>4 Year Term</b>	2014 – 2018 –
Regular Member – <b>2 Year Term</b>	2014 - 2016
Alternate Member - <b>4 Year Term</b>	2014 - 2018

LAFCo is an independent, quasi-legislative agency that reviews city annexations and the establishment of boundaries and authorized services for numerous local agencies, including fire, community service and water districts. The commission is comprised of seven regular and four alternate members representing the county, cities, independent special districts, and general public.

LAFCo conducts nomination and elections to select district members on LAFCo. All terms are **regularly** four years and end on December 31. There are no term limits.

**For this election, the Commission proposes that one of the regular terms be reduced to two years, for staggered terms going forward. After that two years, the term will return to four years. Please indicate your agreement with this proposal by checking box at the bottom of the attached 2 year nomination form.**

The nomination and election procedures are as follows:

1. Nomination request are sent to independent special districts in Mendocino County.
2. Each district may nominate one person **for each term**; Nominees must be board members, not staff. Nominations must be approved by the district's governing body.
3. All nominations must be accompanied with a nomination form and candidate information sheet (enclosed). **Nominations must be received by October 17, 2014.** Nominations and supporting documentation may be mailed or faxed.
4. Upon receipt of nominations, LAFCo will prepare and send ballots to each district. The ballot will state the return date and how successful candidates will be notified.

If you have any questions, please contact LAFCo staff at 707-463-4470.

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# MENDOCINO

## Local Agency Formation Commission

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### Special District Regular Member – 4 Year Term Nomination Form

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 \_\_\_\_\_, 2014 by the following vote:

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

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

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

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

District Representative:

\_\_\_\_\_  
Signature

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

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# MENDOCINO

## Local Agency Formation Commission

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### Special District Regular Member – 2 Year Term Nomination Form

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 \_\_\_\_\_, 2014 by the following vote:

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

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

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

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

**District Representative:**

\_\_\_\_\_  
Signature

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

The District agrees with Commission proposed 2 year term, for this election, to have staggered terms for the two regular members. At the end of this term, the subsequent term will be four years.

# MENDOCINO

## Local Agency Formation Commission

### Special District Regular Member – 4 Year Term Candidate Information Sheet

Candidate Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
e-mail \_\_\_\_\_  
District \_\_\_\_\_  
Title \_\_\_\_\_

Length of service with District:

Present Occupation:

Personal and Professional Background:

Summarize your interest in serving on LAFCo:

Summarize your qualifications for serving on LAFCo:

List local government involvement:

List civic organization involvement:

List special interests or hobbies:

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# MENDOCINO

## Local Agency Formation Commission

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### Special District Member Nomination Form

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 \_\_\_\_\_, 2014 by the following vote:

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

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

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

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

District Representative:

\_\_\_\_\_  
Signature

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