

RAINS CREEK WATER DISTRICT
Board of Directors Regular Meeting

MINUTES

Board of Directors Meeting
October 11, 2023
At Papa's Pizza Cafe – Cloverdale, CA

BOARD MEMBERS PRESENT

Alison Whipple– President
Randy Luginbill- Director
Matthew Messenger, Director
Wanda Winkler- Director

BOARD MEMBERS ABSENT:

Paula Jorgensen – Vice President

OTHERS IN ATTENDANCE:

Jamie Dunton, District Manager
Victoria Mwangi, District Administrator
Cheryl Williams, Staff VM Accounting

The meeting of the Board of Directors was called to order at 5:34 PM on Wednesday, October 11, 2023, by Board President, Alison Whipple at Papa's Pizza Cafe, 105 N Cloverdale Blvd., Cloverdale, CA.

PUBLIC COMMENTS/CORRESPONDENCE:

Audit for Fiscal Years June 30, 2023 and 2022 - Michael Celantano has started the audit fieldwork.

ADMINISTRATION

Agenda – on motion by Wanda Winkler and second by Matthew Messenger, the Agenda was unanimously approved.

Minutes - on motion by Matthew Messenger and seconded by Randy Luginbill, August 16, 2023, regular meeting minutes were unanimously approved.

Warrant Register - on motion by Randy Luginbill and second by Matthew Messenger, Operations Warrant Register No. #3 for \$ 23,700.15, and Payroll Account Warrant Register #4 for \$ 322.83 were unanimously approved. The directors discussed certain warrants and services/goods provided.

Journal Entry (JE) transferring \$15,000 from Savings to Operations – Journal Entry was unanimously approved by a motion moved by Randy Luginbill and seconded by Wanda Winkler.

Income and Expense Report – For the period July to October 2023 - Ms. Mwangi noted that the District should be at about 33.33% of the budget. Income, including October undeposited checks (\$5,629) was at 34%. Certain expense line balances exceeded the expected percentage due to timing of the vendor invoices while for others the balance is the total for the year. Overall, total expenses are 38% of the budget.

Payroll forms for the 3rd Quarter - Payroll Forms 941 and DE9 were filed, and payroll taxes paid.

NEW BUSINESS:

The Board discussed the Proposed Water Rate Adjustment and the presentation of the same to the District’s customers at the upcoming public hearing. In addition, the board compared water rates from similar sized water districts. Staff were directed to create a water rates comparison table to be presented at the public hearing.

Water Leak Credit- The board discussed forgiveness for water leaks in general. The conclusion was for the District to create a policy. Staff will present samples of water leak policies adopted by other water districts at the next meeting.

OPERATIONS REPORT

Mr. Dunton, District Manager reported that the water system was functioning well, nothing to report.

There being no further business to discuss, on motion by Wanda Winkler and second by Randy Luginbill the meeting adjourned at 6:30 PM.

NEXT AGENDA

- 1. Adoption of Water Rate Increase
- 2. Policy for Water Leak Credit

Respectfully submitted.

Vicky Mwangi

APPROVED:

Randy Luginbill: _____

Alison Whipple: _____

Matthew Messenger _____

Paula Jorgenson: _____

Wanda Winkler: _____