

Approved May 13, 2020

**EAST VALLEY WATER DISTRICT
REGULAR BOARD MEETING
VIA TELECONFERENCE**

March 25, 2020

MINUTES

The Chairman of the Board called the meeting to order at 5:30 p.m. Vice Chairman Goodrich led the flag salute.

PRESENT: Directors: Carrillo, Coats, Goodrich, Morales, Smith

ABSENT: None

STAFF: John Mura, General Manager/CEO; Brian Tompkins, Chief Financial Officer; Jeff Noelte, Director of Engineering and Operations; Kelly Malloy, Director of Strategic Services; Justine Hendricksen, District Clerk; Shayla Antrim, Senior Administrative Assistant

LEGAL COUNSEL: Jean Cihigoyenetché

GUEST(s): Members of the public

PUBLIC COMMENTS

Chairman Smith declared the public participation section of the meeting open at 5:32 p.m.

There being no written or verbal comments, the public participation section was closed.

The District Clerk announced that the General Manager/CEO has requested that the following item be added to the agenda after unanimously determining that there was a need to take immediate action on the item, which came to the Districts attention after the agenda was posted.

Consider Resolution 2020.06 - Increase Tier 1 water allocation for residential water customer billing.

M/S/C (Coats-Goodrich) by unanimous roll call vote to place Resolution 2020.06 as an action item on the March 25, 2020 agenda as item # 4A.

APPROVAL OF AGENDA

M/S/C (Carrillo-Goodrich) by unanimous roll call vote that the February 26, 2020 agenda be approved as amended.

APPROVE THE FEBRUARY 26, 2020 REGULAR BOARD MEETING MINUTES

M/S/C (Morales-Goodrich) by unanimous roll call vote that the Board approve the February 26, 2020 regular board meeting minutes as submitted.

APPROVE THE FINANCIAL STATEMENTS FOR FEBRUARY 2020

M/S/C (Morales-Goodrich) by unanimous roll call vote that the Board approve the financial statements for February 2020 as submitted.

DISBURSEMENTS

M/S/C (Morales-Goodrich) by unanimous roll call vote that the General Fund Disbursements #255671 through #255834 which were distributed during the period of February 1, 2020 through February 29, 2020, bank drafts, and ACH Payments in the amount of \$6,669,248.19 and \$322,613.72 for payroll and benefit contributions, totaling \$6,991,861.91 be approved.

MASTER SERVICES CONTRACTS FOR ENGINEERING AND PROJECT SUPPORT SERVICES

The General Manager/CEO provided information regarding contracts for providing as-needed engineering and project support services. He stated that in an effort to provide efficient access to engineering services that cannot be performed in-house, staff issued a Request for Qualifications (RFQ) to engage qualified firms to perform as-needed engineering and project support services.

He stated that on February 13, 2020, twenty-five proposals were received from qualified firms. An evaluation committee comprised of staff from the Engineering Department and Operations Department evaluated and scored the proposals with the intent of recommending multiple Master Services Contracts to the highest rated firms. Once under contract, Master Services Contractors will be able to compete for work presented as Task Orders through a letter proposal process. Staff rated Albert A. Webb Associates, Arcadis, Brown & Caldwell, Krieger & Stewart Engineering Consultants, and Water Systems Consulting as the highest rated firms for full spectrum engineering services based on their experience, proposed approach, quality of their proposal and costs. In addition to the full spectrum engineering services, engineering services for water tank rehabilitation were evaluated based on the same criteria. The highest rated firms for water tank rehabilitation engineering services were Engineering Resources of Southern California and Harper & Associates Engineering Inc.

M/S/C (Coats-Goodrich) by unanimous roll call vote that the Board authorize the General Manager/CEO to execute contracts for providing as-needed engineering and

project support services with Albert A. Webb Associates, Arcadis, Brown & Caldwell, Engineering Resources of Southern California and Harper & Associates Engineering Inc., Krieger & Stewart Engineering Consultants, and Water Systems Consulting as submitted.

ADOPTION OF RESOLUTION 2020.05 - RATIFICATION OF THE PROCLAMATION OF A LOCAL STATE EMERGENCY REGARDING COVID-19 AND APPROVE POLICY 6.13 COVID-19 WORKPLACE PROTOCOL

The General Manager/CEO provided information regarding the Proclamation of a Local State Emergency. He stated that the health and safety of our customers and employees is a top priority. The District is closely monitoring the Centers for Disease Control and Prevention (CDC), and local health agencies for the latest developments related to COVID-19 (coronavirus) and following the guidance of government and public health officials. That given the need to respond to this pandemic, Ordinance 366 allows for the General Manager/CEO to proclaim a local state of emergency in order to ensure the ability to respond swiftly as needs arise. He stated that given the nature of providing water and wastewater services, many of the functions of the District must continue to be carried out on a regular basis. He provided details of operational changes taken to date.

The General Manager/CEO stated that the District has modified the procedure for holding public meetings as allowed by the Executive Orders of Governor Newsom. To maintain transparency, staff is evaluating action items planned for upcoming Board meetings and deferring non-critical items until after we are beyond this issue. As of now, the District will be postponing the Proposition 218 Hearing until a time when the public will be more comfortable to attend.

M/S/C (Carrillo-Morales) by unanimous roll call vote that the Board adopt Resolution 2020.05 Ratification of the Proclamation of a Local State of Emergency Regarding COVID-19 and approve Policy 6.13 Coronavirus/COVID-19 Workplace Protocol.

ADOPTION OF RESOLUTION 2020.06 - AUTHORIZING THE TEMPORARY INCREASE PER PERSON WATER USAGE TO CALCULATE RESIDENTIAL WATER BILLS

The General Manager/CEO provided information regarding the temporary increase to Tier 1 of the water budget for residential service. He gave an overview of Budget Based Rates. He provided further detail on how Tier 1 rates are calculated; he stated that the Stay-At-Home order (Executive Order N-33-20) issued by California's Governor in response to the Coronavirus pandemic has changed how people use water for indoor health reasons. It is reasonable to estimate that District residents are using up to 25% more water for indoor purposes while complying with the Governor's Executive Order. The additional water usage described above is clearly for indoor health and safety needs but within the current structure would likely be billed at Tier 2 or Tier 3 pricing. This can be addressed by temporarily expanding residential customer indoor water budgets, which can be accomplished by changing the 60 gallons per capita per day (GPCD) usage baseline in the billing system, to 75 GPCD.

The General Manager/CEO stated that changes proposed in the Resolution will remain in effect until the Governor's Executive Order is lifted, but the effective period will not be shorter than 30 days, or longer than 90 days. Staff estimates that approximately 18,000 residential customers are using additional water while complying with Executive Order N-33-20. Temporarily expanding residential Tier 1 budgets to provide relief while the Stay at Home Order is in effect will provide up to \$45,000 per month savings to District residential customers.

The General Manager/CEO responded to a member of the public that asked a question regarding water allocation for the trees on his property.

M/S/C (Morales-Goodrich) by unanimous roll call vote that the Board adopt Resolution 2020.06 temporarily increasing the per-capita water usage baseline for indoor use from 60 gallons to 75 gallons per person, per day.

BOARD OF DIRECTORS' REPORTS

Director Carrillo reported that on March 24 he participated in a teleconference call with the General Manager/CEO to discuss the agenda.

Director Morales reported on the following: March 13 he met with the East Valley Association of Realtors where they discussed the effects of the virus on real estate transactions; and March 16 he participated in a teleconference with the Association of California Water Agencies Region 9 where they rescheduled the Spring conference from May to the week of July 28 due to the coronavirus.

Director Coats reported on the following: March 13 he met with Mr. Welborn to view the progress of tank rehabilitation work taking place at Plant 39; and March 17 he attended the San Bernardino Valley Municipal Water District Board meeting.

Vice Chairman Goodrich reported that March 19 he met with the General Manager/CEO to review the agenda.

Chairman Smith reported that on March 19 he met with the General Manager/CEO to review the agenda; and he has been receiving daily communications from the General Manager/CEO regarding COVID-19 protocols.

Information only.

GENERAL MANAGER/CEO REPORT

The General Manager/CEO reported on the following:

- He announced that future Board meetings will be held via teleconference until further notice; and he thanked the Board and staff for making the adjustment.
- He stated that the Active Shooter Drill scheduled for April 1 has been postponed.

- He will be participating in a conference call with the Inland Empire Economic Partnership tomorrow regarding the District's response to the coronavirus outbreak.
- He commended Ms. Crystal Hess, Customer Service Representative III, for her suggestion regarding additional water allocation for residential customers due to stay at home orders.
- The General Manager/CEO complimented Ms. Heather Dyer, San Bernardino Valley Municipal Water District, and Mr. Miguel Guerrero, San Bernardino Municipal Water Department, for a job well done on their new positions. He stated that they've demonstrated why their Board chose them for their positions.
- He welcomed suggestions on how to better serve the community during this time. He stated that staff been making lunch deliveries to Highland Senior Center in coordination with San Manuel Indian Casino.

LEGAL COUNSEL REPORT

Legal Counsel stated that he will be keeping the District updated on Executive Orders coming from the Governor's office as they are issued related to COVID-19.

BOARD OF DIRECTORS' COMMENTS

Director Coats congratulated Ms. Crystal Hess for her suggestion and its implementation.

Director Morales stated that he had a call from ratepayer requesting information related to the coronavirus, in which he directed them to the District's social media platform. He commended staff for providing information to the public and staff regarding the changing nature of the virus.

Chairman Smith stated that Federal, State, and regional cooperation has been nothing less than spectacular; that staff has done an exemplary job at working to keep the District updated with information pertaining to the coronavirus.


Information only.

ADJOURN

The meeting adjourned at 6:12 p.m.



 John Mura, Secretary



 David E. Smith, Board President