

Approved April 24, 2019

**EAST VALLEY WATER DISTRICT  
REGULAR BOARD MEETING**

**March 27, 2019**

**MINUTES**

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

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

**ABSENT:** Director Smith

**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 Gerber, Senior Administrative Assistant

**LEGAL COUNSEL:** Jean Cihigoyenetché

**GUEST(s):** Members of the public

**PUBLIC COMMENTS**

Chairman Carrillo declared the public participation section of the meeting open at 5:31 p.m.

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

**APPROVAL OF AGENDA**

M/S/C (Coats-Goodrich) that the March 27, 2019 agenda be approved as submitted.

**FEBRUARY DISBURSEMENTS**

M/S/C (Coats-Goodrich) that the General Fund Disbursements #253682 through #253810 which were distributed during the period of February 1, 2019 through February 28, 2019, bank drafts, and ACH Payments in the amount of \$6,758,364.51 and \$431,390.02 for payroll and benefit contributions, totaling \$7,189,754.53 be approved.

**APPROVE THE FINANCIAL STATEMENTS FOR FEBRUARY 2019**

M/S/C (Coats-Goodrich) that the Board approve the financial statements for February 2019 as submitted.

**APPROVE THE MARCH 13, 2019 REGULAR BOARD MEETING MINUTES**

M/S/C (Coats-Goodrich) that the Board approve the March 13, 2019 regular board meeting minutes as submitted.

**INTRODUCTION OF DISTRICT VOLUNTEERS**

The General Manager/CEO stated that the District’s Volunteer Program has been a huge success; he stated that there are five volunteers working in various departments; and he thanked them for their time they have dedicated to the District. The volunteers were individually introduced and were presented with a certificate of appreciation.

Information only.

**RECORDS RETENTION POLICY AND ADOPTION OF RESOLUTION 2019.03 - UPDATING THE RECORDS RETENTION SCHEDULE**

The District Clerk provided information regarding updates to the District’s Record Retention Policy and Schedules; she stated that the District retained the services of Gladwell Government Services, Inc. to assist in the revision of the Records Retention Schedule; and the consultant will provide updates to changes in law pertaining to record retention on an as needed basis.

M/S/C (Morales-Goodrich) that the Board adopt Resolution 2019.03 updating the Records Retention Policy and Schedules and rescinding Resolution 2010.08.

**EMAIL AND INSTANT MESSAGING ACCEPTABLE USE POLICY**

The Information Technology Manager provided information regarding the Instant Messaging and Acceptable Use Policy; he discussed the purpose of the policy; he stated that staff will be trained on retaining emails before the policy goes into effect; and that in creating the policy, staff sought guidance from information technology consultants and the Municipal Information Systems Association of California.

M/S/C (Goodrich-Morales) that the Board approve the Email and Instant Messaging Acceptable Use Policy as submitted.

**ADOPTION OF RESOLUTION 2019.02 - REPLACING REIMBURSEMENT RESOLUTION 2018.15**

The Chief Financial Officer provided information regarding revisions to Resolution 2018.15. He stated that this is the second revision to the State Revolving Fund loan; that staff is requesting an additional \$25 million in loan funding to add digesters to the Sterling Natural Resource Center Project versus contracting for sludge hauling, as originally planned. The Chief Financial Officer discussed benefits of adding the digesters to the project and potential revenue projection; and stated that the request for additional funding is not a commitment to adding digesters, it is a request to borrow

the funds from the State.

M/S/C (Goodrich-Morales) that the Board adopt Resolution 2019.02 as submitted.

### **CANCELLATION OF THE MAY 8, 2019 REGULAR BOARD MEETING**

The General Manager/CEO requested that the May 8, 2019 regular board meeting be canceled due to members of the Board and staff attending the Association of California Water Agencies Spring Conference.

M/S/C (Coats-Goodrich) that the Board approve the cancellation of the May 8, 2019 regular board meeting.

### **CSDA BOARD OF DIRECTORS SUPPORT RESOLUTION 2019.04**

The General Manager/CEO provided a brief overview of the California Special Districts Association (CSDA) and the structure of Board Members; he also reviewed Chairman Coats' interest in his submittal of nomination paperwork to continue with the District's efforts to increase regional partnerships and participation with other agencies.

M/S/C (Coats-Goodrich) that the Board adopt Resolution 2019.04 to support placing in nomination Ronald L. Coats as a member of the California Special Districts Association Southern Network Seat B Board Election.

### **BOARD OF DIRECTORS' REPORTS**

Director Goodrich reported on the following: March 18 he attended the Association of San Bernardino County Special Districts meeting; March 21 he attended the Del Rosa Neighborhood Action Group (DR.NAG) meeting; and March 26 he attended the District's Engineering and Operations Committee meeting.

Director Morales reported on the following: March 20 he received updates on Safe Drinking Water through a legislative hearing; March 26 he attended the District's Engineering and Operations Committee meeting; and March 26 he placed a conference call with the Association of California Water Agencies Region 9 Committee to discuss the upcoming conference in May.

Director Coats reported on the following: March 18 he attended the Association of San Bernardino County Special Districts meeting; March 19 he attended San Bernardino Valley Municipal Water District Board meeting; March 21 he attended the Del Rosa Neighborhood Action Group (DR.NAG) meeting; and March 26 he attended the Highland Chamber of Commerce meeting where Third District Supervisor, Dawn Rowe, was the guest speaker.

Chairman Carrillo reported on the following: March 15 he met with the General Manager/CEO to discuss District business; March 18 he attended the Association of San Bernardino County Special Districts meeting; March 21 he met with the General

Manager/CEO to review the agenda; and March 26 he attended the Highland Chamber of Commerce meeting where there are three vacancies on the Planning Commission.

Information only.

### **GENERAL MANAGER/CEO REPORT**

The General Manager/CEO reported that last week the District hosted a tour of the Sterling Natural Resource Center site for Supervisor Dawn Rowe and staff. He thanked the Board for their leadership and vision of the Sterling Natural Resource Center project.

The General Manager/CEO informed the Board of the following:

- The District will be participating and have a booth at the Annual Citrus Harvest Festival this Saturday, March 30, from 10:00 to 3:30 p.m.
- The North Fork Water Company Annual Meeting of the Shareholders will be held on April 2 at 2pm.
- March 28 the District will be hosting a tour for Engineering Students from Crafton Hills College.
- The District will be hosting a tour of the Sterling Natural Resource Center site for Assembly Member Reyes and her staff on April 5.
- The Finance and Human Resources and Community Advisory Commission will be meeting on April 9.

### **LEGAL COUNSEL REPORT**

No report at this time.

### **BOARD OF DIRECTORS' COMMENTS**

Director Coats commended the District Clerk and staff on updating the Record Retention Policy.

Director Morales congratulated Director Coats on his nomination for Director on the California Special Districts Associations' Board (CSDA).

Chairman Carrillo and Director Goodrich concurred the comments of Director Coats and Director Morales.

Information only.


ADJOURN

The meeting adjourned at 6:29 p.m.



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John Mura, Secretary



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Chris Carrillo, Board President

