

Approved January 13, 2020

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

December 9, 2020

MINUTES

The Chairman of the Board called the meeting to order at 4:30 p.m.

PRESENT: Directors: Carrillo, Coats, Goodrich, Smith

ABSENT: Director Morales

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 4:31 p.m.

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

APPROVAL OF AGENDA

M/S/C (Coats-Goodrich) by unanimous roll call vote that the December 9, 2020 agenda be approved as submitted.

CLOSED SESSION

The Board entered into Closed Session at 4:33 p.m. as provided in the Ralph M. Brown Act Government Code Sections 54956.8 to discuss the item(s) listed on the agenda.

THE BOARD RECONVENED THE MEETING AT 5:30 P.M.

Director Carrillo led the flag salute.

ROLL CALL

PRESENT: Directors: Carrillo, Coats, Goodrich, Smith

ABSENT: Director Morales

ANNOUNCEMENT OF CLOSED SESSION ACTIONS

The District Clerk stated that Legal Counsel communicated that he is having connection issues. The District Clerk relayed the announcement of closed session action as follows from Legal Counsel as follows: that with respect to Item #2: no reportable action was taken.

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.

APPROVE THE OCTOBER 28, 2020 REGULAR BOARD MEETING MINUTES

M/S/C (Carrillo-Goodrich) by unanimous roll call vote that the Board approve the October 28, 2020 regular board meeting minutes as submitted.

DIRECTORS' FEES AND EXPENSES FOR NOVEMBER 2020

M/S/C (Carrillo-Goodrich) by unanimous roll call vote that the Board approve the Directors' fees and expenses for November 2020 as submitted.

APPROVE THE FINANCIAL STATEMENTS FOR OCTOBER 2020

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

BOARD REORGANIZATION

A. ELECTION OF OFFICERS FOR THE POSITIONS OF PRESIDENT (CHAIRMAN OF THE BOARD) AND VICE-PRESIDENT (VICE-CHAIRMAN)

M/S/C (Coats-Goodrich) by unanimous roll call vote that the Board appoint the following: President - David Smith; Vice President - Phillip Goodrich.

B. APPOINTMENT: GENERAL MANAGER/CEO, CHIEF FINANCIAL OFFICER, AND BOARD SECRETARY

M/S/C (Coats-Goodrich) by unanimous roll call vote that the Board appoint the following: General Manager/CEO - John Mura, Chief Financial Officer - Brian Tompkins; Board Secretary - John Mura.

C. SETTING TIME, DAY AND PLACE FOR HOLDING MEETINGS

M/S/C (Coats-Goodrich) by unanimous roll call vote that the Board approve the following: hold regularly scheduled meetings at 31111 Greenspot Rd., Highland, CA on

the 2nd and 4th Wednesday of each month, conduct closed session at 4:30 p.m. and commence the regular board meeting at 5:30 p.m.; should closed session items require more than the allotted time, the Board will adjourn to open session at 5:30 p.m., conduct District business, and then adjourn back into closed session. He added that meetings will continue to be held remotely during the Covid-19 Pandemic.

APPROVAL OF CONTRACTS FOR PLANT 108 RESERVOIR REHABILITATION PROJECT

The Director of Engineering and Operations discussed Plant 108 rehabilitation work. He stated that staff, in partnership with the District's design engineer, Harper & Associates Engineering Inc. (HAE), issued requests for task order pricing; that one bid was received November 5, 2020, and two other bids were received after the deadline and sent back to the corresponding bidders. He stated that the District selected Crosno Construction. He requested to expand the scope of work for the engineering services contract with HAE to include construction management and quality control inspection services. He stated that they have extensive experience with tank rehabilitation and knowledge of the Districts reservoirs.

M/S/C (Carrillo-Goodrich) by unanimous roll call vote that the Board authorize the General Manager/CEO to issue a Task Order to the Master Services Agreement with Crosno Construction Inc. for a not-to-exceed amount of \$826,465; and authorize the General Manager/CEO to expand the scope of work for the Engineering Services Contract with Harper & Associates Engineering Inc. for a not-to-exceed amount of \$39,340.

APPROVAL TO PREPARE PRELIMINARY DESIGN REPORT FOR THE EAST SURFACE WATER TREATMENT PLANT

The Director of Engineering and Operations stated that the District continues with efforts to make strategic decisions that will provide both short-term and long-term benefits to customers by moving forward with projects and programs that maximize the viability of the water and wastewater system. He stated that the results of an analysis to identify alternatives for meeting additional demand, indicated that an East Surface Water Treatment Plant would provide the greatest value compared to other alternatives. The Director of Engineering and Operations discussed items that will be included in the Preliminary Design Report. He stated that two proposals were received and after evaluation staff identified Water Systems Consulting Incorporated as providing the best value to the District.

M/S/C (Coats-Goodrich) by unanimous roll call vote that the Board authorize the General Manager/CEO to execute a Task Order to Water Systems Consulting Incorporated to prepare a preliminary design report for the East Surface Water Treatment Plan for the amount of \$180,078.

REVIEW AND APPROVE DRAFT POPULAR ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2020

The Business Services Manager gave a brief overview of the Popular Annual Financial Report (PAFR). He reviewed elements of the document and he stated that it a more user-friendly version of the Comprehensive Annual Financial Report. He stated that customers will be notified of the PAFR through social media posts and bill inserts; and it will be placed on the District's website.

M/S/C (Carrillo-Goodrich) by unanimous roll call vote that the Board approve the Popular Annual Financial Report and audit reports for the year ended June 30, 2020.

CONSIDER APPROVAL OF ADMINISTRATIVE POLICIES AND PROGRAMS

The Director of Administrative Services provided information regarding the new and/or revised Administrative Policies. She reviewed benefits that the Section 139 Emergency Benefit Program will have for staff that have suffered financial loss due to the COVID-19 Pandemic. She discussed revisions to the Compensation Program and the Senior and Executive Management Cellular Telephone Program. That both programs were updated to make them more the current with the market median.

M/S/C (Coats-Goodrich) by unanimous roll call vote that the Board approve the following Administrative Policies:

1. Section 139 Emergency Benefits Program
2. Revised Compensation Program
3. Revised Senior and Executive Management Cellular Telephone Policy

BOARD OF DIRECTORS' REPORTS

Director Carrillo reported on the following: December 1 he participated in the Inland Action meeting via Zoom; and December 8 he reviewed the agenda with the General Manager/CEO.

Director Coats reported on the following: December 1 he participated in the San Bernardino Valley Municipal Water District Board meeting; December 2 and 3 he participated in the Association of California Water Agencies Virtual Conference; and December 8 he discussed District business with the General Manager/CEO.

Vice Chairman Goodrich reported on the following: December 2 and 3 he participated in the Association of California Water Agencies Virtual Conference; December 4 he met with the General Manager/CEO to review the agenda; December 4 he participated in a virtual meeting with the Chief Financial Officer to discuss future District financial affairs; and December 8 he met with the General Manager/CEO to discuss District business.

Chairman Smith reported on the following: December 2 and 3 he participated in the Association of California Water Agencies Virtual Conference; December 4 he met with the General Manager/CEO to review the agenda; December 4 he participated in a virtual

meeting with the Chief Financial Officer to discuss future District financial affairs; December 8 he met with the General Manager/CEO to discuss District business; and December 9 he participated in the San Bernardino Valley Water Conservation District Board meeting.

Information only.

GENERAL MANAGER/CEO REPORT

The General Manager/CEO reported on the following:

- District staff hosted a virtual presentation to San Andreas High School to provide students with a demonstration on how the District uses the ArcGIS program.
- During the pandemic, the District has accomplished completing several Capital Improvement projects. The December bill insert highlights the water main replacement project on Barton Road and provides information about its benefits.
- In observance of the holidays, the District's office and customer service lines will be closed from December 24 - January 1, 2021. The District will reopen on January 4, 2021.
- Staff continues to monitor changing regulations and Executive Orders regarding COVID-19, including health requirements.

The General Manager/CEO thanked the public for their continued support during these trying times and for participating in the District's teleconferencing meetings; and stated that the District will continue to hold meetings via teleconference until further notice.

Information only.

LEGAL COUNSEL REPORT

No report at this time.

BOARD OF DIRECTORS' COMMENTS

Director coats reminisced on the past year. He stated the District has done a fantastic job and is going in the right direction. He wished everyone a happy holiday.

Director Carrillo echoed Director Coats' sentiments.

Vice Chairman Goodrich wished everyone happy holidays.

Chairman Smith thanked staff for their presentations and wished everyone well over the holiday break.

Information only.

ADJOURN

The meeting adjourned at 6:16 p.m.



John Mura, Secretary



David E. Smith, Board President