

MINUTES OF A REGULAR BOARD MEETING

January 16, 2018 at 6:00 P.M.

Directors Present:

Jay Bogh, President
Bruce Granlund, Vice President
Lonni Granlund, Director
Tom Shalhoub, Director
Chris Mann, Director

Staff Present:

Joseph Zoba, General Manager
Allison Edmisten, Chief Financial Officer
Mike Kostelecky, Operations Manager
John Wrobel, Public Works Manager
Kathryn Hallberg, Management Analyst
Matthew Porras, Management Analyst
Jennifer Ares, Water Resource Manager

Directors Absent:

None

Consulting Staff Present:

David Wysocki, Legal Counsel

Registered Guests and Others Present:

Linda Shelton, Customer
Brent Anton, Customer
Bernie Mayer, Representing Tract No. 14297
Tom Fitzroy, Representing Tract No. 14297
Sedef Sarwar, Representing Tract No. 14297
Leonard Stephenson, San Gorgonio Pass Water Agency

CALL TO ORDER

The regular meeting of the Board of Directors of the Yucaipa Valley Water District was called to order by Director Jay Bogh at 6:00 p.m. at the Administrative Office Building, 12770 Second Street, Yucaipa, California.

FLAG SALUTE

Director Jay Bogh led the pledge of allegiance.

ROLL CALL

The roll was called with Director Jay Bogh, Director Bruce Granlund, Director Lonni Granlund, Director Chris Mann, and Director Tom Shalhoub present.

PUBLIC COMMENTS

None

CONSENT CALENDAR

Director Lonni Granlund moved to approve the consent calendar and Director Tom Shalhoub seconded the motion.

- A. Minutes of Meetings
 - Regular Board Meeting – December 19, 2017
- B. Payment of Bills
 - Approve/Ratify Invoices for Board Awarded Contracts
 - Ratify General Expenses for December 2017

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Tom Shalhoub - Yes

STAFF REPORT

General Manager Joseph Zoba reported and provided information about the following items:

- San Bernardino Valley Municipal Water District will be hosting a grand opening event for the East Branch Extension II of the State Water Project at the Citrus Reservoir and Pump Station on Thursday, February 22, 2018;
- The annual shutdown of the State Water Project will occur between March 1, 2018 and March 31, 2018. During this time the District will curtail drinking water deliveries to Western Heights Mutual Water Company;
- The District staff has released a Notice Inviting Bids for the Yucaipa Boulevard Sewer Project;
- The District has received a notice from a wastewater operator that he has received a new job in Orange County. This vacancy will require the District to seek new operators in the near future;
- The District staff has created a new development agreement format to streamline the preparation of the documents. The new template is included in the board meeting packet; and
- The District staff will be preparing a development agreement for Tract No. 14297 which will have a reduced fire flow requirement of 1,000 gallons per minute instead of 1,500 gallons per minute as provided in Workshop Memorandum No. 18-014. There was a consensus of the board members to draft a development agreement based on the approved reduction in fire flow from the Yucaipa Fire Marshall of 1,000 gallons per minute.

DISCUSSION ITEMS:

DM18-001

PUBLIC HEARING FOR
THE INITIAL STUDY /
MITIGATED NEGATIVE
DECLARATION
RELATED TO THE
MAINTENANCE OF THE
WILSON CREEK
BASINS AND TO
FACILITATE THE
SURFACE RECHARGE
OF RECYCLED WATER

Water Resource Manager Jennifer Ares discussed the comment letters received in response to the mitigated negative declaration.

The District staff requested a continuance of this item to review and provide responses for consideration by the Board of Directors at a future meeting.

No action was taken by the Board of Directors.

DM 18-002

PRESENTATION OF
THE UNAUDITED
FINANCIAL REPORT
FOR THE PERIOD
ENDING ON
DECEMBER 31, 2017

Chief Financial Officer Allison Edmisten provided a review of the unaudited financial report for the period ending on December 31, 2017.

Director Lonni Granlund moved to receive and file the unaudited financial report. Director Chris Mann seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Tom Shalhoub - Yes

DM 18-003

DISCUSSION
REGARDING THE
ADOPTION OF
RESOLUTION NO.
2018-02 APPROVING
AN INVESTMENT
POLICY AND
APPOINTMENT OF THE
GENERAL MANAGER
AS THE DISTRICT
INVESTMENT OFFICER

Chief Financial Officer Allison Edmisten discussed the proposed investment policy and Resolution No. 2018-02.

Director Tom Shalhoub moved to adopt Resolution No. 2018-02. Director Bruce Granlund seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Tom Shalhoub - Yes

DM 18-004

DISCUSSION
REGARDING THE USE
OF UPDATED
PERCENTAGES FOR
MONTHLY UNAUDITED
FINANCIAL REPORTS

Chief Financial Officer Allison Edmisten provided an overview of the percentages used during the preparation of the unaudited financial reports.

Director Bruce Granlund moved by minute order, to direct District staff to utilize the revised percentages for tracking revenues and expenses throughout the fiscal year in future unaudited financial reports. Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Tom Shalhoub - Yes

DM 18-005

DISCUSSION AND
NOTICE OF
UNCLAIMED FUNDS

Chief Financial Officer Allison Edmisten reported on the unclaimed funds held by the District. The list reviewed at the board meeting will be advertised in the News-Mirror. Any funds unclaimed as of March 27, 2018, will be reclassified as miscellaneous revenue.

No action was taken by the Board of Directors.

DM 18-006

DISCUSSION
REGARDING THE USE
OF E-VERIFY FOR NEW
EMPLOYEES

Chief Financial Officer Allison Edmisten discussed the e-verify system to be used for new employees.

Director Lonni Granlund moved by minute order, to direct the District staff to enroll and implement the e-verify system for new employees. Director Tom Shalhoub seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Tom Shalhoub - Yes

DM 18-007

DISCUSSION
REGARDING THE
DESIGNATION OF
APPLICANT'S AGENT
RESOLUTION FOR
NON-STATE AGENCIES
FOR THE STATE OF
CALIFORNIA OFFICE
OF EMERGENCY
SERVICES

Chief Financial Officer Allison Edmisten discussed the importance of designating District staff members as representatives with the Office of Emergency Services.

Director Bruce Granlund moved to adopt Resolution No. 2018-03. Director Tom Shalhoub seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Tom Shalhoub - Yes

DM 18-008

RATIFICATION OF THE
2018 LANDSCAPE
CONTRACT TO
PACIFIC COAST
LANDSCAPE

Management Analyst Kathryn Hallberg provided an overview of the landscape bids for 2018.

Director Tom Shalhoub moved to ratify the 2018 Landscape Contract with Pacific Coast Landscape. Director Chris Mann seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Tom Shalhoub - Yes

DM 18-009

DISCUSSION
REGARDING THE
ASSIGNMENT OF
INDIVIDUALS TO
REPRESENT THE
DISTRICT IN SMALL
CLAIMS COURT

General Manager Joseph Zoba discussed the assignment of individuals to represent the District in small claims court.

Director Chris Mann moved to adopt Resolution No. 2018-04. Director Tom Shalhoub seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Tom Shalhoub - Yes

DM 18-010

DISCUSSION
REGARDING THE
REIMBURSEMENT
POLICY AND
COMPENSATION PAID
TO MEMBERS OF THE
BOARD OF DIRECTORS
PURSUANT TO
ASSEMBLY BILL NO.
1234

General Manager Joseph Zoba provided an overview of the options available to the Board of Directors related to either increasing the amount of compensation paid by the District, or leaving the amount the same as 2017.

Director Tom Shalhoub moved to adopt Resolution No. 2018-01 to maintain the current rate of compensation paid to board members at \$147.56 per day up to ten days per month. Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Tom Shalhoub - Yes

DM 18-011

DISCUSSION
REGARDING
RESOLUTION NO.
2018-05 READOPTING
GUIDELINES FOR
MEMBERS OF THE
BOARD OF DIRECTORS

General Manager Joseph Zoba provided an overview of the *Guidelines for Members of the Board of Directors* and to determine if the Board recommends any changes.

Director Bruce Granlund moved to adopt Resolution No. 2018-05. Director Tom Shalhoub seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Tom Shalhoub - Yes

DM 18-012

DISCUSSION
REGARDING THE
REVIEW OF
STATEMENT OF FACTS
REQUIRED BY
GOVERNMENT CODE
SECTION 53051

General Manager Joseph Zoba provided an overview of the *Statement of Facts*.

Director Lonni Granlund moved to direct the General Manager to file the Statement of Facts - Roster of Public Agencies Filing. Director Bruce Granlund seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Tom Shalhoub - Yes

DM 18-013

CATALOG OF
FUNCTIONAL
COMPUTER
ENTERPRISE
SYSTEMS USED BY
THE YUCAIPA VALLEY
WATER DISTRICT

General Manager Joseph Zoba provided the annual overview of the District's computer enterprise systems.

Director Chris Mann moved to authorize the publication of functional computer enterprise systems pursuant to Government Code Section 6270.5. Director Tom Shalhoub seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Tom Shalhoub - Yes

DM 18-014

AGREEMENT TO
PROVIDE SEWER
SERVICE TO THE
YUCAIPA GATEWAY
PLAZA COMMERCIAL
PROJECT - AM/PM GAS
STATION ON PARCEL 1

General Manager Joseph Zoba provided an overview of the development agreement for the AM/PM gas station on Oak Glen Road and Interstate 10.

Director Chris Mann moved to approve Development Agreement No. 2018-01 pursuant to recommendations by District Legal Counsel. Director Tom Shalhoub seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Tom Shalhoub - Yes

DM 18-015

AGREEMENT TO
PROVIDE DRINKING
WATER SERVICE TO
THE TRACT NO. 14429 -
MCDUGAL BROS.

General Manager Joseph Zoba provided an overview of the plan to provide drinking water service to Tract No. 14429.

No action was taken by the Board of Directors.

DM 18-016

AGREEMENT TO
PROVIDE DRINKING
WATER SERVICE TO
TENTATIVE PARCEL
MAP NO. 19822 -
CHERRY CROFT
DRIVE, YUCAIPA

General Manager Joseph Zoba provided an overview of the plan to provide drinking water service to Tentative Parcel Map No. 19822 on Cherry Croft Drive, Yucaipa.

No action was taken by the Board of Directors.

• BOARD REPORTS
AND DIRECTOR
COMMENTS

- Director Lonni Granlund reported on a tour conducted by the City of Yucaipa on January 9, 2018.
- Director Lonni Granlund and Director Bruce Granlund reported on the City of Yucaipa Economic Development Advisory Committee meeting held on January 11, 2018.
- Director Bruce Granlund reported on the regular board meeting of the San Gorgonio Pass Water Agency held on January 2, 2018.
- Director Chris Mann and Director Tom Shalhoub reported on the Yucaipa Chamber of Commerce Installation of Officers.
- Director Tom Shalhoub reported on the Legislative and Policy Committee meeting of the San Bernardino Valley Municipal Water District held on January 3, 2018.
- Director Tom Shalhoub reported on the Beaumont Basin Watermaster meeting held on January 10, 2018.
- Director Tom Shalhoub reported on the Strategic Analysis and Planning Committee meeting of the San Bernardino Valley Municipal Water District held on January 11, 2018.
- Director Tom Shalhoub reported on the regular board meeting of the San Gorgonio Pass Water Agency held on January 16, 2018.
- Director Chris Mann reported on the regular city council meeting of the City of Yucaipa held on January 8, 2018.
- Director Chris Mann reported on the South Mesa Mutual Water Company meeting held on January 10, 2018.

CLOSED SESSION

A closed session was not conducted.

ANNOUNCEMENTS

Director Jay Bogh called attention to the announcements listed on the agenda.

ADJOURNMENT

The meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Joseph B. Zoba, Secretary

(Seal)