

# MINUTES OF A BOARD WORKSHOP

November 27, 2018 at 4:00 P.M.

Directors Present:

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

Staff Present:

Jennifer Ares, Water Resource Manager  
Allison Edmisten, Chief Financial Officer  
Chelsie Fogus, Engineering Technician I  
Ashley Gibson, Water Resource Project Supervisor  
Kathryn Hallberg, Implementation Manager  
Dustin Hochreiter, Senior Engineering Technician  
Mike Rivera, Public Works Supervisor  
James Rowell, Interim Operations Manager  
Frank Sclafani, Administrative Clerk Intern  
Joseph Zoba, General Manager

Directors Absent:

None

Consulting Staff Present:

David Wysocki, Legal Counsel

Guests and Others Present:

David Duron, Customer  
Joyce McIntire, Customer  
Linda Shelton, Customer  
Gil Navarro, San Bernardino Valley Municipal Water District

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- I. Call to Order - 4:00 p.m.
  - II. Public Comments - None
  - III. Staff Report - General Manager Joseph Zoba provided information about the following topics:
    - The District received information that former board member Hank Wochholz passed away on November 24, 2018.
    - The Yucaipa Valley Water District will be hosting an Ethics Training Program for Local Government Elected Officials, Managers, and Supervisors on Wednesday, January 9, 2019.
  - IV. Strategic Planning
    - A. Strategic Planning and Capital Improvement Priorities for 2019 [Workshop Memorandum No. 18-253] - General Manager Joseph Zoba provided information about the strategic planning workshops scheduled for January 2019 and how these workshop discussions will assist with the implementation of priorities for the Capital Improvement Budget.
  - V. Operational Updates
    - A. Revised Imported Water Order for 2018 [Workshop Memorandum No. 18-254] - General Manager Joseph Zoba discussed the need to purchase an additional 400

acre feet of imported water from the San Bernardino Valley Municipal Water District for calendar year 2018.

VI. Capital Improvement Projects

- A. Status Report on the Construction of an 8-Inch Sewer Mainline in Yucaipa Boulevard [Workshop Memorandum No. 18-255] - Senior Engineering Technician Dustin Hochreiter provided an overview of the anticipated construction of the sewer mainline in Yucaipa Boulevard near Hampton Road.
- B. Status Report on the Construction of the Replacement of Drinking Water Pipelines on Douglas Street, Cornell Drive, Auburn Avenue, Citibank / Yucaipa Boulevard and Oak Glen Road [Workshop Memorandum No. 18-256] - Senior Engineering Technician Dustin Hochreiter provided an update on the construction of various water pipelines.

VII. Administrative Items

- A. Notice of Exemption for the Automated Meter Infrastructure Bureau of Reclamation WaterSMART Water and Energy Efficiency Grant [Workshop Memorandum No. 18-257] - Implementation Manager Kathryn Hallberg provided information about the Notice of Exemption for the Automated Meter Infrastructure system.
- B. Review of Draft Resolution No. 2018-xx Establishing Employee Benefit, Administrative Overhead and Surcharge Factors [Workshop Memorandum No. 18-258] - Chief Financial Officer Allison Edmisten provided information about the proposed overhead and burden factors used by the District staff for cost accounting purposes.
- C. Presentation of Resolution No. 2018-32 Supporting the Application for a Water Recycling Pilot Project Grant Funding Opportunity from the State Water Resource Control Board [Workshop Memorandum No. 18-259] - Implementation Manager Kathryn Hallberg provided an overview of Resolution No. 2018-32.

Following a brief discussion, Director Bruce Granlund moved to adopt Resolution No. 2018-32. 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

- D. Overview of a Consolidated Rate Revenue and Administrative Policy Resolution [Workshop Memorandum No. 18-260] - General Manager Joseph Zoba provided an overview of the proposed rate adjustments, suggested methodology, and an overview of the consolidated administrative policy manual.
- VIII. Director Comments - Director Jay Bogh recognized the contributions made by Hank Wochholz in the community and the positive impact that Mr. Wochholz had on people during his naval career, civic responsibilities, and friendships. The other board members echoed the reflections, memories, and contributions of Hank Wochholz.
- IX. Announcements - The future meetings were referenced on the workshop agenda.
- X. Closed Session - A closed session was not conducted at this meeting.

XI. Adjournment - The meeting was adjourned at 4:36 p.m.

Respectfully submitted,

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Joseph B. Zoba, Secretary