

# MINUTES OF A BOARD WORKSHOP

February 11, 2020 at 4:00 P.M.

Directors Present:

Chris Mann, President  
Bruce Granlund, Vice President  
Lonni Granlund, Director  
Joyce McIntire, Director

Staff Present:

Jennifer Ares, Water Resource Manager  
Madeline Blua, Water Resource Specialist  
Allison Edmisten, Chief Financial Officer  
Chelsie Fogus, Administrative Assistance I  
Ashley Gibson, Regulatory Compliance Manager  
Kathryn Hallberg, Implementation Manager  
Dustin Hochreiter, Senior Engineering Technician  
Mike Kostelecky, Operations Manager  
Steve Molina, Public Works Supervisor  
Matthew Porras, Implementation Manager  
Mike Rivera, Public Works Supervisor  
Charles Thomas, Operations Manager  
John Wrobel, Public Works Manager  
Joseph Zoba, General Manager

Directors Absent:

Jay Bogh, Director

Consulting Staff Present:

David Wysocki, Legal Counsel

Guests and Others Present:

John Ohanian  
Linda Shelton  
Leonard Stephenson, San Gorgonio Pass Water Agency

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- I. Call to Order - 4:00 p.m. - The workshop of the Board of Directors of the Yucaipa Valley Water District was called to order by Chris Mann at 4:00 p.m. at the Administrative Office Building, 12770 Second Street, Yucaipa, California.
  - II. Public Comments  
None
  - III. Staff Report
    - Implementation Manager Matthew Porras provided information about the storm drain construction project by the City of Yucaipa on Third Street.
    - Joseph Zoba provided an update on the State Revolving Fund Loan for the Calimesa Regional Recycled Water Pipeline Project.
  - IV. Discussion Items
    - A. Consideration of Resolution No. 2020-08 Supporting the Application for the WaterSMART: Drought Response Program: Drought Contingency Planning Grants for Fiscal Year 2020 and 2021 from the Bureau of Reclamation [Workshop Memorandum No. 20-036] - Implementation Manager Kathryn Hallberg presented information about the grant opportunity and the need to adopt Resolution No. 2020-08.

Director Lonni Granlund moved that the Board adopt Resolution No. 2020-08.

Director Bruce Granlund seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Absent  
Director Bruce Granlund - Yes  
Director Lonni Granlund - Yes  
Director Chris Mann - Yes  
Director Joyce McIntire - Yes

- B. Consideration of Resolution No. 2020-09 Supporting the Application for the WaterSMART: Small-Scale Water Efficiency Projects Grant from the Bureau of Reclamation [Workshop Memorandum No. 20-037] - Implementation Manager Kathryn Hallberg presented information about the grant opportunity and the need to adopt Resolution No. 2020-09.

Director Joyce McIntire moved that the Board adopt Resolution No. 2020-09.

Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Absent  
Director Bruce Granlund - Yes  
Director Lonni Granlund - Yes  
Director Chris Mann - Yes  
Director Joyce McIntire - Yes

V. Operational Updates

- A. Overview of the Proposed Draft Monthly Operations Report [Workshop Memorandum No. 20-038] - General Manager Joseph Zoba provided information about the draft operation report.

VI. Capital Improvement Projects

- A. Status Report on the Calimesa Lake and Aquifer Storage and Recovery Project [Workshop Memorandum No. 20-039] - General Manager Joseph Zoba provided an overview of the Aquifer Storage and Recovery Project in Calimesa as well as conceptual renderings of the proposed commercial development.

VII. Development Related

- A. Overview of Amendment No. 1 to Development Agreement No. 2018-05 for Parcel Map No. 19822 - Moran [Workshop Memorandum No. 20-040] - Administrative Assistant Chelsie Fogus discussed the proposed amendment to Development Agreement No. 2018-05 for Parcel Map No. 19822. Director Lonni Granlund suggested that the development be required to dual-meter the homes to be consistent with other developments in the area. This modification will be made to the draft amended development agreement.

VIII. Administrative Issues

- A. Presentation of the Unaudited Financial Report for the Period Ending on January 31, 2020 [Workshop Memorandum No. 20-041] - Chief Financial Officer Allison Edmisten provided an overview of the unaudited financial report.
- B. Review of a Draft Request for Proposals for Professional Auditing Services [Workshop Memorandum No. 20-042] - Chief Financial Officer Allison Edmisten discussed the draft Request for Proposal document.

- C. Review of Proposed Budget Adjustments for Fiscal Year 2019-20 Including Draft Resolution 2020-xx Transferring Reserve Funds to the Operating Budget and Draft Resolution 2020-xx Transferring Depreciation Reserves Within Each Fund to Infrastructure Reserves in the Respective Funds [Workshop Memorandum No. 20-043] - Chief Financial Officer Allison Edmisten detailed the need to transfer funds from reserves to the operating budget for specific projects and equipment that were not included in the original budget.
  - D. Review of the Updated Personnel Manual for the Yucaipa Valley Water District [Workshop Memorandum No. 20-044] - Chief Financial Officer Allison Edmisten provided an overview of the changes to the personnel manual.
  - E. Review of Draft Resolution No. 2020-xx Establishing Employee Benefit, Administrative Overhead and Surcharge Factors [Workshop Memorandum No. 20-045] - Chief Financial Officer Allison Edmisten discussed the new benefit, overhead, and surcharge factors.
  - F. Overview of the Water Wise Landscape Contest for Inland Empire Residents [Workshop Memorandum No. 20-046] - Water Resource Manager Jennifer Ares presented information about the regional landscape contest that demonstrates water use efficiency.
  - G. Discussion Regarding a Temporary Reduction in Supplemental Water Commodity Charges for Customers in Riverside County [Workshop Memorandum No. 20-047] - General Manager Joseph Zoba provided an overview of the draft resolution to reduce the supplemental water commodity charge in Riverside County.
  - H. Overview of Proposed Public Education and Outreach Events [Workshop Memorandum No. 20-048] - General Manager Joseph Zoba provided information about the current public relations work completed by the District.
  - I. Overview of the Preparation of Public Information and Educational Videos of District Operations [Workshop Memorandum No. 20-049] - Implementation Manager Kathryn Hallberg discussed a proposal from CV Strategies for the production of videos about the District's core functions.
  - J. Overview of Open Space and Land Management Concepts [Workshop Memorandum No. 20-050] - General Manager Joseph Zoba provided an overview of a conceptual land management program by the District for regional open space.
- IX. Board Reports & Director Comments
- Director Lonni Granlund reported on the engineering workshop conducted by the San Gorgonio Pass Water Agency on February 10, 2020.
- X. Announcements - The future meetings were referenced on the workshop agenda.
- XI. Closed Session - A closed session was not conducted at this meeting.
- XII. Adjournment - The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

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Joseph B. Zoba, Secretary