

# MINUTES OF A BOARD WORKSHOP

March 10, 2020 at 4:00 P.M.

Directors Present:

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

Staff Present:

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

Directors Absent:

Jay Bogh, Director  
Lonni Granlund, Director

Consulting Staff Present:

David Wysocki, Legal Counsel

Guests and Others Present:

Leonard Stephenson, San Gorgonio Pass Water Agency

- 
- 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
    - General Manager Joseph Zoba provided an overview of recent water conservation statistics.
    - Chief Financial Officer Allison Edmisten provided an overview of issues involving the customer web interface of Xpress Bill Pay during typical business hours.
  - IV. Presentations
    - A. Presentation of New Utility Bill Format [Workshop Memorandum No. 20-059] - Chief Financial Officer Allison Edmisten provided an overview of the new utility bill format that was mailed to District customers.
  - V. Capital Improvement Projects
    - A. Authorization to Solicit Bids for the Calimesa Recycled Water Conveyance Project [Workshop Memorandum No. 20-062] - Implementation Manager Matthew Porras presented information about the proposed 24" Recycled Water Conveyance Pipeline Project.

- B. Status Report of the Replacement of the Drinking Water Reservoir R-16.6 - Calimesa [Workshop Memorandum No. 20-063] - Implementation Manager Matthew Porrás provided an update on the status of the reservoir demolition and construction project.
  - C. Overview of the Replacement of Drinking Water Reservoir R-16.2 and New Drinking Water Boosters B-16.2.1 and B-16.2.2 [Workshop Memorandum No. 20-064] - Implementation Manager Matthew Porrás presented information about a future reservoir project serving the North Bench area.
- VI. Administrative Issues
- A. Overview of the Draft Construction Installment Sale and Grant Agreement with the State Water Resources Control Board for the Calimesa Recycled Water Conveyance Pipeline Project [Workshop Memorandum No. 20-065] - General Manager Joseph Zoba and Legal Counsel David Wysocki provided an overview of the draft funding agreement with the State Water Resources Control Board for the Calimesa Recycled Water Conveyance Project.
  - B. Overview of Open Space and Land Management Concepts [Workshop Memorandum No. 20-066] - General Manager Joseph Zoba provided an overview of the proposed land management program.
  - C. Overview of the 2020 Habitat Monitoring Program Activities, Groundwater/Surface Water Data Assistance, Annual Report, and Modification to the Monitoring and Reporting Requirements [Workshop Memorandum No. 20-067] - Water Resource Manager Jennifer Ares provided information about the 2020 Habitat Monitoring Program.
  - D. Overview of the Updated Personnel Manual for the Yucaipa Valley Water District [Workshop Memorandum No. 20-068] - Chief Financial Officer Allison Edmisten provided an overview of the proposed changes to the District's personnel manual.
  - E. Presentation of the Unaudited Financial Report for the Period Ending on February 29, 2020 [Workshop Memorandum No. 20-069] - Chief Financial Officer Allison Edmisten provided an overview of the unaudited financial report.
  - F. Proposed Budget Workshop Schedule for Fiscal Year 2020-21 [Workshop Memorandum No. 20-070]- Chief Financial Officer Allison Edmisten provided a draft schedule for the preparation and review of the operating budget.
  - G. Overview of the 2020 Groundwater and Surface Water Monitoring for the Yucaipa Valley Water District's Maximum Benefit Monitoring Program [Workshop Memorandum No. 20-071] - Water Resource Manager Jennifer Ares provided information about the proposed groundwater monitoring plan in the San Timoteo area.
- VII. Board Reports & Director Comments
- Director Joyce McIntire reported on the San Gorgonio Pass Water Agency Board Meeting held on March 2, 2020.
  - Director Bruce Granlund and Director Joyce McIntire reported on the San Gorgonio Pass Water Agency Engineering Workshop held on March 9, 2020.
- VIII. Announcements - The future meetings were referenced on the workshop agenda.
- IX. Closed Session - A closed session was not conducted at this meeting.
- X. Adjournment - The meeting was adjourned at 4:55 p.m.

Respectfully submitted,

---

Joseph B. Zoba, Secretary