

JOSHUA BASIN WATER DISTRICT  
Minutes of the  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
July 3, 2013

1. CALL TO ORDER: 7:00 PM

2. PLEDGE OF ALLEGIANCE

3. DETERMINATION OF QUORUM:

Frank Coate	Present
Victoria Fuller	Present
Mickey Luckman	Present
Mike Reynolds	Present
Gary Wilson	Present

STAFF PRESENT:

Susan Greer, Acting General Manager
Marie Salsberry, HR Manager/Administrative Specialist
Keith Faul, GIS Coordinator

CONSULTANTS PRESENT:

Gil Granito, District Counsel
Kathleen Radnich, Public Outreach Consultant

GUESTS 11

4. APPROVAL OF AGENDA

MSC Reynolds/Coate 5/0 to approve the agenda for the July 3<sup>rd</sup>, 2013 Regular Meeting of the Board of Directors.

5. PUBLIC COMMENT

Bill Long of Joshua Tree commented in favor of Directors' continuing education and compensation. He also commented in favor of the current recharge basin site noting that the site was recommended by United States Geological Survey scientists.

6. CONSENT CALENDAR

MSC Fuller/Reynolds 5/0 to approve the May 2013 Financial Report and to approve the Draft Minutes of the June 19, 2013 Regular Meeting of the Board of Directors.

7. WATER BILL ADJUSTMENT FOR CUSTOMER – MICHAEL PEREZ

Acting General Manager Susan Greer reported on the customer request for assistance with his high water bill. Mr. Perez was present; he addressed the Board and answered their questions. Board and staff discussion ensued regarding Mr. Perez' situation and the District's procedures in responding to customers to alert them of higher than usual water usage.

"Buck" Buckley of Joshua Tree commented on a high bill that he had in the past and suggested that the District's Citizens Advisory Committee be involved in reviewing the policy.

President Luckman referred discussion to the CAC, of how to handle higher than usual water bills.

Mr. Perez commented that the District should have a better way to notify customers who have a high bill.

Tom Floen of Joshua Tree commented that the Board may open the door to taking responsibility for what happens on both sides of the meter; for example assuming liability for damage done to private property due to water leaks.

MSC Fuller/Coate 4/1 to approve staff recommendation to follow the direction of the district and deny the adjustment, and to allow for the twelve month payment of the bill.

Coate	Aye
Fuller	Aye
Luckman	Aye
Reynolds	Aye
Wilson	No

#### 8. STRATEGIC PLAN UPDATE

AGM Greer reported nineteen items have been completed and many more are on track to be complete by the end of the year. She reviewed the list of projects and items on the Board's Strategic Plan list and explained the status of those that had been updated.

MSC Fuller/Coate 4/1 to receive the report and authorize the changes.

Coate	Aye
Fuller	Aye
Luckman	Aye
Reynolds	Aye
Wilson	No

#### 9. DISCUSS PROPOSED PROJECTS TO BE SUBMITTED FOR THE UPDATED MOJAVE WATER AGENCY INTEGRATED REGIONAL WATER MANAGEMENT PLAN

AGM Greer reported, noting the following proposed projects are already on the list: Central Sewer Plant, Storm Water Recovery Study, and Morongo Basin cooperative projects such as interties between water districts, and education and conservation programs. She suggested that another proposed project could be help with the District's compliance with the CUWCC's Best Management Practices.

"Buck" Buckley of Joshua Tree suggested experimental stations to study storm water capture.

Discussion of a list of projects was referred to the CAC for a special meeting to be held prior to the next Board meeting.

#### 10. DISCUSS GENERAL MANAGER RECRUITMENT INCLUDING PROCESS AND JOB REQUIREMENTS

Vice President Coate tendered his resignation from the Board of Directors effective immediately stating that he intends to apply for the position of General Manager of the District and it would be a conflict of interest for him to remain on the Board of Directors.

AGM Greer reported on behalf of the committee, the plan is to develop the requirements and job description, direct staff to advertise, and direct staff to prepare a request for proposals for services including vetting candidates for the position.

President Luckman suggested an advertisement that describes the ideal candidate and refers interested parties to the District website where the job description will be posted.

Director Wilson noted wastewater treatment experience should be included.

Mr. Perez of Joshua Tree commented in support of an Associate of Arts degree as a requirement for the general manager position.

MSC Fuller/Reynolds 4/0 to direct staff to update the job description for the general manager position to include requirement of a bachelor of arts degree; to update the list of requirements for the "ideal candidate" to include experience in wastewater treatment plant management; to direct staff to draft advertisements for the Association of California Water Agencies website and newsletter, Brown and Caldwell Water News, and Monster.com plus any other potential job sites; to direct staff to send out

Request for Proposals to executive search firms and others seeking third party assistance to provide unbiased assistance in reviewing and investigating applications received for the general manager position; and that the Board review the progress at every Board meeting with the option of choosing another avenue such as utilizing a search firm if these efforts do not uncover suitable candidates.

## 11. COMMITTEE REPORTS

- A. PUBLIC INFORMATION COMMITTEE: President Luckman and Director Fuller: Kathleen Radnich, Public Outreach Consultant reported that the District Rules and Regulations have been posted to the website. Six Joshua Tree residents have signed up for water conservation audits. The July theme at the farmers market is smart irrigation. The next PIC meeting is next Wednesday at 9 am.
- Director Wilson commented that the recently approved contract with the Public Outreach Consultant was signed by the Board President; he believes the president is not authorized to sign such contracts. District Legal Council Gil Granito explained that the District's Administration Code allows the Board President to sign agreements; however he recommended that the contract be re-executed and attested to properly by the Board secretary.
- B. RECHARGE BASIN AND PIPELINE PROJECT: Vice President Coate and Director Fuller: No report.
- C. HOSPITAL WASTEWATER PROJECT: President Luckman and Vice President Coate: President Luckman reported that the committee met and began discussion of staffing for the package treatment plant.
- D. TANK RESTORATION PROJECT: Vice President Coate and Director Wilson: Director Wilson reported the committee did not meet, however they received the document on the technical specifications but did not receive the bid documents.
- E. RULES AND REGULATIONS COMMITTEE: Vice President Coate and Director Fuller: Director Fuller reported that the committee met with staff and may have an update at the next Board meeting.
- F. ADMINISTRATION CODE UPDATE PROJECT: Director Fuller and President Luckman: President Luckman reported that this is on hold pending updates to the Rules and Regulations.
- G. AD HOC GENERAL MANAGER SEARCH: President Luckman and Director Reynolds: Report given under Item #10 of this meeting agenda.

President Luckman appointed Director Reynolds to the Ad Hoc Rules and Regulations Update Committee, to replace former Director Coate. She appointed Director Fuller to the Ad Hoc Tank Restoration Project Committee.

## 12. PUBLIC COMMENT

Karen Tracy thanked former Vice President Coate for his service to the District.

## 13. GENERAL MANAGER REPORT

AGM Greer responded to several questions that had been asked by the Board at the prior meeting, explaining certain District expenses. She reported the District was notified about insurance renewal for workers compensation and there will be no rate increase. There will be a planned Edison outage overnight July 10 and 11 that will affect some District wells and booster stations; staff is working with Edison seeking a waiver of penalty fees that could be charged if the District does pumping during peak hours. Grounding rods will be installed at all sites that have transfer switches installed for the portable generators.

Director Wilson commented he noticed an advertisement in the paper for a maintenance worker. AGM Greer confirmed that the District has an open position.

## 14. DIRECTORS COMMENTS/REPORTS

Director Wilson thanked former Vice President Coate for his service to the District.

Director Reynolds thanked former Vice President Coate for his input, direction and professionalism while he was on the Board. He told of helping a customer of his locate a leaking underground pipe on his property. He noted there have been record high temperatures lately and advised cooling stations are available; he advised people to drink lots of water to stay hydrated.

Director Fuller thanked former Vice President Coate, saying he will be missed. She reported attending the Mojave Water Agency (MWA) meeting where the delta conservation plan and related litigation was discussed.

President Luckman commented that MWA is prepared to have water available even in the case of a three-year outage of delta-supplied water such as in the case of disruption due to a major earthquake.

Former Director Coate commented he will need to be replaced as the District's representative on the Morongo Basin Pipeline Commission, and noted that he was the vice-chair of the Commission.

#### 15. DISTRICT GENERAL COUNSEL REPORT

District Counsel Granito expressed his respect and gratitude to former Vice President Coate for his service on the Board. He reported that provisions regarding voluntary compliance with the public records act were removed from the proposed state budget.

He and AGM Greer have been working on a very small development project which has brought to light new procedures that can be implemented by the District to ensure that new development pays its own way.

#### 14. FUTURE AGENDA ITEMS

The following items were noted: replacement of director; legal posting of vacancy; election of Board Vice President; CAC recommendation regarding high water bills. President Luckman noted that the status of the search for a new general manager will be a recurring item; Legal Counsel Granito noted that may be a closed session item.

President Luckman appointed Director Fuller to the Board Agenda Committee.

#### 15. ADJOURNMENT 8:50 PM

MSC Reynolds/Fuller 4/0 to adjourn the July 3<sup>rd</sup>, 2013 Regular Meeting of the Board of Directors.

Respectfully submitted:



Susan Greer, Acting General Manager

The next regular meeting of the Board of Directors is scheduled for July 17, 2013 at 7:00 pm.