



# BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION MINUTES

Thursday, March 14, 2024 at 3:00 PM

66575 Second St, Desert Hot Springs, CA AND/OR Via Teleconference

## CALL TO ORDER

President Sewell called the meeting to order at 3:00 P.M.

## ROLL CALL

**BOARD MEMBERS PRESENT:** President Ivan Sewell, Vice President Robert Griffith, Director Russ Martin, Director Amber Duff, Director Ted Mayrhofen

**STAFF MEMBERS PRESENT:** Brian Macy, Marion Champion, Arturo Ceja, Danny Friend, Eric Weck, Kurt Kettenacker, Theresa Murphy, April Scott, Amanda Lucas, Arthur Cabrera, Carol Morin, Cynthia Acosta, Oriana Hoffert, Rachel Pust, William Whitten

## RULES OF PROCEDURE

**Rules of Procedure were read by General Counsel, John Pinkney.**

*All noticed meetings are conducted using Rosenberg's Rules of Order as a procedural guideline. Directors should refrain from responding directly to public comments at meetings of the Board. The Board President will refer matters raised during public comment to the General Manager for follow-up when appropriate. Occasionally, a prompt response may be offered when an obvious answer resolution is available provided this is done in compliance with the Brown Act. Directors should refrain from debating or making decisions in response to public comments. The President of the Board presides at all meetings and decides all points of order and procedure during meetings. The President is responsible for maintenance and decorum at all Board meetings. No person shall be allowed to speak who is not first been recognized by the President. All questions and remarks should be addressed to the President as the presiding officer. No member of the Board should speak more than once about any one subject until every other member on the Board wishing to speak on the subject shall have been given the opportunity to speak. No Board member shall interfere with the orderly progress of a Board meeting. In order to ensure the orderly progress of Board meetings the Board President regulates the amount of time to be dedicated to a particular agenda item."*

## PUBLIC INPUT

No public input

## EMPLOYEE RECOGNITION

## HUMAN RESOURCES REPORT

This item will be fully acknowledged on Monday, March 18, 2024.

## ACTION ITEMS

## PUBLIC HEARING ~ ORDINANCE 2024-01 ~ ESTABLISHING RULES AND REGULATIONS FOR SEWER SERVICE

It is recommended to conduct the public hearing and adopt Ordinance 2024-01, amending Ordinance 2008-2, establishing the rules and regulations for sewer service, Article VI Industrial Discharges.

Eric Weck presented this item. Significant changes include but are not limited to, the following: The definition of Industrial Waste was clearly defined, and it develops and defines the application process. More importantly, Article VI updates the District's discharge and constituent limits. He noted the current and proposed constituents. Additional modifications include adding verbiage to amend the conditions of Facility Industrial Discharge Permits if necessary.

#### **MISSION SPRINGS WATER DISTRICT 2024 STRATEGIC PLAN ADOPTION**

It is recommended to adopt the 2024 Strategic Plan.

Marion Champion presented the 2024 Strategic Plan. The document focuses on the Seven SMART Goals of Mission Springs Board Members and Staff: customer communications, water supply, financial management, system reliability, environmental sustainability, technology & processes, and workforce excellence. This document provides a clear strategy, direction, and priority for completing tasks and ensuring clarity for staff.

#### **CONTRACT AMENDMENTS FOR CONSTRUCTION AND CONSTRUCTION SUPPORT AND INSPECTION SERVICES FOR THE WELL 42 PROJECT**

It is recommended to authorize the General Manager to execute contract amendments with AECOM Technical Services Inc., EnviroLogic Resources Inc., and TKE Engineering Inc., for additional engineering services during construction and with Rollapart Buildings Inc. for additional construction support and inspection services during the construction of the Well 42 Project in the amount of \$113,605.00.

Eric Weck presented this item, which was carried over from the February board meetings, as the board was not ready to move forward with this project due to questions about our consulting project manager. Mr. Weck reviewed the details of the project over the last two years.

#### **ACCEPT ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR YEAR ENDED JUNE 30, 2023**

It is recommended to review and accept the annual comprehensive financial report as presented by Rogers, Anderson, Malody & Scott, LLP.

Arturo Ceja presented this item. He introduced Rogers, Anderson, Malody & Scott (RAMS) representatives, who presented the Annual Comprehensive Financial Report.

#### **NOTICE OF ACCEPTANCE OF THE SUPPLEMENTAL ENVIRONMENTAL PROJECT**

It is recommended to accept the Supplemental Environmental Project as complete and authorize the release of retention money held for R.E. Chaffee Construction, Inc., in the amount of \$19,843.85, thirty-five days after filing the Notice of Completion (NOC).

Eric Weck presented this item. This project was a septic-to-sewer conversion to mitigate potential groundwater impacts. Twenty-one properties were selected based on their proximity to existing water production wells and the feasibility of connecting them to the existing sewer collection system.

#### **QUITCLAIM EXISTING PUBLIC UTILITY EASEMENTS ON ADJACENT PROPERTIES APN 642-192-019 AND 642-192-020**

It is recommended to authorize the General Manager to take the necessary actions to record a permanent quitclaim of the portions of the utility easements not in use by Mission Springs Water

District for residential construction on real properties in the City of Desert Hot Springs, APN 642-192-019 and 642-192-020.

Eric Weck presented this item to the Board. Both neighboring properties are vacant, and the developer proposes constructing a duplex building on each property and asks that MSWD vacate the easements on each property. MSWD is not currently using the proposed easements, and the District does not need them to provide service to those properties.

### **DISCUSSION ITEMS**

#### **NANCY WRIGHT REGIONAL WATER RECLAMATION FACILITY UPDATE**

Terry Renner of TKE provided a construction update to the Board. He also provided funding and permitting updates.

#### **CRITICAL SERVICES CENTER AND ADMINISTRATIVE BUILDING UPDATE**

Project Manager Alvin Flores provided a design update to the Board. The Board provided feedback on the current layout and design.

### **CONSENT AGENDA**

#### **APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

- February 13, 2024 - Special Meeting Workshop Minutes
- February 15, 2024 - Study Session Minutes
- February 20, 2024 - Board Meeting Minutes

#### **REGISTER OF DEMANDS**

The register of demands totaling \$2,544,544.45

Vice President Griffith pulled the register for discussion. Arturo Ceja addressed questions raised about the report.

### **REPORTS**

#### **DIRECTOR'S REPORTS**

All reports will be given on Monday.

#### **GENERAL MANAGER'S REPORT**

The following oral reports are included in this report: Finance and Public Affairs reports will be given on Monday. General Manager Macy addressed the Organizational Update and announced Marion Champion's promotion to Assistant General Manager. The Board briefly discussed lowering costs and improving efficiencies. The Board discussed agendaizing this for further discussion.

- A. Organizational Update
- B. Finance Report
- C. Public Affairs Report

**COMMENTS**

**DISTRICT COUNSEL COMMENTS**

General Counsel summarized the items his office has worked on for the District.

**DIRECTOR COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

- A. Director General Comments
- B. Director Requests for Future Agenda Item

**ADJOURN**

With no further business, President Sewell adjourned the meeting at 5:01 PM.

Respectfully submitted,



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Dori Petee  
Executive Assistant