



# BOARD OF DIRECTORS REGULAR MEETING MINUTES

Monday, June 17, 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 PM.

## 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, Oriana Hoffert, April Scott, Amanda Lucas, Andrea Varela, Arthur Cabrera, William Whitten, Doris Petee

## PLEDGE OF ALLEGIANCE

Led by Director Martin

## 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 has 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

The Board recognized the following employees;

#### ANNIVERSARIES

Joseph McElrone	Wastewater Treatment Plant Operator I	3 Year
	Lead Fleet and Facilities Maintenance	
Alexander Nine	Worker	7 Years

**CERTIFICATIONS/EDUCATIONAL ACCOMPLISHMENTS**

Charles Bell

Bachelor of Science in Business  
Administration

Brian Macy

Master of Public Administration (MPA)

**PRESENTATIONS**

**CWEA AWARDS PRESENTATION**

The President of CWEA/CORBS presented the three awards that were won at the state level to the MSWD Board and staff.

**GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) AWARD PRESENTATION**

Award for excellence in budget reporting

**DESERT HOT SPRINGS HIGH SCHOOL REAL ACADEMY INTERNSHIP PROGRAM**

The four summer interns were presented to the Board.

**ACTION ITEMS**

**PUBLIC HEARING (MONDAY 6/17/2024) RESOLUTION 2024-11 ~TO ESTABLISH WATER STANDBY ASSESSMENTS**

The Board adopted Resolution 2024-11, making a determination to fix, levy, and collect water service standby assessments for the fiscal year 2024-2025.

President Sewell opened the Public Hearing; the secretary's report was given. Arturo Ceja gave the staff report. There was no public comment on this item.

Motion made by Director Mayrhofen, Seconded by Vice President Griffith.

**Voting Yea:** President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

**PUBLIC HEARING (MONDAY 6/17/2024) - RESOLUTION 2024-12 ~ TO ESTABLISH SEWER STANDBY ASSESSMENTS**

The Board adopted Resolution No. 2024-12, making a determination to fix, levy, and collect sewer service standby assessments for the fiscal year 2024-2025.

President Sewell opened the Public Hearing; the secretary's report was given. Arturo Ceja gave the staff report. There was no public comment on this item.

**Motion made by Director Martin, Seconded by Vice President Griffith.**

**Voting Yea:** President Sewell, Vice President Griffith, Director Martin, Director Duff

**Voting Nay:** Director Mayrhofen

**RESOLUTION 2024-13 ~ ADDITION OF DELINQUENT ACCOUNTS TO COUNTY TAX ROLLS**

The Board adopted Resolution No. 2024-13 requesting the Addition of Delinquent Water and Sewer Charges and Other Fees of \$5.00 or more to the 2024-2025 Riverside County Tax Rolls.

**Motion made by Vice President Griffith, Seconded by Director Duff.**

**Voting Yea:** President Sewell, Vice President Griffith, Director Martin, Director Duff

**Voting Nay:** Director Mayrhofen

**FISCAL YEAR 2024-25 BUDGET**

A. The Board adopted Resolution No. 2024-14, adopting the Operating and Capital Budgets FY 2024-25.

B. The Board adopted Resolution No. 2024-15, adopting its Appropriations Limit for FYE June 30, 2025.

C. The Board adopted Resolution No. 2024-16, adopting its Employee Classification Plan effective July 1, 2024.

**Motion made by Vice President Griffith, Seconded by Director Mayrhofen.**

**Voting Yea:** President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

**RESOLUTION 2024-18 ~ AMENDING RESOLUTION 2024-02 REVISIONS TO MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS**

The Board adopted Resolution 2024-18 providing for the revisions to Mission Springs Water District Personnel Rules and Regulations.

Oriana Hoffert, Human Resources Manager, reviewed the changes and updates.

**Motion made by Director Martin, Seconded by Vice President Griffith.**

**Voting Yea:** President Sewell, Vice President Griffith, Director Martin, Director Duff

**Voting Nay:** Director Mayrhofen

**CONTRACT AGREEMENT WITH PREMIER PROPERTY PRESERVATION, LLC FOR ANNUAL JANITORIAL SERVICES FOR FY 2024-2025**

The Board authorized the General Manager to approve a one-year contract agreement with Premier Property Preservation, LLC, titled Annual Janitorial Services for 2024-2025 in the amount of \$34,320.00, plus a 10% contingency for a total of \$37,752.00. The agreement can be extended for two additional years and negotiated at a revised price if necessary. The not-to-exceed amounts are \$37,752.00 for fiscal years 2024-25, 2025-26, and 2026-27.

General Manager Macy noted this contract is for three years and reviewed briefly the terms of the contract.

**Motion made by Vice President Griffith, Seconded by Director Duff.**

**Voting Yea:** President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

**PUBLIC WATER AND SEWER SYSTEMS CONSTRUCTION AGREEMENTS FOR TRACT 32030-3, SKYBORNE VILLAGE III**

The board approved the Public Water and Sewer Systems Construction Agreements for the Skyborne Village III - Tract No. 30230-3 residential development project (Project) and authorize the General Manager to do all things necessary to complete the agreements.

**Motion made by Director Martin, Seconded by Director Duff.**

**Voting Yea:** President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

**AWARD OF CONTRACT TO MWH CONSTRUCTORS INC. FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR SKYBORNE VILLAGE 111 - LENNAR HOMES**

The Board authorized the General Manager to execute a contract agreement with MWH Constructors, Inc., for construction management and inspection services for Skyborne Village III—Lennar Homes for an amount not to exceed \$285,572.

**Motion made by Vice President Griffith, Seconded by Director Martin.**

**Voting Yea:** President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

**CONTRACT AGREEMENT RENEWAL WITH INTELESYS COMMUNICATIONS SERVICES FOR INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

The Board authorized the General Manager to enter into a contract with Intelesys Communications Services for Information Technology (IT) Professional Services for the twelve-month period of July 1, 2024 – June 30, 2025, and do all things necessary to execute the agreement.

Aaron Betts with Intelesys Communications reviewed the work provided by his company for the last six months.

**Motion made by Director Martin, Seconded by Vice President Griffith.**

**Voting Yea:** President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

**AWARD OF CONTRACT AGREEMENT WITH TRIMBLE FOR WORK ORDER AND ASSET MANAGEMENT SOFTWARE SUBSCRIPTION AND SUPPORT SERVICES**

The Board authorized the General Manager to execute a three-year contract with Trimble Inc. for work order and asset management software subscription and support services in the amount of \$139,584.00, plus a 10% contingency for a total of \$153,542.40, and authorized the General Manager to do all things necessary to complete the project.

Jarrod Garbot of Trimble presented to the Board. He reviewed the services to be provided by this software.

**Motion made by Director Duff, Seconded by Director Martin.**

**Voting Yea:** President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

**BOARD MEMBER AFFILIATION LISTING (UPDATED)**

It is recommended to approve the updated Board Affiliation Listing.

**Motion made by Vice President Griffith, Seconded by Director Duff.**

**Voting Yea:** President Sewell, Vice President Griffith, Director Martin, Director Duff

**Voting Nay:** Director Mayrhofen

**DISCUSSION ITEMS**

**NANCY WRIGHT REGIONAL WATER RECLAMATION FACILITY UPDATE**

Terry Renner of TKE provided a construction and grant funding and permitting update to the Board.

**CRITICAL SERVICES CENTER AND ADMINISTRATION BUILDING UPDATE**

Alvin Flores from Rhanu Clarke presented an update to the Board. The city has provided a checklist to work off and items are being completed as we go into planning submittal.

**CONSENT AGENDA**

**Motion made by Vice President Griffith, Seconded by Director Duff.**

**Voting Yea:** President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

**APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

May 16, 2024 - Study Session

May 20, 2024 - Board Meeting

**REGISTER OF DEMANDS**

The register of demands totaling \$4,183,241.80

**RESOLUTION 2024-17 ~ NOTICE OF GENERAL DISTRICT ELECTION, NOVEMBER 5, 2024, AND ESTABLISHMENT OF DEPOSIT FOR OPTIONAL CANDIDATE'S STATEMENT**

It is recommended to adopt Resolution No. 2024-17 and authorize the District Secretary to notify the County Registrar of Voters that the offices of three members of the Board are to be filled and that candidates will be responsible for costs associated with the Candidate's Statement.

**RESOLUTION 2024-19 ~ OPPOSING BALLOT INITIATIVE 1935**

It is recommended to approve Resolution 2024-19 taking an opposing position on Ballot Initiative 1935.

**REPORTS**

**DIRECTOR'S REPORTS**

Director Martin reported attending the following meetings and events: 5/2 DVBA Legislative Meeting, 5/7-5/9 ACWA Conference, 5/13 DWA Board Meeting, 5/16 RivCo Countywide Oversight Board Meeting, 5/20 Cabot's Museum Board Meeting, 5/21 DHS City Council Meeting, 5/23 Big Heart Award Dinner, 5/27 Memorial Day Event – Veteran's Park, 5/30 Fire Station Ribbon Cutting.

Director Mayrhofen reported attending the following meetings and events: 5/8 CVEP Moring Insights, 5/9 CVCAN Meeting.

Director Duff reported attending the following meetings and events: 5/7-5/9 ACWA Conference, 5/14 CVWD Board Meeting, 5/21 DWA Board Meeting, 5/28 CVWD Board Meeting, 5/29 MSWD Water Talk.

Vice President Griffith reported attending the following meetings and events: 5/7-5/9 ACWA Conference, 5/21-5/22 CSDA Legislative Day

President Sewell reported attending the following meetings and events: 5/7-5/9 ACWA Conference, 5/22 GCVCC Indian Canyon Ribbon Cutting.

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

Included in this report are the following oral reports:

- A. Finance Report
- B. Public Affairs Report

Marion Champion presented the Public Affairs Update.

### **COMMENTS**

#### **DISTRICT COUNSEL COMMENTS**

Nothing further to add.

#### **DIRECTOR COMMENTS**

- A. Director General Comments
- B. Director Requests for Future Agenda Items
- C. Director Requests for Future Meetings

A. Director Martin commended the staff for all their hard work.

A. Director Duff noted comments from the public at last week's CVAG Energy & Sustainability meeting regarding the air quality in the CV. She shared a number the public can call to share their concerns.

B. Director Duff requested Rule 35 from the employee handbook to come back to the Board for further discussion.

A. Vice President Griffith commended the General Manager for his completion of his Masters Degree.

A. President Sewell noted he appreciates the work that the whole board does and is thankful for the difficult discussions. Additionally he commented on the process of the GM review.

### **ADJOURN**

With no further business, President Sewell adjourned the meeting at 5:20 PM.

Respectfully submitted,



Dori Petee

Executive Assistant