



## BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION MINUTES

Thursday, June 16, 2022, at 3:00 PM  
Via Teleconference – No Live Attendance

### CALL TO ORDER

President Martin called the meeting to order at 3:00 PM

### ROLL CALL

**BOARD MEMBERS PRESENT:** President Russ Martin, Vice President Nancy Wright, Director Randy Duncan, Director Steve Grasha

**BOARD MEMBERS ABSENT:** Director Ivan Sewell

**STAFF MEMBERS PRESENT:** April Scott, Amanda Lucas, Arturo Ceja, Danny Friend, Eric Weck, Jeannie Baver, Jeff Nutter, Michael Platt, Oriana Hoffert, Therese Murphy, Brian Macy, Arden Wallum, Kurt Kettenacker

### RULES OF PROCEDURE

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

*First all noticed meetings are conducted using Rosenberg's Rules of Order as procedural guidance. Directors should refrain from responding directly to public comment at meetings of the Board. 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 persons 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 upon 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

Pamela Edmonson: Thanked the staff for all the work on the Regional Plant Groundbreaking, it was a wonderful event. She also thanked staff for the Water 101 series. Lastly, she thanked Marion Champion for being the liaison to the Friend of the Library and announced the appreciation event at the Library on Saturday.

### EMPLOYEE RECOGNITION

### HUMAN RESOURCES REPORT

This item will be fully recognized on Monday.

**ACTION ITEMS****RESOLUTION 2022-08 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MISSION SPRINGS WATER DISTRICT FOR THE PERIOD JUNE 23, 2022 – JULY 22, 2022, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT**

It is recommended to approve Resolution 2022-08, continuing teleconferencing meetings for the period of June 23, 2022 - July 22, 2022.

There was no discussion on this item.

**PUBLIC HEARING - RESOLUTION 2022-09 – TO ESTABLISH WATER STANDBY ASSESSMENTS**

It is recommended to adopt Resolution No. 2020-09 making determination to fix, levy and collect water service standby assessments for fiscal year 2022-2023.

There was no discussion on this item. All staff reports and discussion will take place on Monday during the public hearing.

**PUBLIC HEARING - RESOLUTION 2022-10 – TO ESTABLISH SEWER STANDBY ASSESSMENTS**

It is recommended to adopt Resolution No. 2022-10 making determination to fix, levy and collect sewer service standby assessments for fiscal year 2022-2023.

There was no discussion on this item. All staff reports and discussion will take place on Monday during the public hearing.

**FISCAL YEAR 2022/2023 BUDGET**

A. It is recommended to adopt Resolution No. 2022-11, adopting the Operating and Capital Budgets FY 2022-2023.

B. It is recommended to adopt Resolution No. 2022-12, adopting its Appropriations Limit for FYE June 30, 2023.

C. It is recommended to adopt Resolution No. 2022-13, adopting its Employee Classification Plan effective July 1, 2022.

Prior to discussion on this item, General Manager, Arden Wallum, asked Steve Ledbetter of TKE to announce that MSWD received a verbal confirmation that grant funding for this project was approved at 100% financing. There was a Board Workshop on June 1, 2022. Mr. Ceja presented the General Manager's draft 2022/2023 Budget. He reviewed the key assumptions and a summarized version of the budget.

**RESOLUTION 2022-14 – NOTICE OF GENERAL DISTRICT ELECTION, NOVEMBER 8, 2022, AND ESTABLISHMENT OF DEPOSIT FOR OPTIONAL CANDIDATE'S STATEMENT**

It is recommended to adopt Resolution No. 2022-14 and authorize the District Secretary to notify the County Registrar of Voters that candidates will be responsible for costs associated with the Candidate's Statement.

Housekeeping item prior to the General Election. There was no discussion.



**RESOLUTION 2022-15 – ADDITION OF DELINQUENT ACCOUNTS TO COUNTY TAX ROLLS**

It is recommended to adopt Resolution No. 2022-15 requesting Addition of Delinquent Water and Sewer Charges and Other Fees of \$5.00 or more to the 2022-2023 Riverside County Tax Rolls.

Yearly item to add delinquent accounts to the county tax rolls, there was no discussion on this item.

**CONTRACT AGREEMENT WITH URBAN HABITAT FOR ANNUAL LANDSCAPE MAINTENANCE FOR DISTRICT FACILITIES FOR 2022-2023**

It is recommended to authorize the General Manager to approve a contract agreement with Urban Habitat titled Annual Landscape Maintenance for District Facilities for fiscal year 2022-2023, for a not to exceed amount of \$70,100.00, plus a 10% contingency (total of \$77,110.00), for a period of one year and authorize the General Manager to do all things necessary to complete the project.

Each year the District goes out to bid, publicly on Planet Bids, to seek bids to address our annual landscape and maintenance for all of our facilities. This includes approximately thirty-six locations. Urban Habitat came in as the lowest bidder. This proposal is for one year and allows for three additional one-year terms.

**CONTRACT AGREEMENT WITH SOUTHERN CALIFORNIA FLEET SERVICES FOR FLEET SERVICE MAINTENANCE AND REPAIRS FOR 2022-2023**

It is recommended to authorize the General Manager to approve a contract agreement with Southern California Fleet Services Inc. to perform fleet service maintenance and repairs for all District vehicles and equipment, for a not to exceed amount of \$100,000.00, for a period of one year.

The District has a fleet of about seventy-eight vehicles. This contract will continue to allow the District to maintain a better fleet maintenance program, which in turn will save time and money. Fleet maintenance will be scheduled after-hours which will minimize staff waiting for vehicle maintenance during working hours.

**FIRST SUPPLEMENT TO THE MEMORANDUM OF UNDERSTANDING REGARDING COLLABORATION ON THE COACHELLA VALLEY SALT AND NUTRIENT MANAGEMENT PLAN**

It is recommended to authorize the General Manager to execute the First Supplement to the Memorandum of Understanding (MOU) with the Coachella Valley Salt and Nutrient Management Plan (CV-SNMP) Agencies regarding collaboration and cost sharing on the CV-SNMP Update and augment the capital budget creating a project in the amount of \$400,000.

On November 5, 2020 the CV-SNMP Agencies (including City of Palm Springs, Coachella Valley Water District (CVWD), City of Coachella, Desert Water Agency, Indio Water Authority, Mission Springs Water District (MSWD), Myoma Dunes Mutual Water Company, and Valley Sanitary District) entered into an MOU to collaborate on the development of a workplan to update the CV-SNMP and on subsequent work that may arise from the CV-SNMP Development Workplan and Groundwater Monitoring Program Workplan. Following the Regional Water Board's approval of the CV-SNMP Development Workplan on October 4, 2021, the CV-SNMP Agencies selected West Yost Associates, Inc. (West Yost) through a competitive process to implement the Development Workplan (i.e., prepare the CV-SNMP Update). West Yost's proposal to prepare the CV-SNMP Update includes a total not to exceed fee of \$2,684,212, inclusive of a 5% contingency. The CV-SNMP Agencies intend to have CVWD contract directly with West



Yost and CVWD received their Board's approval for contracting and this First Supplement to the MOU in May 2022. The First Supplement to the MOU includes a mutually agreed upon cost share schedule to implement the Development Workplan. Said cost share is based on several weighted factors, including if an agency is a state water contractor that imports water to the basin, if an agency produces recycled water, participation in a SGMA Alternative Plan(s), and the number of water and sewer connection for each agency. The CV-SNMP Agencies are also actively pursuing grant funding opportunities to help offset project costs.

#### **ACCEPTANCE OF THE EMERGENCY REPAIR OF 150 LINEAR FEET OF 8-INCH SANITARY LINE AND FIVE SERVICE CONNECTIONS ON ACOMA AVENUE**

It is recommended to accept the Emergency Repair of 150 Linear Feet of 8-inch sanitary sewer on Acoma Avenue Project as complete and authorize the release of retention money held for Tryco General Engineering Inc. in the amount of \$3,994.08, thirty-five days after filing the Notice of Completion (NOC).

This project was inspected and was determined to be complete by District staff. All progress payment invoices were authorized for payment to the contractor. The Notice of Completion will be recorded at the County of Riverside Recorder's Office following Board acceptance.

#### **AWARD THE ON-CALL POTABLE WATER AND SANITARY SEWER REPAIR SERVICES WITH TRYCO GENERAL ENGINEERING AND TRI-STAR CONTRACTING II, INC.**

It is recommended to authorize the General Manager to award and do all things necessary to complete the On-Call Potable Water and Sanitary Sewer Repair Services contracts for the two (2) contractors listed below:

- a) TryCo General Engineering, Inc. in the not to exceed amount of \$150,000; and
- b) Tri-Star Contracting II, Inc., in the not to exceed amount of \$150,000.

A request for proposals was published on April 12, 2022. Five proposals were received from experienced and qualified contractors. After review, staff identified two contractors as the best to provide service for MSWD under the proposed scope of work.

#### **APPROVE CHANGE ORDER NO. 2, AND CONTRACT AMENDMENT FOR WELL 24 ELECTRICAL PANEL REHABILITATION**

It is recommended to authorize the General Manager to negotiate and execute two (2) contract modifications related to additional work required by Southern California Edison for Well 24 Electrical Panel Rehabilitation. The two (2) contract modifications are:

- Change Order No. 2 with R.I.C. Construction Co., Inc. for a not to exceed amount of \$21,362.62 (total of \$552,417.32)
- Contract Amendment with Murow Development Consultants for a not to exceed amount of \$15,000 (total of \$90,000) for construction management and inspection services.

In June of 2021, MSWD executed a contract with R.I.C. Construction Co., for the construction of Well 24 Electrical Panel Rehabilitation Project. On October 26, 2021, MSWD received direction from Southern California Edison (SCE) requiring additional work not included in the original design and subsequent bidding documents. The additional work required by SCE includes the following: removal



of all existing conduits and cabling from power pole to transformer, transformer to SCE meter at panel box, removal of transformer pad, installation of new slab box for new transformer and installation of new conduits from power pole to transformer, transformer to SCE meter at panel box.

### **CONTRACT AGREEMENT WITH B-81 PAVING INC. FOR PAVEMENT REPAIRS FOR WATER AND SEWER PROJECTS FOR 2022-2023**

It is recommended to authorize the General Manager to approve a contract agreement with B-81 Paving Inc. titled Pavement Repairs for Water and Sewer Projects for fiscal year 2022-2023, for a not to exceed amount of \$250,000.00, for a period of one year and authorize the General Manager to do all things necessary to complete the project.

MSWD makes approximately 100 repairs each year to water mains, water services, vales, blow-offs, air-vacs, and sewer lines within the District's service area. After repairs are made, District staff installs temporary asphalt patches in place of the sections of pavement that were removed until a permanent patch is completed. Under this contract, B-81 Paving Inc., will provide the permanent patches as well as other paving and concrete repairs.

### **ACCEPTANCE OF BILL OF SALE FOR THE NEW DOLLAR GENERAL**

It is recommended to authorize the General Manager to execute the Bill of Sale for the Water and Sewer Infrastructure for the New Dollar General project located at 11405 Palm Drive, Desert Hot Springs as contributed assets.

This project was inspected with contract inspection and determined to be completed in accordance with the approved plans on May 25, 2022. District staff has reviewed and recommends the project to be accepted.

## **DISCUSSION ITEMS**

### **MSWD REGIONAL WATER RECLAMATION FACILITY UPDATE**

Steve Ledbetter provided a brief update to the board on the construction activities.

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

Brian Macy gave a presentation to the Board. He noted the updates based on comments from the Board.

## **CONSENT AGENDA**

*Consent agenda items are expected to be routine and non-controversial, to be acted upon by the Board at one time, without discussion. If a member would like an item to be handled separately, it will be removed from the Consent Agenda for separate action.*

### **APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

May 12, 2022 - Study Session

May 16, 2022 - Board Meeting

May 23, 2022 - Special Meeting (Closed Session)

**REGISTER OF DEMANDS**

The register of demands totaling \$2,812,222.52

**CORRESPONDENCE**

**THANK YOU, LETTER AND CERTIFICATE, FROM DESERT HOT SPRINGS HIGH SCHOOL AND THANK YOU LETTER AND CERTIFICATE FROM DESERT HOT SPRINGS ROTARY**

**REPORTS**

**DIRECTOR'S REPORTS** (will be given on Monday)

**GENERAL MANAGER'S REPORT**

**A. FINANCIAL REPORT**

Arturo Ceja gave the financial report for the period ending April 30, 2022.

**B. PUBLIC AFFAIRS REPORT**

Marion Champion gave the Public Affairs Update.

**COMMENTS**

**DISTRICT COUNSEL COMMENTS**

General Counsel announced there will be a closed session on Monday.

**DIRECTOR COMMENTS**

Director Grasha commented on the passing of one of MSWD's retirees.

Director Duncan complimented Marion on the video series, in addition to the Ground-breaking ceremonies. He also complimented Steve Ledbetter of TKE, great job on all his work.

Vice President Wright mentioned the State Board is conducting a Wastewater Assessment Needs Report. She also commented on an article in the Desert Sun regarding nitrogen in the soil caused by air pollution.

President Martin echoed the kudos to Marion Champion for her work on the Groundbreaking. He also acknowledged Steve Ledbetter and thanked him for all the work he does for the District.

**ADJOURN**

With no further business, President Martin adjourned the meeting at 5:02 PM

Respectfully,



Arden Wallum  
Secretary of the Board of Directors