



# BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION MINUTES

Thursday, September 12, 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, Danny Friend, Arturo Ceja, Ryan Goodner-Belli, Kurt Kettenacker, Amanda Lucas, April Scott, Eric Weck, Oriana Hoffert, Will Whitten, Dori Petee

## 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

This item will be acknowledged on Monday.

## ACTION ITEMS

## PUBLIC HEARING ~ RESOLUTION 2024-23 ~ POWER PURCHASE AGREEMENT WITH TRIDENT MISSION SPRINGS LLC

It is recommended to adopt Resolution 2024-23 and authorize the General Manager to negotiate and execute a Power Purchase Agreement (PPA) and Solar Facility Lease Agreement with Trident Mission

Springs LLC, to design, build, and construct approximately 4 MW of renewable solar energy at seven MSWD sites.

General Manager Macy updated the Board. The PPA has been finalized, and the public hearing and Board action will occur on Monday, September 16, 2024.

**ORDINANCE 2024-02 AND RESOLUTION 2024-24 ~ UPDATING AND AMENDING ADMINISTRATIVE CODE TITLES 1-3**

It is recommended that the Board adopt Ordinance 2024-02 and Resolution #2024-24, updating and amending titles 1, 2 and 3 of the District's Administrative Code.

General Manager Macy noted that all the changes discussed are included in the packet document. Director Duff would like to see the drug and alcohol policy returned to the Board for further discussion.

**RESOLUTION 2024-25 ~ DESIGNATION OF MISSION SPRINGS WATER DISTRICT POSITIONS AUTHORIZED TO APPLY FOR FEDERAL DISASTER ASSISTANCE ON BEHALF OF THE DISTRICT**

It is recommended to approve Resolution 2024-25, authorizing the following positions within Mission Springs Water District to apply for federal disaster assistance on behalf of the District: General Manager, Assistant General Manager, Director of Finance, Director of Operations.

Danny Friend noted that this is a pretty straightforward item. He gave background on what triggered it to come before the board. In 2020, the District applied for disaster relief assistance in the amount of \$58,402.14 through a sub-recipient grant from CalOES to support recovery efforts in response to COVID-19. One of the grant's requirements is to provide a list of authorized agents (positions) who are allowed to apply for this aid on behalf of MSWD.

**RESOLUTION 2024-26 ~ AUTHORIZING THE GENERAL MANAGER TO SIGN AND EXECUTE AGREEMENTS AND NECESSARY SUPPORTING DOCUMENTS WITH THE ARMY CORPS OF ENGINEERS FOR THE GROUNDWATER QUALITY PROTECTION PROGRAM**

It is recommended to adopt Resolution 2024-26 and authorize the General Manager to sign and execute agreements, and necessary supporting documents with the Army Corps of Engineers for the Groundwater Quality Protection Program.

Engineering Manager Eric Weck presented to the Board. Under the Section 219 program, MSWD is eligible to receive funding for the planning, design, and construction of water and sewer systems. Specifically, the focus has been on the Groundwater Quality Protection Program (GQPP) centered on the design and construction of municipal wastewater collection and treatment systems that will eliminate individual septic systems that overlie the Mission Creek, Desert Hot Springs, and Indio Subbasins. Over the next 5-years, MSWD will be seeking federal funding annually with the USACE to complete NEPA compliance documentation, design updates, and construction of septic to sewer improvements within the GQPP Areas J-2, H, I, K, A, and G.

**RESOLUTION 2024-27 ~ AMENDING CLASSIFICATION AND COMPENSATION PLANS FOR FY 2024-2025**

It is recommended to adopt Resolution 2024-27 amending the Classification and Compensation plans for fiscal year 2024-2025.

General Manager Macy noted that in September 2024, MSWD will be commissioning the Nancy Wright Regional Water Reclamation Facility. This new facility will require additional training and certification

to operate at the design capacity of 1.5 million gallons per day. Due to the required additional certification, it is necessary to add a Wastewater Treatment Plant Operator III to the classification and compensation plans.

### **CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) 2025 COMMITTEE AND EXPERT TEAM PARTICIPATION**

It is recommended that Board Members or Management Staff consider serving on one or more of CSDA's standing committees.

General Manager Macy noted that this item is for discussion as the Board does not need to take action. Committees need dedicated participants who can devote time to providing their expertise in directing CSDA's activities and policies. Committees play a key role in establishing the association's direction and priorities. Committee involvement is crucial to the success of activities and the development of CSDA.

### **AWARD OF CONTRACT TO TKE ENGINEERING FOR AREA D-3 WATERLINE AND SERVICE REPLACEMENT DESIGN SERVICES**

It is recommended to authorize the General Manager to negotiate and execute a contract with TKE Engineering, Inc., for a not to exceed amount of \$55,000.00 for design services for the Area D-3 Waterline and Service Replacement Project and create a new capital job to include design services costs for the Area D-3 Water line and Service Replacement Project; and include staff time for project management and plan review and ancillary costs in the amount of \$12,000 for a total of \$67,000.

Engineering Manager Eric Weck presented. He noted that In April 2024, Mission Springs Water District (MSWD) executed a contract with AECOM to update and repackage the Area D-3 Sewer Project plans and specifications. The waterlines within Area D-3 are located within easements behind the residential houses, creating challenges for operations staff to operate and maintain the aging system. These streets include Cactus Drive, 12th Street, San Juan Road, San Marcus Road, and San Miguel Road. In addition, the Water Master Plan has identified an annual waterline replacement program as a priority CIP project with a focus on those within backyard easements.

### **AWARD OF CONTRACT TO TKE ENGINEERING FOR TEMPORARY STAFF AUGMENTATION**

It is recommended to authorize the General Manager to negotiate and execute a contract with TKE Engineering Inc., for a not to exceed amount of \$30,000.00 for engineering staff augmentation services.

Engineering Manager Eric Weck presented. On August 14, 2024, MSWD requested proposals to pre-qualified on-call engineering firms to provide engineering consulting services supporting the Engineering Department. TKE's proposal included services performed mostly from TKE's office but occasionally in-person 2 days a week, 8 hours a day for a period of 3 months with the option to extend the 3-month duration and/or increase the number of days per week. The Engineering Department requested support with project management, plan checking, and occasional site visits as MSWD fills two vacant positions (Engineering Tech and Office Specialist).

### **PUBLIC WATER AND SEWER, LIFT STATION, AND FORCE MAIN SYSTEMS CONSTRUCTION AGREEMENTS AND WATER AND SEWER BONDING AGREEMENT FOR PROJECT VIENTO DEVELOPMENT**

It is recommended to approve the Public Water and Sewer, Lift Station and Force main Systems

Construction Agreements and the Water and Sewer Bonding Agreement for the Project Viento commercial development project and authorize the General Manager to do all things necessary to complete the agreements.

Engineering Manager Eric Weck presented. He noted the approval of the Water and Sewer, Lift Station, and Force Main Systems Construction Agreements guarantees that these systems will be built to the District's standards, with the Developer covering all design and construction costs. Furthermore, in collaboration with the City of Desert Hot Springs, the District has decided that separate Performance, Warranty, and Payment bonds are required for the Project. Once all work is completed, the approved water and sewer facilities will be handed over to the District, initiating a one-year warranty period.

#### **AUTHORIZATION FOR PURCHASE OF BOOSTER PUMP CONTROL VALVES FOR THE TERRACE BOOSTER STATION**

It is recommended that the General Manager be authorized to approve the purchase of six Cla-Val booster pump control valves for the Terrace Booster Station from Core & Main for a not-to-exceed amount of \$86,819.86.

Director of Operations Danny Friend presented. He noted the District needs to replace the deteriorated booster pump control valves at the Terrace Booster Station. To ensure smooth operation and system protection, they plan to equip each of the six booster pumps with new control valves. These new valves will prevent water hammer surges and reverse flow from upper zones, enhancing operational efficiency and system integrity. Without these upgrades, the system could face inefficiencies and potential failures. Three quotes were received with Core & Main offering the lowest price.

#### **AUTHORIZATION FOR PURCHASE OF REPLACEMENT HEAVY EQUIPMENT AS APPROVED IN THE CAPITAL BUDGET**

It is recommended that the General Manager be authorized to approve the purchase of 2024 John Deere 210P skip loader heavy equipment from RDO Equipment Co., for a not to exceed amount of \$133,000.00, as approved in the FY2024-25 Capital Budget.

Director of Operations Danny Friend presented. Staff have identified the need to replace older heavy equipment with new modern heavy equipment. As part of that effort, staff applied for and received a grant from the South Coast Air Quality Management District (SCAQMD) under the 2023 Carl Moyer Program for equipment replacement to generate cost-effective and surplus air emission reductions within the geographical boundaries of the SCAQMD. This effort will decommission the District's existing Unit 367, a CASE 570MXT skip loader, and replace it with a new 2024 John Deere JD210P skip loader.

### **DISCUSSION ITEMS**

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

General Manager Macy highlighted the Ribbon Cutting event on September 27<sup>th</sup> @ 9:30 am

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

This update will take place on Monday.

## CONSENT AGENDA

The following consent agenda item was pulled for presentation and discussion:

### **ACCEPT AMENDMENT TO CONTRACT AGREEMENT WITH TIMMONS GROUP FOR THE COMPLETE DEPLOYMENT OF THE ARCGIS ENTERPRISE, UTILITY NETWORK, AND CITYWORKS.**

It is recommended that the Board accept and approve the Contract Amendment with Timmons Group for scope changes to the complete deployment of the ArcGIS Enterprise, Utility Network and Cityworks.

GIS Specialist Ryan Goodner-Belli presented a short overview of the Timmons Group. The contract with Timmons has been amended to improve the GIS utility network by adding account ID numbers, splitting customer address schema, and including APN (Assessor's Parcel Number) numbers to better associate water meters with their locations. These enhancements will extend GIS capabilities beyond what CityWorks can provide, particularly for asset management.

Director Martin explained the item related to board compensation below. He noted the additional nights stay during the UWI Conference was for attendance at their Board Meeting, as he sits on their Board of Directors.

Vice President Griffith also asked to add the PSUSD Legislative Breakfast to Board Compensation.

### **APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

August 7, 2024 - Board Workshop

August 15, 2024 - Study Session

August 19, 2024 - Board Meeting

### **REGISTER OF DEMANDS**

The register of demands totaling \$2,613,285.96

### **BOARD COMPENSATION**

It is recommended to consider Board compensation for the following meetings and/or events:

**A.** Attendance and participation in the Nancy Wright Regional Water Reclamation Facility Ribbon Cutting, All Board members, September 27, 2024.

**B.** Additional night stay at Paradise Point Hotel for Urban Water Institute Board Meeting, Russ Martin only, August 20, 2024.

## REPORTS

### **DIRECTOR'S REPORTS**

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

Included in this report are the following oral reports:

A. Finance Report

B. Public Affairs Report

Arturo Ceja presented a brief financial report noting they are currently in the middle of an audit.

**COMMENTS**

**DISTRICT COUNSEL COMMENTS**

General Counsel noted Rob Cutbirth is now assisting the District on labor-related matters. A summary of duties performed for the District was provided.

**DIRECTOR COMMENTS & REQUESTS**

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

**ADJOURN**

With no further business, President Sewell adjourned the meeting at 4:16 PM

Respectfully submitted,



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Dori Petee  
Executive Assistant