

**BOARD OF DIRECTORS
REGULAR BOARD MEETING
AGENDA**

Wednesday, January 08, 2020
5:30 PM



Action may be taken on any item listed on the agenda.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

ROLL CALL

1. APPROVAL OF THE AGENDA

2. PUBLIC COMMENT

This is the opportunity for members of the public to address the Board on matters within the Board's jurisdiction that are not listed on the Agenda. Please limit comments to three (3) minutes or less. State law prohibits the Board of Directors from discussing or taking action on items not included on the agenda.

3. CONSENT CALENDAR

Items on the Consent Calendar are acted upon by one motion, unless a Board member wishes an item to be acted upon separately, in which case it will be removed from the Consent Calendar.

3.A. DEMAND LISTS

[Demand list 95859 - 95943.pdf](#)

[Demand list-3109 - 3157.pdf](#)

[ACH 12 23 19.pdf](#)

[Payroll Demand 12 23 2019.pdf](#)

3.B. 2019 10 30 SPECIAL BOARD MEETING MINUTES

2019 11 13 SPECIAL BOARD MEETING MINUTES

2019 11 13 REGULAR BOARD MEETING MINUTES

2019 12 11 REGULAR BOARD MEETING MINUTES

Board to review and approve the minutes of the October 30, 2019 and November 13, 2019 special Board meetings and the minutes of the November 13, 2019 and December 11, 2019 regular Board meetings.

[2019 10 30 Special Board Meeting Minutes.docx](#)

[2019 11 13 Special Board Meeting Minutes.docx](#)

[2019 11 13 Regular Board Meeting Minutes.docx](#)

[2019 12 11 Regular Board Meeting Minutes.docx](#)

4. DEPARTMENT ITEMS

4.A. 2020 COMMITTEE MEETINGS AND ASSIGNMENTS

For information and discussion only. President Mayes to announce 2020 Committee appointments for the Hi-Desert Water District Board of Directors.

[2019 Committee Appointments.pdf](#)

[2020 Committee Appointments.Draft.docx](#)

[2020 HDWD Board Meeting Assignments DRAFT.doc](#)

4.B. DISTRICT REORGANIZATION

The Board of Directors to approve the changes to the District's Organization Chart.

4.C. REVIEW SPECIFIC DUTIES AND RESPONSIBILITIES FOR THE OPEN ADMINISTRATIVE ASSISTANT POSITION

At the December 11, 2019 Board Meeting Director Hough requested detailed information on the duties and responsibilities that will be fulfilled by the person who is hired to fill the open Administrative Assistant position. This report is for information only – no Board action is required.

[Administrative Assistant I.pdf](#)

4.D. PIPELINE BID PACKAGE B1: CHANGE ORDER 005 and 006

Staff recommends the Board of Directors authorize the General Manager to approve Change Order No. 005 and 006 for Pipeline Bid Package B1 in the credit amount of \$(15,844) and in the amount of \$20,110.

4.E. PIPELINE BID PACKAGE B2: CHANGE ORDER 007

Staff recommends the Board of Directors authorize the General Manager to approve Change Order No. 007 Pipeline Bid Package B2 in the credit amount of \$(16,311).

4.F. PIPELINE BID PACKAGE B3: CHANGE ORDER 002 and 003

Staff recommends the Board of Directors authorize the General Manager to approve Change Order No. 2 and 3 for Pipeline Bid Package B3 in the amount of \$4,750, and \$11,511, respectively.

4.G. PIPELINE BID PACKAGE D: CHANGE ORDER 0010

Staff recommends the Board of Directors authorize the General Manager to approve Change Order No. 10 for Pipeline Bid Package D in the amount of \$187,265.

4.H. BLANKET PURCHASE ORDER

Staff recommends the Board of Directors authorize the General Manager to approve a change order to purchase order #11801 in the amount of \$17,800.00 to cover invoices through 06-30-2020 for Accela accounting software.

4.I. PURCHASE STANDBY GENERATOR

Staff is recommending that the Board of Directors authorize the General Manager to accept a bid of \$26,93750 from Generac Industrial Power for a standby generator.

[Generator Bid.pdf](#)

4.J. FINANCIAL STATEMENTS FOR THE MONTH ENDED SEPTEMBER 30, 2019

FOR INFORMATION ONLY

[September 2019 Financial Statements - Water Fund.pdf](#)

4.K. SEWER ASSESSMENT FEES - PACKAGE TREATMENT PLANT (WALMART)

Staff is recommending that the Board approve the sewer assessment fee for Walmart in the amount of \$958,769. Staff is also recommending that the Board approve the sewer assessment fees for Panda Express, and Taco Bell, in the amount of \$180,202, and \$75,644, respectively.

[Agreement re increasing assessments \(2018\) - Hi-Desert Water District-c1.pdf](#)

5. INFORMATION ITEMS

5.A. Wastewater Update

6. DIRECTORS' REPORTS/COMMENTS

For information purposes only on subjects not covered by the agenda and no action to be taken.

7. MANAGERS' REPORTS

For information purposes only on subjects not covered by the agenda and no action to be taken.

Chief Plant Operator – Doug Culbert

Chief Financial Officer – Jonathan Abadesco

Human Resources & Risk Manager – Lani Brown

Communications & Legislative Officer – Jennifer Poland

Director of Water Operations – Tony Culver

General Manager – Ed Muzik

8. UPCOMING AGENDA ITEMS

8.A. FUTURE REQUESTED AGENDA ITEMS

Review future agenda items requested by the Board.

[Matrix.pdf](#)

9. ADJOURNMENT

Materials related to any item on this Agenda submitted to the Board of Directors or Committee Members after distribution of the agenda packet are available for public inspection in the Hi-Desert Water District office at 55439 29 Palms Hwy, Yucca Valley, California during normal business hours. All documents supporting this agenda are available on the District website at subject to staff's ability to post the documents before the meeting.

Reasonable Accommodation: Upon request, this notice will be made available in appropriate alternative formats to persons with disabilities. Any person with a disability, who requires a modification or accommodation to view the agenda or to participate in the public comment portion of the Board meeting, should direct such a request to Ed Muzik, Secretary of the Board of Directors, at 760-365-8333 or edm@hdwd.com. Please allow two business days for your request to be processed.

Disruptive Conduct: If any meeting of the District is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, a meeting may be recessed or the person or persons willfully disrupting the meeting may be ordered to leave the meeting. Disruptive conduct includes addressing the Board or Committee without first being recognized, not addressing the subject before the Board or Committee, repetitively addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board or Committee from conducting its meeting in an orderly manner. Your cooperation is appreciated.

Hi-Desert Water District Demand List

Report Date: 12/23/19

Period: 12/05/19 - 12/19/19

Checks: 95859 - 95943

<u>Check No.</u>	<u>Payable To</u>	<u>Amount</u>	<u>Description</u>
95859	Asbury Environmental Services	65.00	
95860	California Association of Sanitation Agencies	890.00	
95861	Fred's Tire & Automotive	80.00	
95862	Frontier Communications	62.52	
95863	Killer Bee Pest Control Inc.	90.00	
95864	SWRCB Accounting Office	4,082.00	Annual Permit Fee
95865	Utility Supply of America, Inc	528.73	
95866	Gary Bradshaw	55.00	T-1 Renewal Certification
95867	Mike Hayward	391.99	Expense Reimbursement
95868	Ed Muzik	142.68	Expense Reimbursement
95869	Hunter Prudholm	236.41	Boot Allowance
95870	Avalon Urgent Care Inc	100.00	
95871	De Nora Technologies, LLC.	155.04	
95872	Frontier Communications	62.52	
95873	Mojave Water Agency	103,016.00	October Purchased Water
95874	RDO Equipment/Powerplan	1,168.77	Automotive Supplies
95875	Underground Service Alert	264.55	
95876	Customer Refund	231.10	
95877	Customer Refund	165.56	
95878	Customer Refund	126.50	
95882	Umetech, Inc.	6,795.00	November IT Support
95883-95902	Void	-	Springbrook Error/Void Check Range
95903	ACWA/JPIA	7,363.35	January Dental/Vision/EAP
95904	Burrtec Environmental	125.58	
95905	Caselle, Inc.	12,290.00	Deposit for Caselle Application Software
95906	Dirty Boyz Designz	890.71	
95907	USGS	20,181.33	07/06/19 - 09/30/19 Environmental Services
95908	Nextiva, Inc.	2,333.17	December Phone Lease & Call Center Service
95909	SDRMA	78,003.48	January Health Benefits
95910	Time Warner Cable	1,137.24	December Services for 3 Modems
95911	Sulzer Electro-Mechanical Services Inc.	1,034.41	Install Timer for Well 24E
95912	Yucca Valley Auto Parts	360.82	
95913	Advanced Imaging Solutions, Inc.	575.00	
95914	Best Best & Krieger LLP	13,809.80	November Legal Services
95915	Beyond Software Solutions	1,495.00	November IT Services
95916	Centratel	466.63	
95917	Debra Sanchez Cleaning	2,000.00	November Cleaning Services
95918	G&K Propane	81.56	
95919	Goldstar Asphalt Products	651.67	
95920	Kennedy/Jenks Consultants	306.25	
95921	Landmark Consultants, Inc.	744.00	
95922	Nobel Systems	10,000.00	Annual Geo Viewer Work Order System
95923	Office Team	823.80	
95924	Pitney Bowes	447.46	
95925	SC Commercial, LLC.	2,976.13	December Diesel Fuel
95926	Underground Service Alert	414.70	
95927	Customer	1,500.00	Water Easement
95928	Customer Refund	76.39	
95929	Ryan Abell	228.36	Boot Allowance
95930	Lani Brown	1,047.41	Expense Reimbursement
95931	DCEAC/Desert Communities EAC	40.00	
95932	Desert Arc	948.00	
95933	Christian Elias	236.41	Boot Allowance
95934	Environmental Systems Research Institute, INC	1,500.00	Annual Maintenance IT Desktop

95935	Office Team	1,098.40	December Temp Services
95936	SC Commercial, LLC.	1,292.69	December Diesel Fuel
95937	Sturdivan Emergency Management Consulting, LLC.	45.00	
95938	E.S. Babcock & Sons, Inc.	604.00	
95939	E.S. Babcock & Sons, Inc.	594.00	
95940	Home Depot Credit Services	2,822.79	November Charges
95941	CV Strategies	3,476.25	November Professional Services
95942	ECS Imaging, Inc.	4,490.43	Laser Fiche Annual Support
95943	TIB The Independent Bankersbank NA	2,288.18	December Credit Card Charges
Total		<u>299,509.77</u>	

Hi-Desert Water District Wastewater Fund Demand List

Report Date: 12/23/19

Period : 12/05/19 - 12/23/19

Checks: 3109 - 3157

Check No.	Payable To	Amount	Description
3109	Burrtec Waste & Recycling Svcs	239.90	
3110	Mike Hayward	1,241.61	Expense Reimbursement
3111	Time Warner Cable	689.00	
3112	NTI Carports	900.00	
3113	SWRCB Accounting Office	529.00	Annual Permit Fee
3114	SWRCB Accounting Office	86,613.00	Annual Permit Fee
3115	Morongo Basin Broadcasting	525.00	
3116	Utility Supply of America, Inc	880.68	
3117	Edward Colburn	168.53	Operating & Maintenance Certificate
3118	Doug Culbert	81.43	Expense Reimbursement
3119	Matt Mayo	199.37	Expense Reimbursement
3120	Umetech, Inc.	233.75	
3121	Webb Municipal Finance, LLC	16,000.00	2018/19 Professional Services
3122	Webb Municipal Finance, LLC	5,850.00	2019/20 Professional Services
3123	Inland Water Works Supply	79.12	
3124	RHA Landscape Architects-Planners, Inc.	4,425.28	October Professional Services
3125	Atkins North America, INC	15,880.49	July Professional Services
3126	Atkins North America, INC	57,319.19	May Professional Services
3127	Best Best & Krieger LLP	10,082.36	August Legal Services
3128	Carollo Engineers	6,892.50	August Professional Services
3129	Void	-	
3130	MWH Constructors, Inc.	168,931.35	August Construction Management Services
3131	Pyramid Building & Engineering, Inc.	297,001.39	September Construction Package B1 Paxton Pump Station
3132	Banner Bank Escrow# 1540	197,674.82	September Retainage for Sukut Construction Package D
3133	Sukut Construction LLC	3,755,821.60	September Installation/Sewer Project-Collection System Pk D
3134	Banner Bank Escrow# 1634	6,156.50	September Retainage for Sukut Construction Package B2
3135	Sukut Construction LLC	55,408.50	September Installation/Sewer Project-Collection System Pk B2
3136	Carollo Engineers	89,223.24	August Professional Services
3137	Banner Bank Escrow #1401	15,767.79	September Retainage for W.M. Lyles Co
3138	W.M. Lyles Co.	299,588.03	September Wastewater Facility
3139	Earth Systems Pacific	1,071.00	August Professional Services
3140	Customer	401.80	Assessment Correction
3141	Mojave Desert AQMD	288.00	
3142	Customer	457.91	Assessment Correction
3143	Customer	401.80	Assessment Correction
3144	Mike Wright	52.19	Expense Reimbursement
3145	The ADT Secuurity Corporation	81,780.70	Installation of Security System
3146	Advanced Imaging Solutions, Inc.	696.04	
3147	Core & Main LP	6,353.93	Operating Supplies
3148	CV Strategies	4,370.00	November Professional Services
3149	Debra Sanchez Cleaning	500.00	
3150	Desert Fire Extinguisher	168.16	
3151	ECS Imaging, Inc.	4,490.42	Annual Support for Laser Fiche
3152	Hach	634.26	
3153	Hi-Desert Star/Publishing	288.00	
3154	Home Depot Credit Services	4,906.81	November Charges
3155	Inland Water Works Supply	36.96	
3156	RHA Landscape Architects-Planners, Inc.	2,113.02	November Professional Services
3157	TIB The Independent Bankersbank NA	948.88	

5,204,363.31

Indicates Amounts Approved Exceeding \$25,000

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Total		<u>299,509.77</u>	

Hi-Desert Water District Payroll Demand List

Payroll 12/05/19:

Wages	\$	166,999.51
ER - Social Security	\$	9,233.87
ER - Medicare	\$	2,490.35
ER - PERS (Longevity)	\$	33.26
ER - PERS	\$	13,863.36
Payroll Service Fee	\$	-
Total Cost of Payroll 12/05/19	\$	192,620.35

Payroll 12/19/19:

Wages	\$	160,576.81
ER - Social Security	\$	8,835.69
ER - Medicare	\$	2,397.30
ER - PERS (Longevity)	\$	33.26
ER - PERS	\$	13,890.51
Payroll Service Fee	\$	1,346.70
Total Cost of Payroll 12/19/19	\$	187,080.27

Payroll History - FY 19/20

Wages for Paydate 07/19/19	\$	197,347.30
Wages for Paydate 08/01/19	\$	191,552.52
Wages for Paydate 08/15/19	\$	188,853.16
Wages for Paydate 08/29/19	\$	190,838.18
Wages for Paydate 09/12/19	\$	188,749.71
Wages for Paydate 09/26/19	\$	196,008.72
Wages for Paydate 10/10/19	\$	193,276.25
Wages for Paydate 10/24/19	\$	187,226.18
Wages for Paydate 11/07/19	\$	199,562.00
Wages for Paydate 11/21/19	\$	205,567.16
Wages for Paydate 12/05/19	\$	192,620.35
Wages for Paydate 12/19/19	\$	187,080.27



Board of Directors Staff Report

Meeting Date: January 8, 2020

Submitted by: Codi Mix

Presented by:

Agenda Section:

Subject:

2019 10 30 SPECIAL BOARD MEETING MINUTES

2019 11 13 SPECIAL BOARD MEETING MINUTES

2019 11 13 REGULAR BOARD MEETING MINUTES

2019 12 11 REGULAR BOARD MEETING MINUTES

Recommendation:

Board to review and approve the minutes of the October 30, 2019 and November 13, 2019 special Board meetings and the minutes of the November 13, 2019 and December 11, 2019 regular Board meetings.

Fiscal Impact:

N/A

Background:

N/A

Attachments:

[2019 10 30 Special Board Meeting Minutes.docx](#)

[2019 11 13 Special Board Meeting Minutes.docx](#)

[2019 11 13 Regular Board Meeting Minutes.docx](#)

[2019 12 11 Regular Board Meeting Minutes.docx](#)

Hi-Desert Water District Board of Directors
Special Meeting Minutes
Wednesday, October 30, 2019

CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Munsey called the meeting to order at 5:30 p.m. Director Hough led the pledge.

ROLL CALL

Directors Present: President Dan Munsey, Vice-President Roger Mayes, Director Sarann Graham, Director Sheldon Hough, and Director Bob Stadum

Directors Absent:

Staff Present: Mike Hayward and Codi Mix

PUBLIC COMMENTS

None

CLOSED SESSION

1. **Conference with Legal Counsel, Anticipated Litigation. Pursuant to Government Code Section 54956.9(d)(2)/(e)(1). Facts or circumstances: not yet known.**

The Board of Directors and Best, Best and Krieger representative, Joseph Ortiz, entered into closed session at 5:30 p.m. and returned from closed session at 7:01 p.m.

CLOSED SESSION REPORT

No reportable action.

ADJOURNMENT – 7:01 p.m.

ATTESTED BY:

Interim General Manager-Tony Culver
Secretary of the Board of Directors

APPROVED:

Dan Munsey
President of the Board of Directors

Hi-Desert Water District Board of Directors
Special Meeting Minutes
Wednesday, November 13, 2019

CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Munsey called the meeting to order at 4:00 p.m. Ed Muzik led the pledge.

ROLL CALL

Directors Present: President Dan Munsey, Vice-President Roger Mayes, Director Sarann Graham, Director Sheldon Hough, and Director Bob Stadum

Directors Absent:

Staff Present: Ed Muzik and Jennifer Poland

APPROVAL OF AGENDA

Director Stadum made a motion to approve the agenda.
Vice-President Mayes seconded the motion.

MSC¹ (Stadum / Mayes) motion carried by the following vote:

Ayes: Mayes, Hough, Graham, Stadum, Munsey

Noes: None

Absent: None

Abstain: None

PUBLIC COMMENTS

None

CLOSED SESSION

1. **Conference with Legal Counsel, Anticipated Litigation. Pursuant to Government Code Section 54956.9(d)(2)/(e)(1). Facts or circumstances: not yet known.**

The Board of Directors and Best, Best and Krieger representative, Joseph Ortiz, entered into closed session at 4:01 p.m. and returned from closed session at 5:02 p.m.

CLOSED SESSION REPORT

No reportable action.

ADJOURNMENT – 5:02 p.m.

MSC¹ – Motion made, seconded, and carried.

ATTESTED BY:

*General Manager-Ed Muzik
Secretary of the Board of Directors*

APPROVED:

*Dan Munsey
President of the Board of Directors*

DRAFT

Hi-Desert Water District Board of Directors
Regular Meeting Minutes
Wednesday, November 13, 2019

CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Munsey called the meeting to order at 5:30 p.m. Director Stadum led the pledge of allegiance.

ROLL CALL

Directors Present: President Dan Munsey, Vice-President Roger Mayes, Director Sarann Graham, Director Sheldon Hough, and Director Bob Stadum

Directors Absent:

Staff Present: Lani Brown, Jonathan Abadesco, Doug Culbert, Jennifer Poland, Tony Culver, Ed Muzik, and Mike Hayward.

APPROVAL OF AGENDA

Vice-President Mayes made a motion to approve the agenda with item 4.D pulled from the agenda.

Director Graham seconded the motion.

MSC¹ (Mayes/Graham) motion carried by the following vote:

Ayes: Mayes, Hough, Munsey, Graham, Stadum

Noes: None

Absent: None

Abstain: None

PUBLIC COMMENTS

None

CONSENT CALENDAR

- 3A. Wastewater Demand List – #'s 95458-95710
ACH Demand List – 2958-3064
Payroll Demand List – 2019 10 24**

- 3B. 2019 10 23 Regular Board Meeting Minutes**

Director Stadum made a motion to approve the consent calendar.
Vice-President Mayes seconded the motion.

MSC¹ (Stadum/Mayes) motion carried by the following vote:

MSC¹ – Motion made, seconded, and carried.

Ayes: Munsey, Hough, Graham, Mayes, Stadum
Noes: None
Absent: None
Abstain: None

FY 2018-2019 COMPREHENSIVE ANNUAL FINANCIAL REPORT

Jonathan Abadesco gave the staff report. A representative from Fedak & Brown gave a PowerPoint presentation.

PUBLIC COMMENTS:

None

Director Stadum made a motion to approve, receive and direct staff to file the Hi-Desert District's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended 2018-2019.

Vice-President Mayes seconded the motion.

MSC¹ (Stadum/Mayes) motion carried by the following vote:

Ayes: Mayes, Hough, Graham, Munsey, Stadum
Noes: None
Absent: None
Abstain: None

ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) ELECTION FOR PRESIDENT

Jennifer gave the staff report.

PUBLIC COMMENTS:

None

Director Graham made a motion to adopt Resolution #19-35 supporting ACWA Nominating Committees recommendation of Steve LaMar for ACWA President for the 2020-'21 term.

Vice-President Mayes seconded the motion.

MSC¹ (Graham/Mayes) motion carried by the following vote:

Ayes: Stadum, Munsey, Mayes, Hough, Graham
Noes: None
Absent: None
Abstain: None

ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) ELECTION FOR VICE-PRESIDENT

Jennifer gave the staff report.

PUBLIC COMMENTS:

None

Director Graham made a motion to adopt Resolution #19-36 nominating Pamela Tobin, by way of floor nomination, for ACWA Vice-President of the 2020-'21 term. Director Stadum seconded the motion.

MSC¹ (Graham/Stadum) motion carried by the following vote:

Ayes: Stadum, Munsey, Mayes, Hough, Graham

Noes: None

Absent: None

Abstain: None

REMOVED ITEM: ELIMINATE THE POSITIONS OF LOAN AND GRANT COORDINATOR AND BUSINESS DATA ANALYST AND COMBINE THE TWO POSITIONS INTO ONE POSITION

This item was removed from the agenda.

PUBLIC COMMENTS:

None

No motion made. Item removed.

CUSTOMER WATER BILL DISPUTE

Jonathan Abadesco gave the staff report.

PUBLIC COMMENTS:

None

Vice-President Mayes made a motion to revert this bill to Tier 1 rates due to a leak. Director Stadum seconded the motion.

MSC¹ (Mayes/Stadum) motion carried by the following vote:

Ayes: Stadum, Graham, Mayes, Munsey, Hough

Noes: None

Absent: None

Abstain: None

PIPELINE BID PACKAGE D: CHANGE ORDER 0009

Jonathan Abadesco gave the staff report.

PUBLIC COMMENTS:

None

Director Stadum questioned why Sukut was billing the District, and Tony Culver clarified that it will be paid for by Southern California Edison (SCE).

Director Stadum made a motion to authorize the General Manager to approve Change Order No. 9 for Pipeline Bid Package D in the amount of \$201,631.
Director Graham seconded the motion.

MSC¹ (Stadum/Graham) motion carried by the following vote:

Ayes: Stadum, Munsey, Graham, Mayes, Hough
Noes: None
Absent: None
Abstain: None

CHANGE ORDER TO PHONE SYSTEM PURCHASE ORDER

Mike Hayward gave the staff report.

PUBLIC COMMENTS:

None

Vice-President Mayes made a motion to approve the change order to include four fax lines and the customer call center queue, necessary for District operations.
Director Graham seconded the motion.

MSC¹ (Mayes/Graham) motion carried by the following vote:

Ayes: Graham, Mayes, Stadum, Hough, Munsey
Noes: None
Absent: None
Abstain: None

ADOPTION OF COMMERCIAL FEES RELATED TO FATS, OILS, AND GREASE (FOG) PERMITTING, MONITORING AND ANNUAL INSPECTIONS

Doug Culbert gave the staff report.

PUBLIC COMMENTS:

None

Director Stadum stated that he was part of the Finance Committee and was satisfied with the fees to cover actual costs and that the costs will be reviewed annually.

Director Graham confirmed with Doug Culbert that this only impacts commercial properties such as restaurants, car washes, etc.

Doug stated that we will be reaching out to businesses to notify the appropriate businesses.

President Munsey opened the public hearing at 6:01 p.m. for Resolution #19-38.
President Munsey closed the public hearing at 6:03 p.m.

Director Graham made a motion to adopt Resolution #19-38 and fees based on the condition that the attorney approves that this motion and items have met all legal requirements.

Director Stadum seconded the motion.

MSC¹ (Graham/Stadum) motion carried by the following vote:

Ayes: Munsey, Mayes, Graham, Stadum, Hough

Noes: None

Absent: None

Abstain: None

WASTEWATER RECLAMATION FACILITY PROJECT: CHANGE ORDER 0008

Jonathan Abadesco and Doug Culbert gave the staff report.

PUBLIC COMMENTS:

None

Director Stadum made a motion to authorize the General Manager to approve Change Order No. 8 for the Wastewater Reclamation Facility Project in the amount of \$90,229. Vice-President Mayes seconded the motion.

MSC¹ (Stadum/Mayes) motion carried by the following vote:

Ayes: Hough, Stadum, Mayes, Munsey, Graham

Noes: None

Absent: None

Abstain: None

WASTEWATER RECLAMATION FACILITY PROJECT: CHANGE ORDER 0009

Jonathan Abadesco and Doug Culbert gave the staff report.

PUBLIC COMMENTS:

None

Vice-President Mayes made a motion to authorize the General Manager to approve Change Order No. 9 for the Wastewater Reclamation Facility Project in the amount of \$26,037.

Director Graham seconded the motion.

MSC¹ (Mayes/Graham) motion carried by the following vote:

Ayes: Graham, Stadum, Mayes, Munsey, Hough

Noes: None
Absent: None
Abstain: None

WASTEWATER RECLAMATION FACILITY PROJECT: CHANGE ORDER 0010

Jonathan Abadesco gave the staff report.

PUBLIC COMMENTS:

None

Director Stadum made a motion to authorize the General Manager to approve Change Order No. 10 for the Wastewater Reclamation Facility Project in the amount of \$17,529. Vice-President Mayes seconded the motion.

MSC¹ (Stadum/Mayes) motion carried by the following vote:

Ayes: Stadum, Munsey, Graham, Mayes, Hough
Noes: None
Absent: None
Abstain: None

WASTEWATER RECLAMATION FACILITY PROJECT: CHANGE ORDER 0011

Jonathan Abadesco gave the staff report.

PUBLIC COMMENTS:

None

Director Graham made a motion to authorize the General Manager to approve Change Order No. 11 for the Wastewater Reclamation Facility Project in the amount of \$23,492. Vice-President Mayes seconded the motion.

MSC¹ (Graham/Mayes) motion carried by the following vote:

Ayes: Mayes, Stadum, Munsey, Graham, Hough
Noes: None
Absent: None
Abstain: None

WASTEWATER RECLAMATION FACILITY PROJECT: CHANGE ORDER 0012

Jonathan Abadesco gave the staff report.

PUBLIC COMMENTS:

None

Director Stadum made a motion to authorize the General Manager to approve Change Order No. 12 for the Wastewater Reclamation Facility Project in the amount of \$2,333.

MSC¹ – Motion made, seconded, and carried.

Vice-President Mayes seconded the motion.

MSC¹ (Stadum/Mayes) motion carried by the following vote:

Ayes: Hough, Mayes, Stadum, Munsey, Graham

Noes: None

Absent: None

Abstain: None

WASTEWATER RECLAMATION FACILITY PROJECT: CHANGE ORDER 0013

Jonathan Abadesco gave the staff report.

PUBLIC COMMENTS:

None

Vice-President Mayes made a motion to authorize the General Manager to approve Change Order No. 13 for the Wastewater Reclamation Facility Project in the amount of \$88,852.

Director Graham seconded the motion.

MSC¹ (Mayes/Graham) motion carried by the following vote:

Ayes: Stadum, Munsey, Graham, Mayes, Hough

Noes: None

Absent: None

Abstain: None

WASTEWATER RECLAMATION FACILITY PROJECT: CHANGE ORDER 0014

Jonathan Abadesco gave the staff report.

PUBLIC COMMENTS:

None

Vice-President Mayes made a motion to authorize the General Manager to approve Change Order No. 14 for the Wastewater Reclamation Facility Project in the amount of \$44,042.

Director Graham seconded the motion.

MSC¹ (Mayes/Graham) motion carried by the following vote:

Ayes: Graham, Mayes, Munsey, Hough, Stadum

Noes: None

Absent: None

Abstain: None

WASTEWATER RECLAMATION FACILITY PROJECT: CHANGE ORDER 0015

Jonathan Abadesco gave the staff report.

PUBLIC COMMENTS:

None

Vice-President Mayes made a motion to approve authorize the General Manager to approve Change Order No. 15 for the Wastewater Reclamation Facility Project in the amount of \$6,929.

Director Stadum seconded the motion.

MSC¹ (Mayes/Stadum) motion carried by the following vote:

Ayes: Mayes, Stadum, Hough, Graham, Munsey

Noes: None

Absent: None

Abstain: None

RESOLUTION NO. 19-37 - ESTABLISHMENT OF A CHECKING ACCOUNT FOR THE EXPANDED USE LOAN ENTERPRISE FUND

Jonathan Abadesco gave the staff report.

PUBLIC COMMENTS:

None

Director Stadum made a motion to adopt Resolution #19-37, Establishing a Checking Account for the Expanded Use Loan Enterprise Fund.

Director Graham seconded the motion.

MSC¹ (Stadum/Graham) motion carried by the following vote:

Ayes: Stadum, Munsey, Graham, Mayes, Hough

Noes: None

Absent: None

Abstain: None

WASTEWATER UPDATE

Doug Culbert announced that Lyles and Company is near completion and gave an update on the clean water testing. He also gave an update on the amount of properties that have been connected to the sewer and the approximate flows reaching the facility.

Director Graham recommended to Doug to go on National Safety Council.

No action made. For information only.

REPORTS/COMMENTS

Directors' Reports and Comments:

Director Stadum attended the Morongo Basin Pipeline Commission and stated this year will be the last year for the Basin Pipeline bond. Also, he reported that the pipeline will need some maintenance from March to May, approximately for 60 days. In addition, Director Stadum reported on attending the Town Council meeting.

Director Graham attended the Mojave Water Agency (MWA) Board meeting and mentioned how they will be changing delinquencies.

Director Hough reported on attending the Public Information Committee.

Vice-President Mayes attended the Finance Committee meeting.

Managers' Reports:

Jennifer Poland reported on the Public Information Committee and mentioned that a long list of items was provided to the committee for information and update.

Tony Culver stated he attended a ribbon cutting ceremony for Mojave Water Agency.

Ed Muzik asked Director Stadum regarding recharge for the Ames Reche recharge project; stated that effective December Best, Best and Krieger (BBK) is having a 14% hourly increase; and announced a presentation that will be conducted at the upcoming Engineering Committee regarding water supply from Old Woman Springs Road.

UPCOMING AGENDA ITEMS:

Director Hough stated as a member of the HR committee, he would like the title of the assistant general manager defined and work on the name HR to include personnel committee to the HR committee meeting. He also said he would like to look at staffing for public information and job descriptions.

ADJOURNMENT – 6:45 p.m.

ATTESTED BY:

*General Manager-Ed Muzik
Secretary of the Board of Directors*

APPROVED:

*Roger Mayes
Vice-President of the Board of Directors*

Hi-Desert Water District Board of Directors
Regular Meeting Minutes
Wednesday, December 11, 2019

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Vice-President Mayes called the meeting to order at 5:30 p.m. Director Graham led the pledge of allegiance.

ROLL CALL

Directors Present: Vice-President Roger Mayes, Director Sarann Graham, Director Sheldon Hough, and Director Bob Stadum

Directors Absent: President Dan Munsey

Staff Present: Lani Brown, Jonathan Abadesco, Doug Culbert, Jennifer Poland, Tony Culver, and Ed Muzik.

APPROVAL OF AGENDA

Director Stadum made a motion to approve the agenda
Director Graham seconded the motion.

MSC¹ (Stadum/Graham) motion carried by the following vote:

Ayes: Mayes, Hough, Graham, Stadum

Noes: None

Absent: Munsey

Abstain: None

PUBLIC COMMENTS

None

CONSENT CALENDAR

- 3A. Demand List – #'s 95711 – 95858**
Demand List - #'s
ACH Demand List – 3065 - 3108
Payroll Demand List – 2019 11 21

Director Hough made a motion to approve the consent calendar.
Director Graham seconded the motion.

MSC¹ (Hough/Graham) motion carried by the following vote:

Ayes: Hough, Graham, Mayes, Stadum
Noes: None
Absent: Munsey
Abstain: None

RESOLUTION 19-42 ADOPT THE HI-DESERT WATER DISTRICT SEWER SYSTEM MANAGEMENT PLAN

Doug Culbert gave the staff report. He then opened the public hearing at 5:34 pm hours and closed the public hearing at 5:34 hours.

PUBLIC COMMENTS:

None

Graham inquired length of time allowed for the committee to review, and Doug stated the plan was provided to the committee members prior to the meeting and the item was discussed for approximately 1 hour in length at the meeting.

Director Stadum stated it can be updated as needed. Vice-President Mayes also commented on the plan being able to be updated and stated the plan was very well done and complimented Doug on an outstanding job.

Director Stadum made a motion to adopt Resolution 19-42, the Hi-Desert Water District's Sewer System Management Plan (SSMP).
Director Hough seconded the motion.

MSC¹ (Stadum/Hough) motion carried by the following vote:

s/h

Ayes: Mayes, Hough, Graham, Stadum
Noes: None
Absent: Munsey
Abstain: None

POLICY FOR PACKAGE TREATMENT SYSTEMS HOOKING INTO THE CENTRALIZED SEWER SYSTEM

Ed Muzik gave the staff report. He requested for direction from the Board of Directors.

PUBLIC COMMENTS:

None

Director Graham inquired about specific locations having a package treatment plant, and Ed Muzik responded. Director Stadum requested to know if this is legally required or recommended, and Ed stated it is not legally required; however, it is being strongly encouraged by the Regional Water Quality Control Board.

No motion made. For information and direction only.

MSC¹ – Motion made, seconded, and carried.

HI-DESERT WATER DISTRICT DRAFT BASIN PLAN AMENDMENT REQUEST

Doug Culbert gave the staff report. Jennifer Poland supplied additional information, regarding a change with omitting the additional USGS study, that will be added to the amended letter.

PUBLIC COMMENTS:

None

Director Stadum asked about further information on not including the USGS study as it will no longer apply, and Ed Muzik stated that is correct. A discussion on the extension took place.

Director Graham asked about location of the items differed, and less than 60% developed was answered by Ed Muzik.

Director Stadum made a motion to approve Hi-Desert Water District Staff's recommended Basin Plan Amendment request.
Director Hough seconded the motion.

MSC¹ (Stadum/Hough) motion carried by the following vote:

Ayes: Stadum, Mayes, Hough, Graham

Noes: None

Absent: Munsey

Abstain: None

LANDSCAPE IMPLEMENTATION FOR THE WASTEWATER RECLAMATION FACILITY SITE

Doug Culbert gave the staff report.

PUBLIC COMMENTS:

None

Director Graham asked if tours will be conducted at the Wastewater Facility once the demonstration garden is completed, and Doug stated yes.

Director Hough inquired about work being performed in-house and recommended a wholesale landscape be researched to see if costs could be saved via wholesale cost.

Director Stadum asked about the amount of the original proposal and Doug provided the information.

Vice-President Mayes applauded staff with lowering the cost by performing work in-house.

MSC¹ – Motion made, seconded, and carried.

Director Hough made a motion to approve the Hi-Desert Water District Staff's Landscape Implementation Plan for the Wastewater Reclamation Facility Site. Director Graham seconded the motion.

MSC¹ (Hough/Graham) motion carried by the following vote:

Ayes: Stadum, Graham, Mayes, Hough

Noes: None

Absent: Munsey

Abstain: None

HYDROLOGY AND WATER QUALITY ANNUAL REPORT

Doug Culbert gave the staff report.

PUBLIC COMMENTS:

None

No motion made. For information only.

AMEND THE REIMBURSEMENT POLICY SERVICE ELIGIBILITY REQUIREMENTS

Lani Brown gave the staff report.

PUBLIC COMMENTS:

None

Director Stadum commented on investing in employees and their future with the District.

Director Stadum made a motion to approve changing the minimum service requirement from twelve (12) months to six (6) months for eligibility to participate in the Tuition Reimbursement program.

Director Graham seconded the motion.

MSC¹ (Stadum/Graham) motion carried by the following vote:

Ayes: Graham, Mayes, Stadum, Hough

Noes: None

Absent: Munsey

Abstain: None

AMEND AND UPDATE HOLIDAY POLICY

Lani Brown gave the staff report.

PUBLIC COMMENTS:

None

Director Hough stated that a similar policy is in place at his place of business and is beneficial for staff to do so and recommends it be practice for the District.

Director Stadum clarified that this policy is not adding additional District holidays but closing for employees to use paid time off hours to observe the holidays.

Director Graham made a motion to approve updating and amending the District Holiday policy – Section 3.55.040 of the District Code and Employee Handbook.
Director Stadum seconded the motion.

MSC¹ (Graham/Stadum) motion carried by the following vote:

Ayes: Mayes, Graham, Stadum, Hough

Noes: None

Absent: Munsey

Abstain: None

COMBINE THE POSITIONS OF GRANT AND LOAN COORDINATION AND BUSINESS DATA ANALYSIS INTO ONE POSITION

Lani Brown gave the staff report.

PUBLIC COMMENTS:

None

Director Graham asked how an additional staff member would be utilized should they be needed for administrative work. Ed Muzik commented on the low amount of current loans and Lani Brown provided the specific numbers of loans currently being processed.

Director Graham made a motion to approve combining the positions of Grant and Loan Coordinator and Business Data Analysis into one position and one new job description called Financial Business Analyst.
Director Stadum seconded the motion.

MSC¹ (Graham/Stadum) motion carried by the following vote:

Ayes: Hough, Stadum, Mayes, Graham

Noes: None

Absent: Munsey

Abstain: None

EXTEND TEMPORARY ASSIGNMENT OF ROBERT HALF OFFICE TEAM CLERICAL EMPLOYEE THROUGH THE END OF JANUARY 2020

Lani Brown gave the staff report.

PUBLIC COMMENTS:

None

Director Hough stated he would have preferred this item been brought forth to the Board initially and he would discourage the use of the temporary assignment after the end of January 2020.

Director Hough made a motion to authorize the General Manager to extend the temporary clerical staffing assignment through Robert Half Office Team through the end of January 2020 at a total cost not to exceed \$23,835.28.

Director Graham seconded the motion.

MSC¹ (Hough/Graham) motion carried by the following vote:

Ayes: Graham, Stadum, Mayes, Hough

Noes: None

Absent: Munsey

Abstain: None

AUTHORIZE FILLING THE VACANT POSITION OF ADMINISTRATIVE ASSISTANT

Lani Brown gave the staff report.

PUBLIC COMMENTS:

None

Director Graham and Director Hough requested the job description of this position reporting to the Communications Department; however, assisting all staff be separated. A request for a percentage of how this staff member will be utilized and by what department with a more in-depth analysis. Director Stadum concurred as the duties and responsibilities of this position should be detailed. Ed Muzik stated this information can be provided by Lani Brown at a future meeting.

Director Stadum made a motion to approve, posting, and filling the vacant position of Administrative Assistant with a detailed analysis of the job position provided.

Director Hough seconded the motion.

MSC¹ (Stadum/Hough) motion carried by the following vote:

Ayes: Stadum, Graham, Mayes, Hough

Noes: None

Absent: Munsey

Abstain: None

REVIEW OF TWO ASSISTANT GENERAL MANAGER JOB DESCRIPTIONS

Ed Muzik gave the staff report. He requested direction from the Board on moving forward for succession planning.

PUBLIC COMMENTS:

None

Director Graham stated the Administrative General Manager needs to be a position as the District has grown and is no longer a small District; however, it should not specifically state Assistant General Manager/Chief Financial Officer as the candidate may be in-house or from the outside. She is supportive of the two positions.

Director Hough stated succession and capacity planning is important.

Ed Muzik stated job descriptions will be finalized and brought forth to the Board in the near future.

No motion made. For information only.

COST SAVINGS FROM PARTIAL-REDESIGN OF BARRON, PAXTON, AND KICKAPOO PUMP STATIONS

Ed Muzik gave the staff report.

PUBLIC COMMENTS:

None

No motion made. For information only.

RESOLUTION #19-39 BILLING POLICY FOR SEWER OPERATION AND MAINTENANCE FEES

Jonathan Abadesco gave the staff report.

PUBLIC COMMENTS:

None

Director Graham stated she is pleased with how the information was clarified.

Director Stadum made a motion to adopt Resolution 19-39, establishing the method of collecting sewer fees and charges.

Director Hough seconded the motion.

MSC¹ (Stadum/Hough) motion carried by the following vote:

Ayes: Stadum, Graham, Mayes, Hough

Noes: None

Absent: Munsey

Abstain: None

WASTEWATER RECLAMATION FACILITY PROJECT: CHANGE ORDER NOS. 0016, 0017, AND 0018

Jonathan Abadesco and Doug Culbert gave the staff report.

PUBLIC COMMENTS:

None

Vice-President Mayes asked about the possibility of hackers entering the District's system as it is wireless and requested to know how the District's network cyber security rates. Doug Culbert provided information on the provisions in place and stated he can obtain additional information.

Director Stadum made a motion to authorize the General Manager to approve Change Order Nos. 16, 17, and 18 for the Wastewater Reclamation Facility Project in the amount of \$38,623, \$68,617, and \$69,897.

Director Graham seconded the motion.

MSC¹ (Stadum/Graham) motion carried by the following vote:

Ayes: Graham, Mayes, Hough, Stadum

Noes: None

Absent: Munsey

Abstain: None

PIPELINE BID PACKAGE B1: CHANGE ORDER 0004

Jonathan Abadesco gave the staff report.

PUBLIC COMMENTS:

None

Director Graham made a motion to authorize the General Manager to approve Change Order No. 004 for Pipeline Bid Package B1 in the amount of \$10,528.

Director Stadum seconded the motion.

MSC¹ (Graham/Stadum) motion carried by the following vote:

Ayes: Mayes, Stadum, Hough, Graham

Noes: None

Absent: Munsey

Abstain: None

PIPELINE BID PACKAGE B2: CHANGE ORDER 0006

Jonathan Abadesco gave the staff report.

PUBLIC COMMENTS:

None

Director Stadum made a motion to authorize the General Manager to approve Change Order No. 006 for Pipeline Bid Package B2 in the amount of \$2,392.

Director Graham seconded the motion.

MSC¹ – Motion made, seconded, and carried.

MSC¹ (Stadum/Graham) motion carried by the following vote:

Ayes: Stadum, Hough, Graham, Mayes

Noes: None

Absent: Munsey

Abstain: None

RUNNING TOTAL OF CHANGE ORDERS FOR THE WASTEWATER PROJECT

Jonathan Abadesco gave the staff report.

PUBLIC COMMENTS:

None

Director Stadum commented on the total change orders being only 31% overall.

Vice-President Mayes asked if this can be itemized by each company to properly review bids versus change orders. Jonathan referred to the itemized category included in the report.

No motion made. For information only.

2020 ELECTION OF OFFICERS FOR HI-DESERT WATER DISTRICT BOARD OF DIRECTORS

Codi Mix gave the staff report.

PUBLIC COMMENTS:

None

Director Hough made a motion nominating Roger Mayes for President of 2020.
Director Graham seconded the motion.

MSC¹ (Hough/Graham) motion carried by the following vote:

Ayes: Mayes, Stadum, Hough, Graham

Noes: None

Absent: Munsey

Abstain: None

Director Stadum made a motion nominating Sheldon Hough for Vice-President of 2020.
Director Graham seconded the motion.

MSC¹ (Stadum/Graham) motion carried by the following vote:

Ayes: Hough, Graham, Mayes, Stadum

Noes: None

Absent: None

Abstain: None

REPORTS/COMMENTS

Directors' Reports and Comments:

The Directors opted to hold their reports for the January meeting.

Managers' Reports:

Jennifer Poland commented on the mail out of the Prop 218 notices in preparation of the rate hearing that will be held in January 2020.

Tony Culver provided an update on Capital Replacement Plan (CRP).

UPCOMING AGENDA ITEMS:

Director Stadum requested an agenda review of legal representation since long-time representative, John Brown of Best, Best and Krieger (BB&K), retired and BB&K announced an increase in their rates.

CLOSED SESSION

The Board of Directors entered into closed session at 6:54 p.m. and was joined by legal counsel representative, Best, Best and Krieger via teleconference. The Board returned from closed session at 7:24 p.m.

CLOSED SESSION REPORT

No reportable action.

ADJOURNMENT – 7:24 p.m.

ATTESTED BY:

*General Manager-Ed Muzik
Secretary of the Board of Directors*

APPROVED:

*Roger Mayes
Vice-President of the Board of Directors*



Board of Directors Staff Report

Meeting Date: January 8, 2020

Submitted by: Codi Mix

Presented by: Codi Mix, Board Secretary and Community Outreach Coordinator

Agenda Section:

Subject:

2020 COMMITTEE MEETINGS AND ASSIGNMENTS

Recommendation:

For information and discussion only. President Mayes to announce 2020 Committee appointments for the Hi-Desert Water District Board of Directors.

Fiscal Impact:

N/A

Background:

The purpose of all Hi-Desert Water District Committees is to accomplish certain work prior to the full Board of Directors reviewing items and/or conduct activities, all in relation to the District's mission, vision, and strategic planning goals.

Mission Statement: "To provide a safe, reliable water supply and Wastewater Reclamation System for the customers of the Hi-Desert Water District in an efficient and financially responsible manner."

Vision Statement: "To excel in water quality, water resource management, and wastewater reclamation through innovation, conservation, and regional partnerships in a manner conducive to the preservation of the environment in the community we service."

Strategic Planning: Intended to enhance the District's ability to think, act, and learn strategically. The potential benefits of strategic planning include: increased effectiveness and efficiency, and improved understanding and better learning.

The Board of Directors has established a list of groups identified by topics related to District business in the form of standing and ad hoc committees.

In 2018, the bi-monthly standing committees were regularly scheduled as follows:

Public Information Committee: 1st Wednesday at 5:00 p.m.

Finance/Audit Committee: 2nd Tuesday at 10:00 a.m.

Legislative Committee: 3rd Wednesday at 8:00 a.m.

Engineering Committee: 3rd Thursday at 10:00 a.m.

Human Resources: 4th Tuesday at 5:00 p.m.

The 2019 meeting assignments are attached for reference.

Additionally, staff is looking for the Board's reviewal of the 2020 meeting assignments for Yucca Valley Town Council meetings, Mojave Water Agency Board meetings, and Colorado River Regional Water Quality Control

Board meetings. The 2020 calendar with the meeting dates and proposed assignments is attached.

Attachments:

[2019 Committee Appointments.pdf](#)

[2020 Committee Appointments.Draft.docx](#)

[2020 HDWD Board Meeting Assignments DRAFT.doc](#)

Standing 2019 - Board Committees

Engineering Committee	Mayes/Stadum
Finance/Audit Committee	Stadum/Mayes
Public Information Committee	Graham/Hough
Human Resources Committee	Hough/Munsey
Legislative Committee	Munsey/Graham
Morongo Basin Pipeline Commission (MWA)	Stadum ¹
ACWA/JPIA	Mayes ²
2+2+2 with JBWD and BDVWA	Graham/Hough

Ad Hoc Budget Committees

Labor	Hough/Munsey
Expenditure Non-Op	Stadum/Hough
Capital	Mayes/Graham
Expenditure Op	Munsey/Stadum
Revenues	Graham/Mayes

Ad Hoc Committees

Wastewater	Graham/Hough
2+2 Town of Yucca Valley	Munsey/Graham
Energy Committee	Hough/Stadum
GM Performance Evaluation ³	Munsey/Mayes

¹ If Director Stadum is unable to attend a Morongo Basin Pipeline Commission (MWA) meeting, another Director of the Board will attend in his place.

² If Vice-President Mayes is unable to attend an ACWA/JPIA meeting, another Director of the Board will attend in his place.

³ The Ad Hoc GM Performance Evaluation Committee consists of the standing President and Vice-President each year.

Standing 2020 - Board Committees

Engineering Committee	Mayes/Stadum
Finance/Audit Committee	Stadum/Munsey
Public Information Committee	Graham/Hough
Human Resources Committee	Hough/Mayes
Legislative Committee	Munsey/Graham
Morongo Basin Pipeline Commission (MWA)	Stadum ¹
ACWA/JPIA	Graham ²
2+2+2 with JBWD and BDVWA	Munsey/Hough

Ad Hoc Budget Committees

Labor	Hough/Graham
Expenditure Non-Op	Stadum/Hough
Capital	Mayes/Munsey
Expenditure Op	Munsey/Stadum
Revenues	Graham/Mayes

Ad Hoc Committees

Wastewater	Graham/Hough
2+2 Town of Yucca Valley	Munsey/Graham
Energy Committee	Hough/Stadum
GM Performance Evaluation ³	Mayes/Hough

¹ If Director Stadum is unable to attend a Morongo Basin Pipeline Commission (MWA) meeting, another Director of the Board will attend in his place.

² If Director Graham is unable to attend an ACWA/JPIA meeting, another Director of the Board will attend in her place.

³ The Ad Hoc GM Performance Evaluation Committee consists of the standing President and Vice-President each year.

2019 HDWD Board Member Meeting Assignments

1 - Primary representative attendee 2 - Alternate representative attendee

Yucca Valley Town Council Meetings: 1st & 3rd Tuesdays at 6:00 p.m.

<http://www.yuccavalleyca.igmm2.com/Citizens/Calendar.aspx?From=1/1/2020&To=12/31/2020>

	1/21	2/4	2/18	3/3	3/17	4/7	4/21	5/5	5/19	6/2	6/16	7/7	7/21	8/4	8/18	9/1	9/15	10/6	10/13	11/3	11/17	12/1	12/15
Graham	1			2	1			2	1			2	1			2	1			2	1		
Hough	2	1			2	1			2	1			2	1			2	1			2	1	
Mayes		2	1			2	1			2	1			2	1			2	1			2	1
Stadum			2	1			2	1			2	1			2	1			2	1			2
Munsey																							

Mojave Water Agency Board Meetings: 2nd & 4th Thursdays at 9:30 a.m.

<http://www.mojavewater.org/agency-calendar.html>

	1/9	1/23	2/13	2/27	3/12	3/26	4/9	4/23	5/14	5/28	6/11	6/25	7/9	7/23	8/13	8/27	9/10	9/24	10/8	10/22	11/12	12/10
Graham	2			1	2			1	2			1	2			1	2			1	2	
Hough			1	2			1	2			1	2			1	2			1	2		
Mayes		1	2			1	2			1	2			1	2			1	2			1
Stadum	1	2			1	2			1	2			1	2			1	2			1	2
Munsey																						

Colorado River Regional Water Quality Control Board Meetings

http://www.swrcb.ca.gov/coloradoriver/board_info/agenda/

	1/16 at 10:00 a.m. Palm Desert	3/5 at 9:00 a.m. Location TBD	5/14 at 9:00 a.m. Palm Desert	6/11 at 9:30 a.m. HDWD	9/3 at 9:00 a.m. Palm Desert	11/12 at 9:00 a.m. City of El Centro
Graham		2	1		2	1
Mayes	1		2	1		2
Stadum	2	1		2	1	



Board of Directors Staff Report

Meeting Date: January 8, 2020

Submitted by: Ed Muzik

Presented by: Ed Muzik, General Manager

Agenda Section:

Subject:

DISTRICT REORGANIZATION

Recommendation:

The Board of Directors to approve the changes to the District's Organization Chart.

Fiscal Impact:

None

Background:

There are eight positions, Wastewater Chief Plant Operator (CPO), Director of Water Operations, Purchasing and Facility Manager, Communications and Legislative Officer, HR and Risk Manager, Chief Financial Officer (CFO), Construction Project Coordinator, and District Services Administer that report to the General Manager (GM) per the District's Org Chart. The Communications and Legislative Officer and HR / Risk Manager are temporarily reporting to the CFO. As the District continues to grow it make sense to reduce the number of direct reports to the GM. The Construction Project Coordinator position is changing to and Administrative Assistant to the CPO. Staff is recommending that the Chief Plant Operator and the District Services Administrator report to the Director of Water Operations and the Purchasing and Facility Manager report to the CFO.

Attachments:



Board of Directors Staff Report

Meeting Date: January 8, 2020

Submitted by: Lani Brown

Presented by: Lani Brown, Human Resource and Risk Manager

Agenda Section:

Subject:

REVIEW SPECIFIC DUTIES AND RESPONSIBILITIES FOR THE OPEN ADMINISTRATIVE ASSISTANT POSITION

Recommendation:

At the December 11, 2019 Board Meeting Director Hough requested detailed information on the duties and responsibilities that will be fulfilled by the person who is hired to fill the open Administrative Assistant position. This report is for information only – no Board action is required.

Fiscal Impact:

N/A – the position is budgeted

Background:

The District has three levels of Administrative Assistant positions (I, II and III) at job grades four, six, and eight. The job descriptions for these positions provide somewhat generic descriptions describing general secretarial/administrative work. At each job grade within the series, incumbents are expected to have higher skill sets and work more and more independently. The job descriptions were purposely designed to be somewhat generic because one Administrative Assistant might perform administrative duties in support of Water Operations while another might support staff in another area of the District.

The position that is currently open is Administrative Assistant I, job grade four. A copy of the job description is attached for review. The position will report to Jennifer Poland, Communications and Legislative Officer; however, the position will support all staff members working in the Administrative Office of the District. A list of specific duties this position will be completing includes:

- Scanning and filing work for the Human Resource, Finance, and Communications Departments.
- Scanning and filing work associated with the Sewer Project; transferring documents from EADOC filing system to Laserfiche.
- Assist with work associated with the employee activities such as in-house training, All Hands meetings, and employee activities such as the Holiday party and quarterly potlucks, as well as help assist preparing set up for education and public outreach events.
- Organizing, filing easement documents and maintain easement information within a spreadsheet.
- Assists in inputting and keeping contacts up to date in Outlook.
- Assists with retrieving customer and property mailing data through GIS and auditing zip codes.
- Organize Certificates of Insurance on file by company/vendor name and dates of coverage, scanning them into Laserfiche, and summarizing them in a spreadsheet. Track expiration dates and assure updated Certificate are received.

- Doing the clerical work associated with the sewer connections notices, rate increase notices, and assessment notices – merging the letters, stuffing the letters, hunting down correct addresses for returned items.
- Assist the billing department in getting ready to send out individual sewer bills –developing a spreadsheet listing property owners we cannot currently locate as well as ones with the corrected addresses. In a recent mailing to property owners we received 400 items back as “undeliverable.” To date, we have been able to locate 109 of 400 missing property owner addresses and have forwarded the mail to the new address and updated the database.
- Assist with the preparation of communication collateral such as bill inserts, flyers, etc.
- Going through outdated files and organizing them for destruction in accordance with District retention rules.
- Uploading and redacting of emails/documents required for various Public Information Requests.
- Assist the Board Secretary as needed preparing agenda packets and running errands for meetings (i.e. getting food, making copies, etc.).
- Getting quotes for various services (i.e. mailing projects).
- Surveying other entities regarding various procedures or processes.
- Assist with calendaring/scheduling activities.
- Assist with developing a uniform filing system for the District Electronic Filing System.
- Act as back up to the Board Secretary.
- Assist with Emergency Response/Disaster Preparedness related work.
- Make up New Employee Onboarding Packets as necessary.
- Work on special projects with various departments as needed – projects could include research, writing reports, developing spreadsheets, etc.
- Work with the Communications area assisting with various tasks such as World of Water Tours organization, Water Education event organization, continuing to assist with ongoing notifications, scheduling community meetings, etc.
- Train to assist the Purchasing area with putting together RFPs or assist with placing routine order placement
- As we get to the next phase of the sewer project and form the second Assessment District, this position will have plenty of work associated with getting everything up and running.
- Performs additional duties as assigned.

Attachments:

[Administrative Assistant I.pdf](#)



Hi-Desert Water District Classification Specification

Job Title: Administrative Assistant I

Job Grade: 4

FLSA Status: Non-Exempt

Date: August 31, 2016

JOB SUMMARY

Under the direction and supervision of a Manager, the Administrative Assistant I performs a variety of general clerical and administrative duties and assists with special projects. Specific responsibilities in the position include but are not limited to assisting Manager in scheduling of calendar; preparing routine correspondence, preparing materials for meetings and presentations under the direction and support of Manager; compiling data, preparing and reconciling reports.

SUPERVISION RECEIVED / EXERCISED

Receives general direction from a manager. May coordinate work with other staff members.

DISTINGUISHING CHARACTERISTICS

This class is the entry level in the Administrative Assistant series with responsibility for providing general clerical assistance to management staff. It is differentiated from the Administrative Assistant II in that incumbents are expected to work with moderate supervision and have responsibility for duties of basic to moderate complexity. This class is further distinguished from the Administrative Assistant II and III in that higher levels are responsible for more complex administrative action.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Performs general clerical duties and relieves staff of clerical details. Independently plans, organizes, and carries out administrative assignments.
- Assists the management team, and others as directed, with a variety of clerical, administrative, and customer service functions.
- Handles simultaneous assignments with close attention to detail, schedules, and deadlines.
- Assists with planning, preparation and execution of District meetings and events as directed. May include weekend, early morning and/or evening hours.

- Interfaces with internal departments and external entities to assist in the implementation of projects and programs.
- Researches, compiles, and organizes information and data for review and analysis; may provide recommendations for changes to policies or procedures.
- Assists with maintenance of calendars of District activities, meetings, and various events and schedules meetings; for changes to policies or procedures.
- Formats, proofreads, and produces final copy of a wide variety of reports, letters, memoranda, spreadsheets, and statistical charts. Prepares, maintains and organizes District forms, reports, documents in various media. Reviews drafts for punctuation, spelling, and grammar. Makes or suggests corrections to drafts. Composes original letters, memoranda, reports and arranges distribution copies of materials.
- Maintains District files in accordance with the Record Management Program, including the electronic document management system.
- May assist with administrative support for various committees: prepares, copies, and distributes meeting agendas and related materials, minutes, resolutions, or other documents; coordinates materials necessary for presentations at meetings.
- Sets up and breaks down meeting rooms and other resources for meetings.
- Exercises good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Establishes and maintains cooperative working relationships with all levels of employees, customers and vendors.
- Operates office equipment, copiers, postage machine, computers and fax machines.
- Runs errands as needed.
- Performs additional duties as assigned.

JOB SPECIFICATIONS

Knowledge

- Modern office practices, equipment, and procedures.
- General operations of a public agency.
- Principles and procedures of data organization, and records retention and maintenance.
- Microsoft Office including Word, Excel, Outlook, PowerPoint, and Publisher.
- Basic writing and communication skills. Basic level English usage, spelling, grammar, and punctuation.
- Basic arithmetical computations.
- Fundamental principles and practices of project management.
- Best practices in customer service.
- Appropriate safety precautions, procedures, practices and regulations.

Skills and Abilities

- Learn and perform a variety of office support assignments.

- Operate a computer workstation with basic skill level in Excel, Word, and Outlook. Type a minimum of 45 wpm.
- Carry on simultaneous assignments with close attention to detail, schedules, and deadlines.
- Critical thinking and decision making.
- Conduct research utilizing fundamental research principles.
- Prepare clear and concise reports, memos, and various other required documents.
- Perform basic design work for internal communications; assist in all aspects of public outreach events.
- Deal courteously and appropriately with the public.
- Establish and maintain cooperative working relationships with all levels of employees, customers, and vendors.
- Interpret and follow District codes, policies, and standards.
- Exercise good judgment.
- Maintain complete and accurate records and documentation.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both verbally and in writing.
- Use good judgment in determining when to elevate issues to the next level of supervision.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt and hazardous materials.
- Work at a desk for extended periods of time. Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight such as large binders, books, and small office equipment up to 15 pounds; hearing and vision within normal ranges with or without correction.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-on-one and group settings; regularly use a telephone and two-way radio for communication.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Use office equipment such as computer and keyboard, copiers, and fax machines; look at computer monitor for extended time periods.
- Travel by vehicle while conducting District business.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed government officials, media representatives, business and community leaders, employees, financial institutions, consultants, vendors, the public and others encountered in the course of work.
- Hearing and vision within normal ranges with or without correction.

QUALIFICATIONS

Education and/or Previous Work Experience

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- High School diploma or equivalent.
- One (1) to three (3) years of administrative/clerical experience in an office environment.

Highly desirable:

Office related training courses

College coursework

License / Certificate:

Possession of a valid Class C California driver's license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.

Other requirements:

Completion of and satisfactory results of pre-employment drug test, physical examination indicating fitness for duty, DMV record review, and background investigation.



Board of Directors Staff Report

Meeting Date: January 8, 2020

Submitted by: Jonathan Abadesco

Presented by: Jonathan Abadesco, Chief Financial Officer

Agenda Section:

Subject:

PIPELINE BID PACKAGE B1: CHANGE ORDER 005 and 006

Recommendation:

Staff recommends the Board of Directors authorize the General Manager to approve Change Order No. 005 and 006 for Pipeline Bid Package B1 in the credit amount of \$(15,844) and in the amount of \$20,110.

Fiscal Impact:

CO No. 5 - \$(12,844); CO No. 6 - \$20,110

Background:

CO No. 5 - The District decided to supply and install the shade canopy (in the amount of \$3,000) and remove that item from the contractor's scope of work. Thus, Pyramid Building & Engineering, Inc. (Pyramid) will not be required to supply the shade structure. Pyramid will issue a credit in the amount of \$(15,844).

CO No. 6 - The Engineer had to redesign the site layout due to the movement of the diversion manhole, which resulted in an additional 13' of 24" PVC sewer main excavation, shoring, installation, and backfill. In addition, the redesign included a correction to the actual angle of the influent sewer pipe, which should be site 10' to the west instead to the east. The associated costs for the site redesign amounted to \$20,110.

The total of Change Order 005 and 006 in the amount of \$(15,844), and \$20,110, resulted to a potential amended contract amount is \$2,373,874 .

Attachments:



Board of Directors Staff Report

Meeting Date: January 8, 2020

Submitted by: Jonathan Abadesco

Presented by: Jonathan Abadesco, Chief Financial Officer

Agenda Section:

Subject:

PIPELINE BID PACKAGE B2: CHANGE ORDER 007

Recommendation:

Staff recommends the Board of Directors authorize the General Manager to approve Change Order No. 007 Pipeline Bid Package B2 in the credit amount of \$(16,311).

Fiscal Impact:

\$(13,311)

Background:

The District decided to supply and install the shade canopy (in the amount of \$3,000) and remove that item from the contractor's scope of work. Thus, Sukut Construction, LLC (Sukut) will not be required to supply the shade structure. Sukut will issue a credit in the amount of \$(16,311).

The total of Change Order 007 in the amount of \$(16,311), and the potential amended contract amount is \$2,623,709 .

Attachments:



Board of Directors Staff Report

Meeting Date: January 8, 2020

Submitted by: Jonathan Abadesco

Presented by: Jonathan Abadesco, Chief Financial Officer

Agenda Section:

Subject:

PIPELINE BID PACKAGE B3: CHANGE ORDER 002 and 003

Recommendation:

Staff recommends the Board of Directors authorize the General Manager to approve Change Order No. 2 and 3 for Pipeline Bid Package B3 in the amount of \$4,750, and \$11,511, respectively.

Fiscal Impact:

CO No. 2 - \$4,750; CO No. 3 - \$11,511

Background:

CO No. 2 - Package B1 (Paxton Pump Station) and B2 (Barron Pump Station) utilize the same building design, which is an Easi Set building with a smooth finish interior, exterior walls, and an Outback style roof. The District requested that Bid Package B3 utilize the same building design. The change in cost amounted to \$4,750.

CO No. 3 - During the construction of Package B3 (Kickapoo Pump Station), it was found out that the original price quote was not representative of the final design requirements. In order to meet the requirements, TESCO agreed to provide an AccuEnergy Power monitor, change the main enclosed circuit breaker enclosure from a NEMA 3X to a NEMA 4x enclosure, and provide a pressure indicating transmitter with an isolatoin ring at an additional cost. The change in cost amounted to \$11,511.

The total of Change Order 002 and 003 are \$4,750, and \$11,511, respectively. The potential amended contract amount after CO 2 and 3 is \$2,081,168.

Attachments:



Board of Directors Staff Report

Meeting Date: January 8, 2020

Submitted by: Jonathan Abadesco

Presented by: Jonathan Abadesco, Chief Financial Officer

Agenda Section:

Subject:

PIPELINE BID PACKAGE D: CHANGE ORDER 0010

Recommendation:

Staff recommends the Board of Directors authorize the General Manager to approve Change Order No. 10 for Pipeline Bid Package D in the amount of \$187,265.

Fiscal Impact:

\$187,265

Background:

Sukut Construction, LLC (Sukut) encountered utilities and obstructions that were not shown on the contract drawings applicable for the months of July, August, and September 2019. Work consisted of hand digging to expose the obstructions, additional potholing and daylighting, machine excavating around the obstructions, backfilling, pulverizing additional thickness of AC, repair of existing berms, and associated materials, which are tracked on a time and material basis. . Total costs amounted to \$187,265.

The total of Change Order 0010 is \$187,265, and the potential amended contract amount is \$33,495,463.

Attachments:



Board of Directors Staff Report

Meeting Date: January 8, 2020

Submitted by: Mike Hayward

Presented by: Jonanthan Abadesco, Chief Financial Officer

Agenda Section:

Subject:

BLANKET PURCHASE ORDER

Recommendation:

Staff recommends the Board of Directors authorize the General Manager to approve a change order to purchase order #11801 in the amount of \$17,800.00 to cover invoices through 06-30-2020 for Accela accounting software.

Fiscal Impact:

\$17,800.00

Background:

July 1, 2019 staff created a purchase order in the amount of \$17,800.00 to cover quarterly maintenance cost for Accela accounting software through 12-30-2019. The presented increase will allow staff to pay invoices through 06-30-2020.

Attachments:



Board of Directors Staff Report

Meeting Date: January 8, 2020

Submitted by: Mike Hayward

Presented by: Ed Muzik, General Manager

Agenda Section:

Subject:

PURCHASE STANDBY GENERATOR

Recommendation:

Staff is recommending that the Board of Directors authorize the General Manager to accept a bid of \$26,937.50 from Generac Industrial Power for a standby generator.

Fiscal Impact:

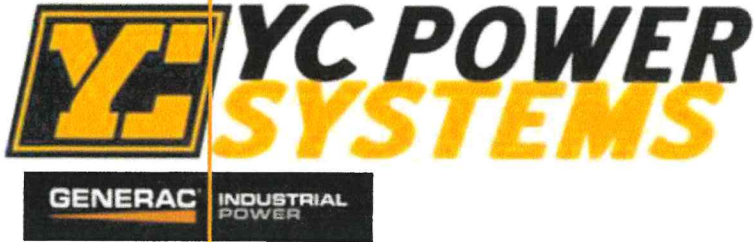
\$26,937.50

Background:

Included in this years budget is a standby generator for pneumatic 26 booster station. Staff formerly advertised for this item and sent emails to Genarac Industrial Power, Quinn Power Systems, and Cummins. Staff only received one bid from Generac Industrial Power in the amount of \$26,937.50. Previously staff had contacted all three companies and received preliminary numbers and Genarac was the lowest cost at that time.

Attachments:

[Generator Bid.pdf](#)



Los Angeles County

2615 Pellissier Place
City of Industry,
CA 91749
Phone (562) 463-8000
FAX (562) 463-8093

Inland Empire

8089 Cherry Ave.
Fontana, CA 92336
Phone (909) 428-3400
FAX (909) 428-9620

San Diego County

2870 Executive Ave.
Escondido, CA 92029
Phone (760) 480-5656
FAX (760) 480-4333

Orange County

15591 Computer Lane
Huntington Beach
CA 92705
Phone (714) 901-6290
FAX (714) 901-6291

Hawaii

DbA
Hawaiian Lift Truck, Inc.
1724 Kahai Street
Honolulu, HI 96819
Phone (808) 847-0624
FAX (808) 841-3706



Quotation QT20303486R1

12/12/19

To: Hi-Desert Water District
Attn: Mike Hayward

Project Name: Notice of Inviting Bid dated 12-6-19 / 80 kW LP Gas powered Genset

Thank you for your inquiry. Delivery of these units would be about 10 weeks. We are pleased to submit our quote as follows:

1 - Generac Industrial gaseous 9.0L V-8 engine-driven generator, consisting of the following features and accessories:

- Stationary Emergency-Standby rated
- 80 kW Rating, wired for 277/480 VAC three phase, 60 Hz
- Permanent Magnet Excitation
- With upsized 130 kW alternator
- Standard Weather Protective Enclosure, Steel
 - Industrial Grey Baked-On Powder Coat Finish
- UL2200
- EPA Certified
- SCAQMD
- H-100 Control Panel
 - Meets NFPA 99 and 110 requirements
 - Temp Range -40 to 70 degrees C
 - Digital Microprocessor:
 - Two 4-line x 20 displays, full system status
 - 3 Phase sensing, +/-0.25% digital voltage regulation
 - RS232, RS485 and Canbus remote ports
 - Waterproof connections
 - All engine sensors are 4-20ma for minimal interference
 - Programmable I/O
 - Built-in PLC for special applications
 - Engine function monitoring and control:
 - Full range standby operation; programmable auto crank, Emergency Stop, Auto-Off-Manual switch
 - Isochronous Governor, +/-0.25% frequency regulation
 - Full system status on all AC output and engine function parameters
 - Service reminders, trending, fault history (alarm log)
 - I2T function for full generator protection
 - Selectable low-speed exercise
 - HTS transfer switch function monitoring and control
 - 2-wire start controls for any 2-wire transfer switch
- LP Vapor fuel system
- Standard MLCB, 80% rated thermal-magnetic
 - 150 Amp
- Battery Charger, 10 Amp, NFPA 110 compliant, installed
- 110 AH, 925 CCA Group 31 Battery, with rack, installed
- Coolant Heater, 1500W, 120VAC
- Std set of 3 Manuals
- 120V GFCI and 240V Outlet
- Flex Fuel Line
- Standard 2-Year Limited Warranty
- SG0080KG269.0V18HPYYF

Price as quoted \$ 26,937.50

START & TEST INCLUDED (SEE DETAIL BELOW)
SALES TAX IS INCLUDED

Delivery Freight	\$ FOB 29 Palms
Start and Test	\$ included
Offloading and/or Setting	\$ not included
AQMD permit filing and fees	\$ Not Included (\$1,800.00)

NOTES

Estimated Delivery 10 weeks for orders placed this week

Prices valid for 30 days from above date

FOB: Yale Chase – Job Site

Yale/Chase offers air quality permitting services and generator maintenance agreements. Please inquire with your Yale/Chase representative providing this quote.

Specifications This quote may or may not meet all jobsite requirements. Please read any exceptions that we may have taken to the specification sections listed below. This quote is based on our understanding of your verbal specifications only, which are documented in our quotation. Any other specification sections may or may not comply.

Shipment

This price is for one (1) delivery F.O.B. jobsite on truck curbside unless noted. Off loading and placement of the goods shall be solely your responsibility. All deliveries are Monday through Friday 9:00 a.m. to 3:00 p.m. Second attempt deliveries or deliveries outside normal business hours will be invoiced as necessary. Deliveries to customer's site are subject to standby fees if the truck is not unloaded within one (1) hour of arrival at the customer's site. A standby fee of \$135.00 per hour will be charged for each hour the truck has to wait to be unloaded.

STARTUP & TEST

Yale/Chase will perform one (1) initial Startup & Test upon completion of installation by others if included in the quote. We will not perform a Startup & Test until you have properly completed the installation and returned our completed Installation Check List. Startup & Test conducted during normal business hours of 8:00 a.m. to 5:00p.m., Monday through Friday. Fuel for testing and filling is not included unless as noted in this quote. Startup & Test outside normal business hours will be invoiced as necessary.

1. One Startup & Test service call to the jobsite is included unless noted. Additional trips due to jobsite conditions beyond our control will be invoiced as necessary; this includes second trips because of improper or incomplete installation issues.
2. Start & Test will be conducted per specifications and using available building load unless noted. Building load should be available during startup & test so the generator can be adjusted properly for the building load. Additional trips to test with building load will be invoiced as necessary.

Permits and licenses

Permit costs (SCAQMD) are not included in this quote unless noted as such on quote. Yale/Chase Equipment & Services will assist in provide information as may be necessary for the acquisition of permits and licenses. Yale/Chase offers air quality permitting services at an additional charge if needed.

Not a Contractor

Yale/Chase Equipment & Services is a supplier of materials and related services; Yale/Chase Equipment & Services is not a contractor. Yale/Chase is not responsible for any part of the installation of the supplied equipment, including but not limited to the following: permits, meeting installation codes, pouring concrete, building of generator room, plumbing, piping, fuel, proper fuel supply, exhaust system installation, proper ducting, insulation, wiring, mounting, field painting, or anchoring of equipment. Retention is not acceptable.

Credit

Credit is subject to Yale/Chase Equipment & Services approval in its sole discretion. This quote in no way constitutes approval of credit.

General Terms of Payment – Subject to Credit Department Approval

Net on Invoice. unless otherwise noted.

FOB Point: Job Site unless otherwise noted.

TERMS OF THE SALE

Unless otherwise specifically stated, terms are net10 days on invoice based on the date of invoice. F.O.B. delivered, sales or use taxes, any type of property tax or any manufacturer's or other excise tax levied by federal, state or municipal government or any sub-division thereof, are the liability of the purchaser and if paid by the seller are rechargeable to the purchaser. All sales are subject to the approval of our credit department. This and all subsequent purchases are payable to Yale/Chase Equipment & Services, Inc. located in City of Industry, CA. The seller reserves the right to cancel this contract and collect fees as noted in "cancellations" upon:

1. Breach of contract by the purchaser.
 2. Failure by purchaser to make payments as required.
 3. Insolvency or bankruptcy of the purchaser the seller may require advance payment for security or may cancel an order if the seller, in good faith, doubts the purchaser's ability to pay in general.
- No terms contained in the purchaser's purchase order, shipping request or other communications shall vary the terms and conditions of this agreement, expressed herein, whether or not shipment of the goods followed receipt of such purchase order or any other communication.

PAYMENT BY CREDIT CARD

Yale/Chase Equipment & Services, Inc. charges transaction fees when payment is received by credit card. This policy applies to all equipment purchases and accounts with balances. The fees are 3% for American Express and 3% for Visa/MasterCard.

ACCEPTANCE

All quotations are subject to prompt acceptance and transmittal of order. Prices are subject to change without notice unless otherwise stated. This quote is good for at least 30 days from issue date. Contracts and agreements are not valid unless approved and accepted in writing in the corporate office in City of Industry, CA. All contracts shall be deemed to have been executed in California.

PURCHASE /FACTORY ORDER POLICY

Orders will be placed at the factory only after the signed quotations and/or purchase orders are returned to Yale/Chase.

STORAGE FEES

Units stored beyond 15 days of originally scheduled delivery date will be charged 3% of the sell price per month.

WARRANTIES

The seller's liability is limited to making good defects in workmanship or material under the manufacturer's warranty and shall not exceed the purchase price of the defective item. The seller in no event shall be liable for damages to persons or property arising out of the use of items sold. The equipment must have reasonable means and access for warranty repair to be done. This includes the means and access for removal of the complete generator assembly and/or major components. If reasonable access is not provided, additional charges not covered by warranty will apply. This warranty supersedes all prior assurances, written or oral made by the seller, its agents or representatives.

PERFORMANCES

Information provided concerning performance of equipment listed hereon are engineering estimates only and no guarantee to meet such specifications is to be implied.

CONFIDENTIAL INFORMATION

This proposal as well as all information therein, including prints, brochures, etc., are confidential and intended only for the purchaser's use and are not to be used in any way detrimental to the seller.

DELAYS

Deliveries under all contracts and agreements are contingent upon acts of providence, strikes, accidents, governmental priority regulations and other causes of delay beyond the seller's control, and in no event will the seller be liable for consequential delays or losses.

DELAYS OF PAYMENT TO THE SELLER

Payment is due to Yale/Chase upon the agreed terms as listed in the quote. Yale/Chase is responsible for providing the equipment and services as listed in the quote and is not an installation contractor. Yale/Chase is not responsible for cancellations or delays in construction, equipment not being ready for startup as scheduled, improper installation per the equipments installation guidelines, not possessing the proper permits, not meeting NEC, NFPA or any other local or national codes as it pertains to the equipment installation. A fee will be charged of 3% of the equipment cost per month beyond 15 days of the terms listed in the quote for delays in payment for any of the listed reasons.

DELIVERIES

Approximate lead time is 10 weeks ARO. Promises of delivery are given as accurately as conditions will permit, but seller does not guarantee to accomplish shipments on date or dates mentioned.

Thank you for this opportunity to quote GENERAC products. Please call if we may answer any questions, or be of further service.

Submitted By,
YC Power Systems


Paul Crafts
EPG Sales Engineer
8089 Cherry Avenue
Fontana, CA 92336
Cell (562) 639-3145 (best way to reach me by phone)
Office (909) 428-3400
Fax # (951) 247-4579
paulc@valechase.com
www.valechase.com

Acknowledgement QT20303486R1

Prior to ordering equipment, please sign and return as a confirmation of the above terms & conditions.

Acknowledgement:

Accepted By: _____

Firm Name: _____

Customer P.O.: _____ Date: _____



Board of Directors Staff Report

Meeting Date: January 8, 2020

Submitted by: Jonathan Abadesco

Presented by: Jonathan P. Abadesco, Chief Financial Officer

Agenda Section:

Subject:

FINANCIAL STATEMENTS FOR THE MONTH ENDED SEPTEMBER 30, 2019

Recommendation:

FOR INFORMATION ONLY

Fiscal Impact:

N/A

Background:

Staff has reviewed the revenues, expenses and changes in net position for the water fund through September 2019. Attached is the unaudited Statement of Revenues, Expenses, and Changes in Net Position for three months for fiscal year ending June 2020.

The overall results for the three months ending in September 2019 reflect a change in the net position of \$(389,663) compared to the budgeted change in net position through September 2019 of \$(81,261).

Attachments:

[September 2019 Financial Statements - Water Fund.pdf](#)

Hi-Desert Water District
Statement of Revenues, Expenses and Changes in Net Position - Water Fund
For the Quarter Ended September 30, 2019
(UNAUDITED)

	QUARTER ENDED SEPTEMBER 2019			YEAR TO DATE - SEPTEMBER 2019		
	Budget	Actual	Variance Fav / (Unf)	Budget	Actual	Variance Fav / (Unf)
Operating revenues	\$ 2,330,840	2,492,992	162,152	2,330,840	2,492,992	162,152
Less: Operating expenses	(2,609,043)	(2,739,170)	(130,127)	(2,609,043)	(2,739,170)	(130,127)
Operating income before depreciation & amortization	(278,203)	(246,178)	32,025	(278,203)	(246,178)	32,025
Less: Depreciation & amortization	(535,670)	(535,670)	(0)	(535,670)	(535,670)	(0)
Operating income / (loss)	(813,872)	(781,848)	32,025	(813,872)	(781,848)	32,025
Non-operating revenue / (expense), net	668,432	318,863	(349,569)	668,432	318,863	(349,569)
Net income / (loss) before capital contributions	(145,441)	(462,985)	(317,544)	(145,441)	(462,985)	(317,544)
Capital contributions	64,180	73,322	9,142	64,180	73,322	9,142
Change in net position	(81,261)	(389,663)	(308,402)	(81,261)	(389,663)	(308,402)
Net position, beginning of period		41,090,454			41,090,454	
Net position, end of period	\$	40,700,790			40,700,790	

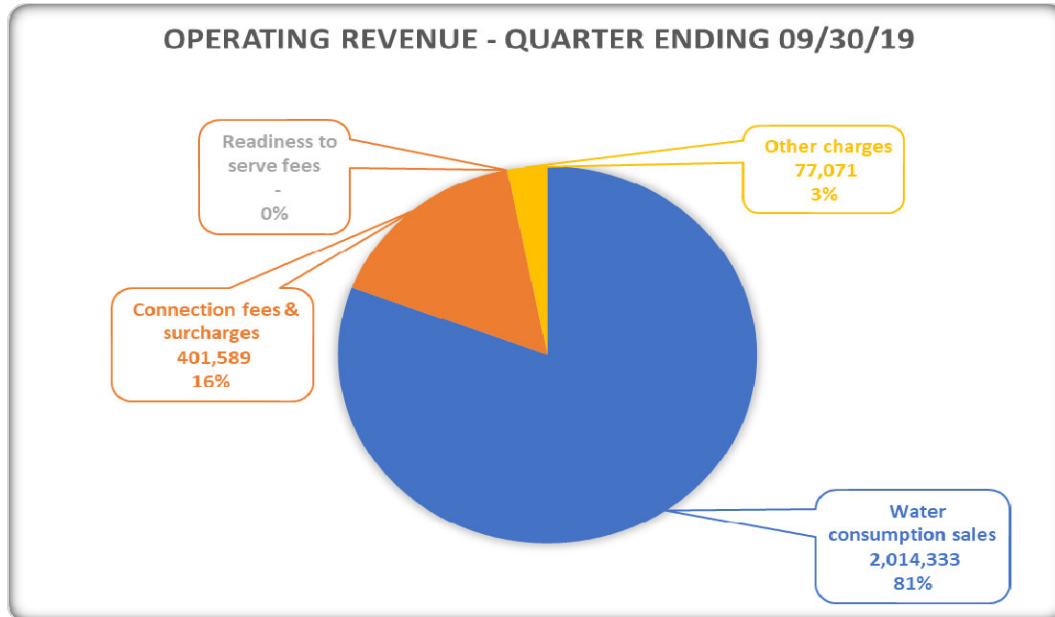
Hi-Desert Water District
Operating Revenues
For the Quarter Ended September 30, 2019
(UNAUDITED)

	QUARTER ENDED SEPTEMBER 2019			YEAR TO DATE - SEPTEMBER 2019			Notes
	Budget	Actual	Variance Fav / (Unf)	Budget	Actual	Variance Fav / (Unf)	
Operating revenues:							
1 Water consumption sales	\$ 1,812,897	2,014,333	201,435	1,812,897	2,014,333	201,435	1
2 Connection fees & surcharges	398,148	401,589	3,440	398,148	401,589	3,440	
3 Readiness to serve fees	45,404	-	(45,404)	45,404	-	(45,404)	1
4 Other charges	74,391	77,071	2,680	74,391	77,071	2,680	
5 Total operating revenues	\$ 2,330,840	2,492,992	162,152	2,330,840	2,492,992	162,152	

Notes:

1 **Water consumption sales** for the 1st quarter exceeded the budget by \$201K.

Standby fees is zero for the 1st quarter primarily due to timing difference of payments received and recorded from the County of San Bernardino

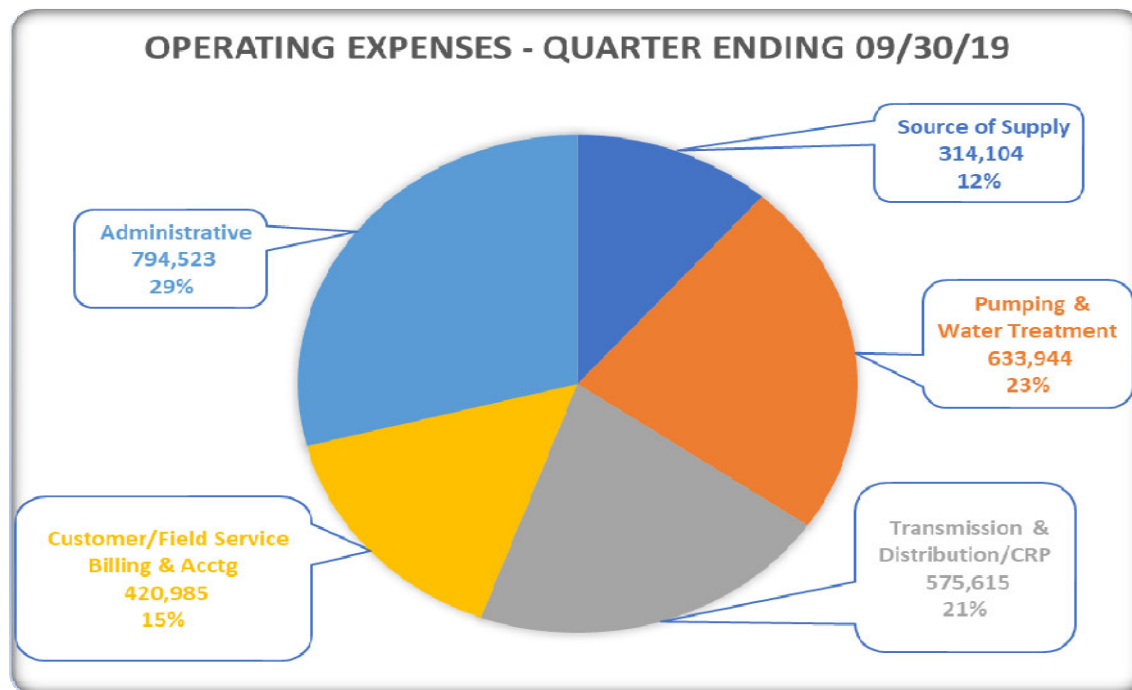


Hi-Desert Water District
Operating Expenses
For the Quarter Ended September 30, 2019
(UNAUDITED)

	QUARTER ENDED SEPTEMBER 2019			YEAR TO DATE - SEPTEMBER 2019			Notes
	Budget	Actual	Variance Fav / (Unf)	Budget	Actual	Variance Fav / (Unf)	
Operating expenses:							
6 Source of supply	\$ 480,375	314,104	166,271	480,375	314,104	166,271	2
7 Pumping & water treatment	538,865	633,944	(95,079)	538,865	633,944	(95,079)	3
8 Transmission & distribution/CRP	411,866	575,615	(163,749)	411,866	575,615	(163,749)	4
9 Customer service/Billing/Acctg	342,883	420,985	(78,102)	342,883	420,985	(78,102)	5
10 Administrative/Engineering	835,055	794,523	40,533	835,055	794,523	40,533	
11 Total operating expenses	\$ 2,609,043	2,739,170	(130,127)	2,609,043	2,739,170	(130,127)	

Notes:

- 2 **Source of supply** . Actual purchases accounts for 497 AF, where the budget amount is 253 AF more. Less water purchase was made to control nitrate levels to normal levels.
- 3 **Pumping & Water Treatment** . Actual amount exceeded budgeted amount due to payment of CalPERS Unfunded amount (allocated portion of \$86K), and increase in radio read meters of \$10K.
- 4 **Transmission & Distribution** . Actual amount exceeded budgeted amount due to payment of CalPERS Unfunded amount (allocated portion of \$118K), increase in leases and rents for 2 months for the excavator, and personnel costs of \$30K.
- 5 **Customer service/billing/acctg** . Actual amount exceeded budgeted amount due to payment of CalPERS Unfunded amount (allocated portion of \$78K).



Hi-Desert Water District
Non-Operating Revenues (Expenses), net
For the Quarter Ended September 30, 2019
(UNAUDITED)

	QUARTER ENDED SEPTEMBER 2019			YEAR TO DATE - SEPTEMBER 2019			Notes
	Budget	Actual	Variance Fav / (Unf)	Budget	Actual	Variance Fav / (Unf)	
Non-operating revenue / (expense):							
15 Property taxes and assessments	\$ 398,241	-	(398,241)	398,241	-	(398,241)	6
16 Interest earnings	30,014	18,564	(11,450)	30,014	18,564	(11,450)	
17 CRP Surcharge	268,559	267,491	(1,068)	268,559	267,491	(1,068)	
18 Morongo Basin Project surcharge	-	51,217	51,217	-	51,217	51,217	
19 Lease payment - Morongo Basin	-	-	-	-	-	-	
20 Interest Exp-Bond, Series 2013	(34,895)	(34,362)	533	(34,895)	(34,362)	533	
21 Other non-operating revenues, net	6,512	15,952	9,440	6,512	15,952	9,440	
22 Total non-operating revenues (expenses), net	\$ 668,432	318,863	(349,569)	668,432	318,863	(349,569)	

Notes:
6 Property Taxes and Assessment . Payments from the County of San Bernardino are not yet received as of September 2019.

Hi-Desert Water District
Capital contributions
For the Quarter Ended September 30, 2019
(UNAUDITED)

		QUARTER ENDED SEPTEMBER 2019			YEAR TO DATE - SEPTEMBER 2019			
Capital contributions:		Budget	Actual	Variance Fav / (Unf)	Budget	Actual	Variance Fav / (Unf)	
25	Meter sales	\$ 54,180	54,180	-	54,180	54,180	-	7
26	New installations	10,000	19,142	9,142	10,000	19,142	9,142	
27	Total capital contributions	\$ 64,180	73,322	9,142	64,180	73,322	9,142	

Notes:

7 **Meter sales** . On target, 10 sold meters for the 1st quarter of FY2019/2020.

Hi-Desert Water District
Statement of Net Position - Water Fund
For the Quarter Ended September 30, 2019
(UNAUDITED)

Assets:

Current assets	\$	15,772,661	
Non-current assets		<u>37,715,293</u>	
Total assets			<u>53,487,954</u>
Deferred outflows of resources			<u>1,603,966</u>

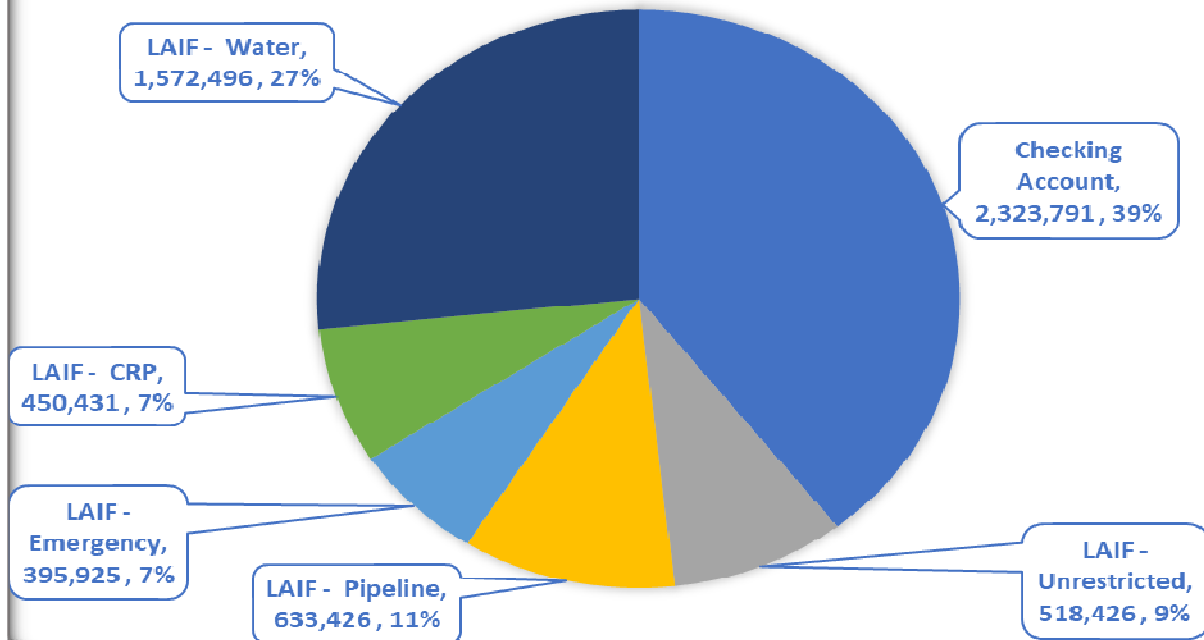
Liabilities and Net Assets:

Current liabilities		2,112,123	
Non-current liabilities		<u>12,136,035</u>	
Total Liabilities			<u>14,248,158</u>
Deferred inflows of resources			<u>142,971</u>
Net position:			
Total net position			<u><u>40,700,791</u></u>

Hi-Desert Water District
Statement of Net Position - Water Fund
For the Quarter Ended September 30, 2019
(UNAUDITED)

	A	B	C	D
<u>Assets and Deferred Outflows of Resources:</u>				
Current assets:				
Cash and cash equivalents	\$ 5,338,128			
Accounts receivable , net	1,483,766			
Inventory	717,404			
Prepaid - pipeline	720,409			
Prepays - other	149,896			
Accounts Rec - Wastewater	7,328,722			
Other current assets	34,337			
Total current assets		15,772,661		
Non-current assets				
Capital assets - not being depreciated				
Construction in process	1,307,691			
Depreciable capital assets, net				
Land	806,803			
Easements	337,851			
Wells, boosters, tanks, mains, hydrants & meters	55,327,713			
Equipment	7,839,255			
Recharge ponds & pipeline	3,474,804			
Site #3	2,459,164			
Blending Facility	792,739			
Nitrate facility	2,738,124			
Less: accumulated depreciation	(37,368,851)			
Total depreciable capital assets, net	36,407,601			
Total non-current assets		37,715,293		
Total assets			53,487,954	
Deferred outflows of resources				
Deferred Outflows - CalPERS Pension		1,424,028		
Deferred Outflows - OPEB		179,938		
Total deferred outflows of resources			1,603,966	
Total assets and deferred outflows of resources				55,091,920
<u>Liabilities, Deferred Inflows of Resources and Net Position</u>				
Current liabilities				
Accounts payable	678,986			
Accrued liabilities	553,313			
Loans, bonds and notes payable, current portion	450,000			
Customer deposits & prepaid meters	429,824			
Total current liabilities		2,112,123		
Non-current liabilities				
Loans, bonds and notes payable	2,025,000			
Bond Premium	272,739			
Net OPEB Liability - GASB 75	4,398,060			
Net Pension Liability - CalPERS	5,440,236			
Total non-current liabilities		12,136,035		
Total Liabilities			14,248,158	
Deferred inflows of resources				
Deferred Inflows - CalPERS			142,971	
Net position:				
Net investment in capital assets	36,407,601			
Restricted	-			
Unrestricted	4,293,190			
Total net position			40,700,791	
Total liabilities, deferred inflows of resources and net position	\$			55,091,920

BREAKDOWN OF CASH & RESERVES SEPTEMBER 2019





Board of Directors Staff Report

Meeting Date: January 8, 2020

Submitted by: Jonathan Abadesco

Presented by: Jonathan Abadesco, Chief Financial Officer

Agenda Section:

Subject:

SEWER ASSESSMENT FEES - PACKAGE TREATMENT PLANT (WALMART)

Recommendation:

Staff is recommending that the Board approve the sewer assessment fee for Walmart in the amount of \$958,769. Staff is also recommending that the Board approve the sewer assessment fees for Panda Express, and Taco Bell, in the amount of \$180,202, and \$75,644, respectively.

Fiscal Impact:

TBD

Background:

On December 11, 2019, Staff requested information and direction from the Board regarding the policy for package treatment systems (where sewer assessment capacity fees will be calculated based on water usage) hooking into the centralized sewer system. The District's first assessment was based upon water usage for all properties. Staff believes that all properties with package treatment plants should be handled in the same manner. The Board agreed with staff recommendation that all properties should be based upon water usage.

Walmart (APN No. 0601-201-54) has a shared lateral with Panda Express (APN No. 0601-201-52), and Taco Bell (APN No. 0601-201-53). Thus, both Panda Express and Taco Bell will connect through the shared lateral. Sewer assessment for the three (3) commercial properties was calculated based on water usage. The calculations were reviewed by the District's Assessment Engineers' Webb Municipal Finance.

The three (3) commercial properties will each sign the voluntary increase assessment agreement (agreement), which was approved by the Board on July 25, 2018. Once signed, the agreement will be an attachment to the notice of assessment lien.

Staff is recommending that the Board approve the sewer assessment fees for Walmart, Panda Express, and Taco Bell in the amount of \$958,769, \$180,202, and \$75,644, respectively.

Attachments:

[Agreement re increasing assessments \(2018\) - Hi-Desert Water District-c1.pdf](#)

VOLUNTARY INCREASED ASSESSMENT AGREEMENT

THIS VOLUNTARY INCREASED ASSESSMENT AGREEMENT (“Agreement”) is entered into as of _____, 20__, between _____, (“Participant”) and the **Hi-Desert Water District**, a county water district organized pursuant to California Water Code sections 30000 et seq. (“District”) (collectively referred to as “Parties”).

RECITALS

A. The District is authorized to provide wastewater collection and treatment services to properties located within the jurisdictional boundaries of the District, and is constructing and/or acquiring certain infrastructure and improvements for the purpose of continuing to provide such services, including a Wastewater Reclamation Facility (the “Improvements”).

B. In order to finance the Improvements, the District previously formed its Assessment District No. 2014-1 (“AD 2014-1”) in accordance with notice, protest, and ballot procedures required under article XIII D, section 4 of the California Constitution (“Article XIII D”), and Division 12 of the Streets and Highways Code of the State of California (the “Municipal Improvement Act of 1913” and, collectively, the “Assessment Law”).

C. Participant is the owner of certain real property within the AD 2014-1 boundary more particularly described in Exhibit A hereto, and may or may not currently pay an assessment required by AD 2014-1 for such property (the “Original Assessment”). Due to the change of use and/or determination to include additional connections to the District’s wastewater system on the Property, as a result of a desire to subdivide the Property or for some other reason, Participant now wishes to increase the capacity allotted to the Property. In order to increase the capacity allotted to the Property, Participant would be required to pay certain upfront fees and charges, including capacity fees and charges imposed by the District.

D. Typically, fees and charges due for increasing capacity to property are due at the time a connection is made to the wastewater system. Instead, Participant wishes to finance such costs by increasing the Original Assessment imposed on the Property by AD 2014-1 (“Increased Assessment”).

E. Chapter 4.5 of the Municipal Improvement Act of 1913 authorizes the District to make certain changes to AD 2014-1, including increases to the Original Assessment. Unless waived by Participant, a change and modification proceeding is required to be undertaken by the District in order to increase the Original Assessment and modify the Engineer’s Report prepared for AD 2014-1 accordingly, and the Increased Assessment is subject to an assessment ballot protest proceeding pursuant to Article XIII D, section 4 of the California Constitution (the “Modification Proceedings”).

F. In consideration for increased capacity and for allowing Participant to finance the costs of such increased capacity over the remaining life of AD 2014-1, instead of paying such costs as an upfront cost, Participant wishes to waive any requirements for notice, protest, or balloting proceedings required under the Modification Proceedings, including requirements under the Municipal Improvement Act of 1913 and under Article XIII D. In recognition of the fact that the

Increased Assessment is for the benefit of Participant, Participant further wishes to advance the costs of associated with the Increased Assessment on the Property.

NOW, THEREFORE, the District and the Participant agree as follows:

Section 1. **Recitals.** The foregoing Recitals are true and correct.

Section 2. **Participant's Obligations.**

(a). **Advances to the District for Agreement Expenses.** Participant shall, immediately upon execution of this Agreement, advance the initial sum of \$_____ (the "Advance") to the District to be used for reimbursing the District for the costs associated with preparing and entering into this Agreement, and for the costs of implementing this Agreement and the Increased Assessment. If monies in addition to the Advance are necessary for such purposes, the District shall as necessary and from time to time make written demand upon Participant and Participant shall immediately thereafter, within five (5) working days, deposit said monies with the District to pay for such additional administrative expenses described in this section 2(a). If any such additional monies are not timely received, all actions taken for the implementation of this Agreement shall, at the option of the District and after providing written notice of such suspension to Participant, be suspended until such monies are received or canceled.

(b). **Reserved.**

Section 3. **District's Obligations.**

(a). **Calculation of Assessment.** Upon receipt of the Advance, the District shall calculate the Increased Assessment, and shall notify the Participant in writing of such amounts. The amount of the Increased Assessment may be adjusted pursuant to Section 3(e).

(b). **Implementation of Agreement.** The District shall take all actions necessary to impose the Increased Assessment as set in Section 2 and in Exhibit B hereto, following (i) execution of this Agreement by the Parties, and (ii) payment by Participant of the Advance to the District. The District shall work with the District's Engineer to amend the Engineer's Report relating to AD 2014-1 to include the Increased Assessment for the Property.

(c). **Use and Administration of the Participant Advances.** The District shall use the Participant advances, including the Advance, solely for the payment of expenses relating to implementation of this Agreement and the Increased Assessment. The District agrees to keep records consistent with its regular accounting practices of the amount of monies advanced by the Participant and the expenditure of such monies. Additionally, the District shall enter into and maintain contracts with all consultants providing services related to the implementation of this Agreement and the Increased Assessment that shall specify the scope of services and compensation to be paid to all such consultants. Such records and contracts shall be available for copying by the Participant at Participant's expense, and review during normal business hours upon reasonable notice to the District. If the proceedings to establish the Increased Assessment are not completed and are abandoned by either Party hereto for any reason at any time prior to the completion thereof, there will be no obligation on the part of the District

to reimburse Participant for any monies previously advanced pursuant to this Agreement; provided, however, the District does agree to return to Participant any monies previously advanced which remain on deposit with the District and which the District determines are in excess of the amount necessary to pay for any outstanding expenses previously incurred by the District for the purposes of implementing this Agreement and the Increased Assessment.

(d). **Capacity Reservation.** With the execution of this Agreement and with payment by Participant of all amounts required under this Agreement, District shall reserve capacity in its wastewater system for the Property, as indicated in Exhibit B hereto.

(e). **Adjustments to Increased Assessment for Actual Water Usage.** Pursuant to Section 6.50.040 of the Hi-Desert Water District Code, the District may increase or decrease the amount due from property owners for capacity based upon 12 months of actual, recorded water usage, beginning 12 months after such property's connection to the system or expansion of an existing connection. As such, the District shall monitor actual water usage for the Property for a 12 month period, commencing 12 months after the Property's capacity in the system is increased pursuant to this Agreement. Based on such actual water usage data, the District shall notify the Participant if the Increased Assessment must be increased or decreased to account for the actual capacity necessary for the Property, and shall further provide a revised Increased Assessment to the Participant. The Participant understands and agrees that no further action shall be necessary on the part of the District to increase or decrease the Increased Assessment, and agrees to pay such amount as provided herein.

(f). **Use of Increased Assessment Revenue.** Any amounts collected pursuant to the Increased Assessments authorized herein (which amounts shall not include any Participant Advance authorized pursuant to Section 2(a)) shall be deposited in the same manner as the Original Assessments authorized to be levied by AD 2014-1, and shall be used only for the purposes authorized for Original Assessments levied by AD 2014-1.

Section 4. **Participant's Representations.** Participant hereby represents as follows:

(a). Participant understands and acknowledges that:

1. California Constitution, article XIII D, section 4 ("Article XIII D") establishes certain procedural and substantive requirements which apply when any local agency, such as the District, imposes a new or increases an existing property-related assessment, such as the Increased Assessment for AD 2014-1.

2. The procedural requirements of Article XIII D include, among other things, the following:

A. The local agency shall identify the parcels upon which the assessment shall be imposed and provide written notice by mail of the proposed assessment to the record owner of each identified parcel.

B. The notice shall identify (i) the amount of the assessment; (ii) the basis upon which the amount was calculated; (iii) the reason for the

assessment; and the (iv) date, time, and location of a public hearing on the proposed assessment.

3. The substantive requirements of Article XIII D include, among other things, the following:

A. The local agency shall conduct a public hearing upon the proposed assessment not less than 45 days after mailing the notice of the public hearing and the proposed assessment, accompanied by an assessment ballot whereby the owner of property proposed to be assessed may express such owner's support for or opposition to such assessment. After the public hearing has been closed, the public agency shall tabulate all assessment ballots received prior to the closure of the public hearing. The agency shall not impose the assessment, if there is a majority protest. A majority protest exists if the assessment ballots submitted in opposition to the levy of assessments outweighs the assessment ballots submitted in support to the levy of the assessments. Each assessment ballot is weighted according to the amount of the assessment proposed to be levied on the parcel for which such assessment ballot has been submitted.

B. Revenues derived from any assessment shall not exceed the special benefit provided to the property and improvements.

C. Revenues derived from the assessment shall not be used for any purpose other than that for which the assessment was imposed.

D. The amount of the assessment levied on a parcel shall not exceed the special benefit received by such parcel from the improvements being financed by such assessment.

4. The description of the procedural and substantive requirements established by and contained in Article XIII D set forth above are intended only to summarize certain of such procedural and substantive requirements.

5. The District would not agree to impose the Increased Assessment without the Public Hearing specified in paragraph 3.A. above unless the Participant waives Participant's right under Article XIID to have the Public Hearing.

(b). Participant has had a reasonable opportunity to thoroughly read and review Article XIII D and the Municipal Improvement Act of 1913 in their entirety and has further had a reasonable opportunity to consult with Participant's attorney regarding Article XIII D and the Municipal Improvement Act of 1913, and the terms and conditions of this Agreement.

(c). In consideration of the District's willingness to finance Participant's costs for increased capacity through the Increased Assessment, Participant hereby knowingly and voluntarily waives Participant's rights under Article XIII D to have the Public Hearing held subject to the requirements set forth above and to submit a ballot in favor of or in opposition to the Increased Assessment, as well as Participant's rights under the Municipal Improvement Act of 1913. Participant also knowingly and voluntarily waives the right to file or bring any protest,

complaint or legal action of any nature whatsoever challenging the validity of the proceedings to form AD 2014-1 and/or the validity of the imposition of the Increased Assessment on the Property. In order that the District may be assured of its ability to legally impose the Increased Assessment on the Property and, therefore, be willing to enter into this Agreement, Participant represents and warrants that Participant has knowingly, intelligently and voluntarily waived for and on behalf of Participant, Participant's successors, heirs, assigns and/or transferees, each and every one of the rights specified in this Section 4.

Section 5. **Effect of Agreement.** Nothing contained herein shall be construed as releasing Participant from any condition of or requirement imposed by formation of AD 2014-1 or imposition of the Original Assessment, or any other agreement with the District or by any law rule, or regulation of the District, the County of San Bernardino, the State of California, or the federal government respecting the Property.

Section 6. **Miscellaneous Provisions.**

(a) **Applicable Law.** This Agreement and any disputes relating to this Agreement shall be construed under the laws of the State of California.

(b) **Venue.** In the event of any legal or equitable proceeding to enforce or interpret the terms or conditions of this Agreement, the parties agree that venue shall lie only in the federal or state courts in or nearest to the Eastern Division of the Central Judicial District of California if in Federal Court, or in the fourth appellate district, division 2, if in California state court.

(c) **Modification.** This Agreement may not be altered in whole or in part except by a modification, in writing, signed by the parties hereto.

(d) **Entire Agreement.** This Agreement, together with all the exhibits attached hereto and thereto, contains all the representations and the entire understanding between the parties. The parties mutually declare that there have not been any oral promises or agreements not contained in this Agreement. Participant further expressly agrees that Participant has not relied upon any oral promises or oral agreements of anyone connected with the District in executing this Agreement.

(e) **Binding Effect.** This Agreement shall inure to the benefit of a binding upon the parties and their respective purchasers, successors, heirs, and assigns.

(f) **Unenforceable Provisions.** The terms, conditions, and covenants of this Agreement shall be construed whenever possible as consistent with all applicable laws and regulations. To the extent that any provision of this Agreement, as so interpreted, is held to violate any applicable law or regulation, the remaining provisions shall nevertheless be carried into full force and effect and remain enforceable.

(g) **Representation of Capacity to Contract.** The party signing this Agreement on behalf of Participant hereby expressly warrants and represents that he/she has the authority to execute this Agreement on behalf of the Participant.

(h) **Opportunity to be Represented by Independent Counsel.** Participant warrants and represents that he/she has been advised to consult independent legal counsel of Participant's own choosing and has had a reasonable opportunity to do so prior to executing this Agreement. Participant further warrants and represents that he/she has carefully read all of this Agreement and has executed this Agreement voluntarily and with full understanding of all terms and conditions herein.

(i) **Notices.** All letters, statements, or notices required pursuant to this Agreement shall be deemed effective upon receipt when personally served or sent certified mail, return receipt requested, to the following addresses:

To Participant:

[Insert contact information]

To District:

Hi-Desert Water District
ATTN: General Manager
55439 29 Palms Hwy.
Yucca Valley, CA 92284

(j) **Attorney's Fees.** In the event any action or proceeding is filed by anyone to challenge, invalidate, interpret or enforce this Agreement, the prevailing party between the District and the Participant shall be entitled to recover all attorney's fees and litigation expenses in addition to all other relief afforded by applicable law.

(k) **Recordation.** Upon execution of this Agreement by the parties hereto, District shall cause a Notice of Assessment, an Amended Notice of Assessment, and/or any other necessary and appropriate document to be recorded in the office of the County Recorder of the County of San Bernardino.

HI-DESERT WATER DISTRICT

PARTICIPANT

By:

Ed Muzik
General Manager

By:

[INSERT NAME OF PARTICIPANT]

ATTEST:

By:

Board Secretary

APPROVED AS TO FORM:

By:

John Brown
General Counsel

ATTACHMENT A

DESCRIPTION OF PROPERTY

[insert legal description of Property]

ATTACHMENT B

CALCULATION OF INCREASED CAPACITY AND INCREASED ASSESSMENT

[insert increased capacity requirements, amounts due for such increased capacity, and amounts to be financed]



Board of Directors Staff Report

Meeting Date: January 8, 2020

Submitted by: Codi Mix

Presented by:

Agenda Section:

Subject:

FUTURE REQUESTED AGENDA ITEMS

Recommendation:

Review future agenda items requested by the Board.

Fiscal Impact:

N/A

Background:

N/A

Attachments:

[Matrix.pdf](#)

FUTURE AGENDA ITEMS REQUESTED BY THE BOARD

DATE LAST UPDATED: 11/21/2019

No.	Item Requested	Requestor	Date Requested on	Assigned to
1	Policy for package treatment system commercial sewer hook-up/cost change over	Graham	2/4/15	Ed
2	Solar Power Energy/Reduce Carbon Footprint	Stadum	10/19/16	Ed
3	New Admin Building for the District (5-10 years)	Graham	7/11/18	Ed
4	Ongoing: Strategic Plan update every six months	Munsey	11/14/18	Ed
5	Look into adding handicap accessible features to front doors of building	Graham	11/14/18	Ed/Mike
6	Discuss reserve funds	Munsey	12/12/18	Jonathan
7	Look into life coaching programs for employees, such as holding a workshop	Graham	12/12/18	Lani
8	Director Hough requested an update on grants applied for through Mojave Water Agency.	Hough	3/5/19	Ed
9	Change Board Meetings time to 7:30 am-9:00 am.	Hough	3/27/19	Jennifer
10	President Munsey requested that a future Ad Hoc meeting be scheduled for the Energy Committee prior to the rate study being completed.	Munsey	3/5/19	Jennifer
11	2+2 Meeting with the Town of Yucca Valley regarding the paving of the roads - show paving presentation and discuss next phases	Munsey	5/22/19	Ed
12	Report on the CIP plan update and progress	Munsey	5/22/19	Jonathan
13	Report on possibility of remote positions	Hough	8/14/19	Lani

[illegible]