

JUNIPER RIVIERA COUNTY WATER DISTRICT

BOARD OF DIRECTORS REGULAR MEETING MEETING MINUTES – NOVEMBER 16, 2023

Board of Directors

Present: Erin D’Orio, President; Jason Chormicle, Vice President; Waldo Stakes, Director; Eric Engleman, Director
Absent: Brad Pace, Director

Staff: Present: Lorrie L. Steely, General Manager; Lee Logsdon, Director of Operations

CALL TO ORDER/FLAG SALUTE/ROLL CALL; The meeting was called to order by Erin D’Orio at 5:04pm.

PUBLIC COMMENTS: Two members of the public in attendance; there were no public comments.

REVIEW/APPROVE MEETING MINUTES OF THE REGULAR BOARD MEETING HELD OCTOBER 19, 2023; After a review of the Meeting Minutes, noting update to include October’s discussion regarding update that the Ford pick-up engine is blown and will require replacement; and the Part-Time Operations Position is to be agendized and discussed at November Board Meeting, the Motion was made by Jason Chormicle; Second by Waldo Stakes, All in Favor 4; All Opposed 0; Motion passes 4/0.

REVIEW/APPROVE FINANCIAL REPORTS FOR OCTOBER 2023; Staff Bookkeeper, Peggy Einhorne participated in the discussion via teleconference. Reports were reviewed, costs are going over on our budgetary line item #1538 Maintenance – Water System for maintenance that needed to be done in order to get the District up-to-date in anticipation of our Sanitary Survey which should be anytime. Lee Logsdon stated that in prior years the line-item was \$45,000 and the line-item was reduced to \$25,000 this year. Peggy stated that a portion of that \$45,000 was put into another line-item in the amount of \$30,000 for a grand total of \$55,000 for maintenance. The roadwork was an unusual expenditure, but it was a necessary expenditure due to the condition of the road and minimal cover over our pipeline along Milpas Road. After discussion it was agreed the October Financial report will be tabled for some minor revisions and brought back before the Board for review and approval in November.

OPERATIONS/WATER SYSTEM UPDATE – Lee Logsdon; Report on system operations during the month of October, things are going well. Lee winterized/wrapped the new pipes at the well-heads at wellsites. Will finish winterization in the next couple weeks, no leaks this past month, otherwise nothing new to report.

DISTRICT BUSINESS/GENERAL MANAGERS UPDATE – Lorrie Steely

Discuss Milpas Road dirt and mainline cover project. Final totals are in, Lorrie Steely provided written Staff Report, in summary with the help of volunteers and the donation of equipment by the Walkers, the District was able to provide over 5200 tons of cover on Milpas for a cost of \$40,941. Had the District had to pay for material and dirt the total expenditure would have been over \$157,000 for a total savings of \$110,000.

Discuss annual water production report submitted to Water Master for water year 2022-2023. The water year ended in September 2023, Lorrie Steely provided a written Staff report itemizing the water pumping verses consumption for the year. There was a decrease in consumption in this past water-year of 16 acre feet. Water use in 2022 was 71AF and 55AF in 2023. Staff suspects the wet winter contributed to the less consumption. This year Lorrie was able to procure 100AF of water for our next water year at \$50/AF. Anticipating needs for the future, Staff will be looking in to finding and buying permanent water rights.

Discuss current 12-month moratorium on water-meter sales; implemented on January 19th 2023 for twelve months. That moratorium is set to expire January 19, 2024; Water use for the last year brings up the topic of the moratorium that was set in January 2023. Based on water consumption and the District’s ability to keep up with pumping needs this past summer, Staff is recommending the District proceed with caution in the next year with an amendment to the moratorium to allow the sale of five (5) meters total from January 2024 – January 2025. Amended Resolution will be brought to the Board for discussion/approval at December Board Meeting.

Discuss need to perform maintenance on pump stations at Tank 1 & Tank 2; Lorrie Steely discussed that Robert Porter with Roland Engineering had been onsite to inspect the pump stations at both Tank Sites. All 4 pumps

stations are in need of maintenance, a quote of NTE \$3,000 was received. The work will be done in November and regular maintenance every 6 months thereafter will be performed for a cost of \$800/ea.

Discuss Draft Operations and Maintenance Program and Schedule; select date for Committee meeting. Lorrie Steely briefly discussed the status of the O&M Program which is 90% complete. Lorrie will contact Brad Pace in the next few weeks to discuss schedules and see when Lee, Eric, Brad and Lorrie could meet before the next Board Meeting. Lee requested setting a date in the evening after 5pm or on a Friday.

GRANT UPDATES:

IRWMP Grant Update/PRV Stations: The next phase of the project, PRV Replacement will be advertised in December with Bid date in January 2024. Lorrie is working with engineer firms for quote on plans for adding the isolation valves along Milpas.

State Water Resources Control Board Grant – Generators: Funding for this grant will be incorporated into the Prop 1 Grant funding & construction process which is currently underway. Until such time that Staff can confirm this has occurred, we will keep this as a topic of discussion on the monthly agenda.

Prop 1 Grant (NV-5 James Nolte/Sac State): Ongoing grant process includes infrastructure improvements District-wide, new tanks and new well. There has been a delay on the part of BLM in identifying their needs for our second tank at the top location. Staff was able to contact BLM and we are identifying those needs now for environmental and biological requirements, James Owens with NV-5 Engineering will be at the January Board meeting to provide an update on the overall project.

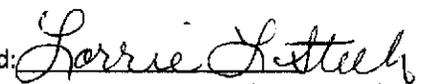
ACTION ITEMS:

DISCUSS/APPROVE JOB DESCRIPTION FOR OPERATIONS POSITION; The written job description for the part-time operations was provided to the Board for review and discussion. Staff discussed the job description, and the proposed cost for the position. Lee Logsdon stated that the position would require "on-call" hours for emergencies and that we should consider that when next year's budget is discussed. Hiring process was discussed and Waldo Stakes stated he thought the General Manager is the person who hires and fires, the Board approves budgets/costs and sets policy. Erin D'Orio stated she was under the impression the Board would hire new staff. Following those comments, Lee Logsdon stated that when Denise Johnson left as General Manager, the Board made him (Lee) the equal of Rick Porter who served in the capacity of Administrative Manager. Lee Logsdon stated that if we were to do an Organizational Chart, his position is the equal of the General Manager and both report directly to the Board. Waldo Stakes stated he would like the organization of the District to be more clear, that possibly the District should look for guidance to the organization of Mojave Water Agency. Eric Engleman inquired with respect to the hiring process, asking if staff feels they need help, then staff can hire someone beneath them, but the Board approves the expenditures for the position? Lee Logsdon responded to Eric Engleman stating the Board has to approve a position. As Staff we are recommend that we hire based upon the budget and based upon the need. Based upon all those factors involved. Eric asked about the office part-time administrative position and Lee responded stating that she shouldn't have been hired without the Board and that we need to do some housekeeping on that. Lorrie Steely stated that she was not certain that was correct, Denise Johnson as General Manager had an office assistant that she hired and she did not get Board approval. Waldo Stakes and Eric Engleman both stated that the office position had already been discussed and they thought she was hired and that was that. Lorrie Steely stated there seems to be some confusion in proper procedures and clarification is in order, as such the District's Attorney should be consulted. Motion to approve the operations part-time job description was made by Waldo Stakes; Second by Eric Engleman; All in Favor – 3; All Opposed – 0; Recused – 1; Motion passes 3/0

NEW BUSINESS: Erin D'Orio brought up the need to review the District's Rules and Regulations. Lorrie Steely stated that item was discussed at a prior Board Meeting and would be addressed after the O&M Program is reviewed.

Lorrie Steely discussed the status of the Ford pickup truck, the serpentine belt, radiator hoses, radiator will all be replaced, there are multiple sensors that need replacing as well as the motor mounts, the cost for replacing the engine will be approximately another \$4,500 for a total of \$8,500 +/- Lee Logsdon brought up his opinion that there is a need for another truck for the part time position. These items will be discussed at future meeting.

ADJOURNMENT: Waldo Stakes made the motion was made to adjourn, Second by Jason Chormicle, All in Favor – 4, All Opposed – 0, Motion Passes 4/0, meeting was adjourned at 7:14pm.

Approved:  12.21.2023
Board Secretary, Lorrie L. Steely