

**Minutes of the Regular Meeting
of the Board of Directors
Juniper Riviera County Water District**

THURSDAY, MAY 16, 2024

The Board of Directors of the Juniper Riviera County Water District met in a regular session. It held the regular meeting at the regular meeting place, 25715 Santa Rosa Road, Apple Valley, California. The meeting was called to order at 6:14 P.M. BOD President D'orio led the Pledge of Allegiance.

ROLL CALL:

DIRECTORS PRESENT: President D'orio, Vice-President Pace, Engleman, Waker, West. General Manager Smith, Executive Assistant Casey, Operations Manager Logsdon, and Maintenance Worker Chormicle are also in the district office.

ABSENT: None

PUBLIC PRESENT: No names provided

Tele-Conference: James Owens, NV5

NOTICE OF VACANCY: Director Engleman stated he is resigning, and his last meeting will be in June 2024. Notice of the Vacancy will be posted in the ValleyWide Newspaper.

PUBLIC COMMENT:

None.

CONSENT LIST:

1. The approval was tabled for April 18, 2024, to June 20, 2024, as it is incomplete.
2. No action was taken for the Accounts payable/Pay Warrants.

GENERAL MANAGER REPORT:

1. **MAY 2024 EFFICIENCY-PRODUCTION REPORT:** General Manager Smith informed the BOD that all water samples taken in April 2024 came back absent for contamination. The GM told the BOD that the Efficiency-Production Report was not ready but would be presented at the June 20, 2024, meeting.
2. **WATER SYSTEM OPERATIONS/MAINTENANCE UPDATE:** The Operations Manager, Mr. Logsdon, informed the BOD of the field maintenance and other fieldwork performed for May 2024.
3. **WELL #1 UPDATE:** The GM informed the BOD that proposals to have water well no. 1 pulled and inspected, with Legend Pump as the lowest quote being \$7,700. Vice-President Pace moved to approve having well No. 1 pulled, inspected, and video logged at a cost not to exceed \$7,700. Second by Director Walker. Yes: President D'orio, Directors Engleman, West. No: None. Abstain: None. Absent: None.
4. **DISTRICT WEBSITE:** The GM informed the BOD of the water district's new website, and the original URL will direct web searches to the new URL address, www.jrcwd.org. The GM briefed the BOD on ADA compliance and other regulatory topics that must be addressed if the district continues to use the GoDaddy platform.

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GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. **MEETING UPDATE:** General Manager Smith informed the BOD that while there was no conference in April, progress continued to be routed within the necessary state offices. The Teleconference with Mr. Owens with NV5 occurred at this time, and Mr. Owens let the Board know that the state grant project is progressing. Operations Manager Logsdon asked Mr. Owens how much longer it would take to get funding for the grant. Mr. Owens stated that NV 5 would be working till the end of the year. Mr. Owens continued with the CEQA document, which should be available by this August. Mr. Owens predicts that permission from property owners for new easements will take some time. Once the district and NV5 submit the required documentation to the state, it will take an additional 1 ½ years to analyze and approve before moving on to the next step in the grant process. Mr. Owens believes the state will not issue an agreement to construct until a couple of years from now. With no further questions or comments from the Board of Directors, Mr. Owens ended the teleconference call. The BOD continued to discuss in-depth aspects of the grant projects, with comments that it may be wise to spend our own money now to drill a well. Mr. Logsdon said we must be patient and expect that the grant will eventually come through; in the meantime, we explore the possibility of drilling a new well ourselves, and in any case, being very careful to take care of the “good” water well No. 1, with the urgency that we have having the well inspected ASAP. Mr. Logsdon said that he and Dan are already exploring the possibilities of funding a new water well, which may include a future loan and/or bond. Estimates on the time and cost of drilling a new water well are underway. President D’orio insists that we must prioritize this and purchase the land on which the new water well will be built. Mr. Logsdon agrees that all costs must be in the upcoming fiscal year budget.
2. **IRWMP UPDATE:** General Manager Smith informed the BOD that email communications with local and state representatives via emails, but no new updates were available.
3. **SWRCB UPDATE:** General Manager Smith informed the BOD that communications with NV5 and state representatives via emails. Easement letters have been mailed to the property owners affected by the new water main installations, with two responses from those interested in giving the water district access to the frontage on their property.

DISCUSSION/INFORMATION/ACTION:

1. **APRIL 2024 DELINQUENCY:** The General Manager informed the BOD of the number of late fees applied to delinquent accounts and that there were zero water shut-offs for April. *NO ACTION TAKEN.*
2. **2024 ELECTION FILING DEADLINE:** The General Manager reminded the Directors that the SB County election filing window would open from 7/15/24 to 8/9/24. The GM will inform us at the June 20, 2024, meeting whose terms are coming up. At this point in the meeting, extended discussion on filing form 700 began, with a group decision to have each member sign their form 700 documents.

A 30-MINUTE RECESS TOOK PLACE AT THIS TIME.

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3. **JRCWD WORKPLACE VIOLENCE PREVENTION PLAN DRAFT:** Second Reading –General Manager Smith advised the BOD that the DRAFT plan was created following the California Senate Bill 553 (SB 553), signed into law on September 30, 2023. SB 553 amended Labor Code section 6401.7 to require employers to develop and Implement a workplace violence prevention plan by newly codified Labor Code section 6401.9, which sets out the requirements for the plan—starting July 1, 2024. Director Walker motioned to approve the plan. Second by Vice-President Pace. *Yes: President D’orio, Directors Engleman, West. No: None. Abstain: None. Absent: None.*
4. **WATER STORAGE TANKS:** General Manager Smith informed the BOD that Marine Industrial Tanks (MIT) confirmed that all three water storage tanks have been inspected and cleaned with a general rating of “8 out of 10”. However, specific areas require repairs. The costs of repairing these areas will be discussed at a future meeting. Mr. Logsdon said we are good for another “3 to 5 years.” Then we’ll consider tank restoration. For the time being, it would be problematic to take a tank out of service for rehab. The GM agreed, noting that rehabilitation could potentially take place and be paid for through one of the current grants. Still, more information and investigation will need to take place for confirmation. *NO ACTION TAKEN*
5. **NEW POLICIES DRAFT:** Second Reading – General Manager Smith presented the BOD of the following recommended policies.
 - a. #3060 Easement Acceptance
 - b. #6040 Developer Requirements
 - c. #6050 Developer Agreement.

The BOD discussed the following policies in-depth, with minor comments that have to do with the board’s duty/right to evaluate new building projects within the district for conformance with the standards and purposes of the district. The GM and board will review building projects that involve the district water system and either approve, amend, or deny. Lee said that we haven’t yet had any district policies that protect the district, stating that the district has the right to evaluate, approve, alter, or deny new building projects. General Manager Smith suggested these policies as the other districts he serves, the source of which is the California Special Districts Association (CSDA), have already been reviewed and approved by each district’s attorney respectfully. Director Walker motioned to approve incorporating the variation of the CSDA’s policies #6040, #6050, and #6060 into JRCWD’s current policy handbook. Second by Vice-President Pace. *Yes: President D’orio, Directors Engleman, West. No: None. Abstain: None. Absent: None.*

6. **Ampstun Billing & Accounting Software:** General Manager Smith discussed the software possibilities, but currently is best to stay with our current EBmax software. *NO ACTION TAKEN*

NEW BUSINESS:

None.

DIRECTORS COMMENTS:

None.

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ADJOURNMENT:

By Director Walker to motion to adjourn the meeting. Second by Director Engleman. The meeting was adjourned at 08:20 P.M.

Daniel B. Smith, General Manager

APPROVED:

Erin D'orio, President of the Board of Directors