

February 23, 2015 Regular Board Meeting Minutes



**Cabazon Water District**  
14-618 Broadway Street • P.O. Box 297  
Cabazon, California 92230

**REGULAR BOARD MEETING**

**MINUTES**

**Meeting Location:**  
Cabazon Water District Office  
14-618 Broadway Street  
Cabazon, California 92230

**Meeting Date:**  
February 23, 2015 – 6:00 PM

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**REMEMBRANCE OF OUR SERVICE MEN AND WOMEN**

**ROLL CALL**

Director Joseph Tobias – Present at around 18:24 hr.  
Director Teresa Bui - Present  
Director Martin Sanderson - Present  
Board Vice Chair Janet Mejia - Present  
Board Chair Kerri Mariner - Present

Calvin Louie, General Manager - Present  
Elizabeth C. Lemus, Board Secretary - Present  
Linda S. Halley, Financial Consultant - Absent  
Joseph Ortiz, Best Best & Krieger Law Firm - Absent  
Steve Anderson, Best Best & Krieger Law Firm - Present

Note: This meeting was recorded by the District -

**PUBLIC COMMENTS**

Any person may address the Board of Directors at this time on any matter within the subject matter jurisdiction of the Cabazon Water District that is not listed on the agenda; however, any matter that requires

action will be referred to staff for investigation and reported at a subsequent Board of Directors meeting. The Board of Directors is prohibited by law from discussing or taking immediate action on items during this public comment period. To comment on specific agenda items, please advise the Board secretary prior to the meeting. Each public comment will be limited to three (3) minutes. Individuals may not give their time away to another spokesperson. After two (2) minutes, the speaker will be notified that he/she has one (1) minute remaining. AB 1234 ORAL REPORTS (Gov. Code Sec. 53232.3(d))

### **CONSENT CALENDAR**

All matters in this category are considered to be consistent with the Board/District goals, District Policies and Regulations adopted and/or approved by the Board of Directors, and will be enacted in one motion. There will be no separate discussion of these items. If discussion is required, items may be removed from the consent calendar and will be considered separately.

1. Approval of:
  - a. Finance and Audit Committee Meeting Minutes of January 26, 2015, regarding December 2014 Financials
  - b. Regular Board Meeting Minutes of January 26, 2015
2. Warrants – None
3. Awards of Contracts – None

**Motion to approve consent calendar item (a.) Finance and Audit Committee Meeting Minutes of January 26, 2015, regarding December 2014 Financials made by Director Sanderson and 2<sup>nd</sup> by Director Bui**

Director Tobias - Aye  
Director Bui - Aye  
Director Sanderson - Aye  
Director Mejia - Aye  
Director Mariner - Aye

**Motion to approve consent calendar item (b.) Regular Board Meeting Minutes of January 26, 2015 with Director Bui's changes to the minutes\* made by Director Sanderson and 2<sup>nd</sup> by Director Bui**

Director Tobias - Aye  
Director Bui - Aye  
Director Sanderson - Aye  
Director Mejia - Aye  
Director Mariner – Aye

\*Director Bui wanted the regular board minutes of 1-26-15 changed on pg. 2 of 9 near the bottom (“\*Director Bui wanted it recorded that she felt the December 15, 2014 Regular Board Meeting minutes were incorrect”) to say “The Chair individually decided to put Ms. Maxine Israel’s agenda item request on the agenda without the consensus of the Board”.

Motion to cease the Regular Board meeting of February 23, 2015 at 21:00 hr. (place a time limit on the meeting).

Director Tobias - Aye  
Director Bui - Nay  
Director Sanderson - Aye  
Director Mejia - Aye  
Director Mariner – Aye

\*NOTE: Because a time limit was set for the Board meeting to end, the General Manager asked the Board if they could reorganize the agenda in order to discuss the following items; the Board did not voice any objections to discussing the following items directly after the General Manager's Operations Report:

1. OLD BUSINESS: Discussion/Action Item #1: Approval of revisions to Director Policies (by Board & General Counsel)
2. OLD BUSINESS: Discussion/Action Item #2: Request for reorganization of the Board (Chair and Vice Chair positions) by Director Sanderson.
3. OLD BUSINESS: Discussion/Action Item #4: California Rural Water Association – South Tahoe Expo – April 27 – 29, 2015 – Board member's commitment to attend. (by Board Secretary & General Manager)
4. NEW BUSINESS: Discussion/Action Item #3: In-house or Contract Emergency Response, Repair, and Construction Crew (by General Manager).

Board to select hiring A) in-house employees or B) issue RFP to outsource these positions and services.

- a. Presentation on current contract emergency response repair and construction crew. (by Director Tobias)
- b. Staff report on In-house or contracting emergency response repair and construction crew. (by General Manager)

#### UPDATES

Update: San Gorgonio Pass Water Taskforce Update  
(by Director Mariner)

Update: Manager's Operations Report  
(by General Manager Louie)

- Almond Vault Repair Update
- Production Well Totalizer Replacements
- California Sustainable Groundwater Management Act.
- Collection Updates
- Calls for Service & Complaint Incidents

**OLD BUSINESS**

1. Discussion/Action: Approval of revisions to Director Policies (by Board & General Counsel)
  - a. Approval of CIVILITY POLICY
  - b. Approval of policy for adding Future Items onto the Agenda by Board members.
  - c. Discussion on public request to the Board to add items onto the Agenda.
  - d. Public Comment Cards for Items on the Agenda (by Director Sanderson)
  - e. Annual Reorganization of Chair and Co-Chair (by Director Sanderson)
  - f. Board packages be published and disbursed one (1) week prior to the Regular Board meeting (by Director Joe Tobias)

It was the consensus of the Board that they would like the Board Secretary to make her best efforts to compile and distribute the regular meeting board packets six to seven days in advance (the prior Monday or Tuesday before the board meeting) if possible, and if, in a rare circumstance, an emergency agenda item subject presents itself 72 hours before the regular board meeting which needs to be added to the agenda, the Board Secretary will make her best effort to notify Directors by email or phone call of any new urgent, last-minute agenda item and additional materials (if any). It was also noted by the Board that if a request to add an agenda item was received after the compilation or distribution of the regular meeting board packets, that unless that agenda item was a rare emergency, any requested agenda items must wait until the next scheduled board meeting in order to be added to the agenda.

Motion to approve the use of Public Comment Cards during Board Meetings: if the public wishes to comment on an Agenda item, the request shall be submitted on a District-designated Public Comment Card prior to the meeting. The card, supplied by management, will have a place for the Agenda item number which the individual may want to address, along with the speaking individual's name, and whether the speaker is neutral, for, or against the Agenda item being passed. The speaker will have 2 (two) minutes per agenda item, timed by the Vice-Chair. Only one Public Comment Card per agenda item per person may be submitted. Motion made by Director Sanderson and 2<sup>nd</sup> by Director Tobias

Director Tobias - Aye  
Director Bui - Nay  
Director Sanderson - Aye  
Director Mejia - Aye  
Director Mariner - Aye

2. Discussion/Action: Request for reorganization of the Board (Chair and Vice Chair positions) by Director Sanderson.

\*NOTE: Due to a lack of time, this item was neither discussed nor voted on. It will be placed on the March 16, 2015 Regular Board Meeting Agenda for discussion/action.

3. Discussion/Action: Website Developer & Webmaster – Approval of proposed RFP (by General Manager)

\*NOTE: Due to a lack of time, this item was neither discussed nor voted on. It will be placed on the March 16, 2015 Regular Board Meeting Agenda for discussion/action.

4. Discussion/Action: California Rural Water Association (CRWA) – South Tahoe Expo – April 27 – 29, 2015 – Board member’s commitment to attend. (by Board Secretary & General Manager)

\*NOTE: The General Manager requested that all Directors contact the District before 11:00 am the following day (2/24/2015) if they wished to attend the CRWA South Tahoe Expo (April 27-29, 2015) in order for class attendee registrations to be made. There were no objections to this voiced by the Board.

5. Discussion/Action: California Sustainable Groundwater Management Act Workshop – Board to select a date and time. (by General Manager & Legal Counsel)

\*NOTE: Due to a lack of time, this item was neither discussed nor voted on. It will be placed on the March 16, 2015 Regular Board Meeting Agenda for discussion/action.

#### NEW BUSINESS

1. Discussion/Action: Customer Concern: Nicholas Christiansen, Mission St. Acct. No. 3-3067NC

\*NOTE: Due to a lack of time, this item was neither discussed nor voted on. It will be placed on the March 16, 2015 Regular Board Meeting Agenda for discussion/action. Mr. Christiansen was not present at the meeting at anytime.

2. Discussion/Action: Selection of “ad hoc” committee to work with two Board members from other water retailers and San Geronio Pass Water Agency to discuss and review SGPWA plans on long-term water supply planning. (by General Manager & Board)

- a. Selection two (2) Board members

\*NOTE: Due to a lack of time, this item was neither discussed nor voted on. It will be placed on the March 16, 2015 Regular Board Meeting Agenda for discussion/action.

**NEW BUSINESS (Cont.)**

3. Discussion/Action: In-house or Contract Emergency Response, Repair, and Construction Crew (by General Manager)

Board to select hiring A) in-house employees or B) issue Request for Proposal (RFP) to outsource these positions and services.

- c. Presentation on current contract emergency response repair and construction crew. (by Director Tobias)
- d. Staff report on in-house or contracting emergency response repair and construction crew. (by General Manager)

Motion to generate a RFP\* and present proposed RFP to the Board for approval during the March 16, 2015 Board Meeting to contract emergency response construction crews (outsourcing) made by Director Sanderson and 2<sup>nd</sup> by Director Mejia.

Director Tobias – Aye  
Director Bui – Abstain  
Director Sanderson – Aye  
Director Mejia – Aye  
Director Mariner – Nay

\*NOTE: It was discussed and the consensus of the Board that any future agreements entered into by the District should be detailed contracts, with termination/opt-out clauses, etc.

\*NOTE: After this item was discussed, the Board Meeting abruptly ended because of the earlier motion to end the Board Meeting at 9:00 pm. "Board/General Manager Comments", "Miscellaneous", and an official "Adjournment" were not made nor discussed. The Board left the premises and the meeting was finished.

**BOARD/GENERAL MANAGER COMMENTS**

1. Future Agenda Items

The Board Chair or the majority of the Board may direct staff to investigate and report back to an individual(s) and the Board on matters suggested or direct the General Manager/Board Secretary to place the matter on a future Board meeting.

- Suggested agenda items from the Public.
- Suggested agenda items from Board Members.
- Suggested agenda items from Management.

2. Board Member Comments

Board members may speak on items of information not requiring comment or discussion to the Board and public. (3 minutes)

### 3. Management Comments

Staff members may speak on items of information not requiring comment or discussion to the Board and public. Topics which may be included on a future meeting agenda may be presented but cannot be discussed. (3 minutes)

### MISCELLANEOUS


#### 1. Future Board Items/Next Board Meeting Date(s)

- a. Finance & Audit Workshop – March 16, 2015, 3:45 pm
- b. Regular Board Meeting – March 16, 2015, 6:00 pm
- c. Personnel Committee – None
- d. San Gorgonio Water Task Force – Technical Committee – Banning City Hall  
March 25, 2015 – 4:30 PM
- e. San Gorgonio Water Task Force – General Meeting – Banning City Hall – March 25, 2015  
– 6:00 PM


### ADJOURNMENT

\*NOTE: After "NEW BUSINESS: Discussion/Action Item #3: In-house or Contract Emergency Response, Repair, and Construction Crew" was discussed, the Board Meeting abruptly ended because of the earlier motion to end the Board Meeting at 9:00 pm (see top of pg. 3). "Board/General Manager Comments", "Miscellaneous", and an official "Adjournment" were not made nor discussed. The Board left the premises and the meeting was finished.

Meeting adjourned at 21:05 hr. on Monday, February 23, 2015



Kerri Mariner, President  
Board of Directors  
Cabazon Water District



Elizabeth Lemus, Secretary  
Board of Directors  
Cabazon Water District

#### ADA Compliance Issues

*In compliance with the Americans with Disabilities Act & Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the Clerk of the Board at (951) 849-4442. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide access.*

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