

MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
OLIVENHAIN MUNICIPAL WATER DISTRICT

AUGUST 19, 2020

A regular meeting of the Board of Directors of Olivenhain Municipal Water District was held on Wednesday, August 19, 2020 at the District office, 1966 Olivenhain Road, Encinitas, California via video conference.

President Sprague called the meeting to order at 4:02 p.m. Following the Pledge of Allegiance, the Assistant Secretary called the roll. Directors present were Guerin, Kephart, Sprague, Topolovac, and Watt. It was noted that Directors Guerin, Kephart, Sprague, Topolovac, and Watt participated in the meeting via teleconference in accordance with Governor Newsom's Executive Order N-35-20, which allows for local or state legislative bodies to hold meetings via teleconference, to make meetings accessible electronically, and waives certain Brown Act provisions as stated in item 11 of the Executive Order.

President Sprague declared a quorum present and ordered the meeting to proceed. In attendance via video conference were Kimberly Thorner, General Manager; Joey Randall, Assistant General Manager; Rainy Selamat, Finance Manager; Jason Hubbard, Engineering Manager; John Carnegie, Customer Services Manager; Geoff Fulks, Operations Manager; Jennifer Joslin, Acting Human Resources Manager; Don MacFarlane, Consulting Engineer; Stephanie Kaufmann, Executive Secretary; Arman Tarzi, Administrative Analyst; and Doug Gillingham with Gillingham Water.

The following phone numbers called into the meeting: (760) 744-0460, (619) 838-9065, (858) 668-6596, and (858) 243-6374.

5. ADOPTION OF AGENDA

President Sprague moved to adopt the agenda, seconded by Director Topolovac and approved by the following roll call vote:

AYES:	Directors Guerin, Kephart, Sprague, Topolovac, and Watt
NOES:	None
ABSTAIN:	None
ABSENT:	None

6. PERSONAL APPEARANCES AND PUBLIC COMMENTS

There were no personal appearances or public comments.

7. PRESENTATION OF AWARDS AND HONORABLE MENTIONS

Presentation of awards and honorable mentions will be presented at a later date.

8. CONSIDER APPROVAL OF THE MINUTES OF THE JULY 15, 2020 REGULAR BOARD OF DIRECTORS MEETING

President Sprague moved to approve the July 15, 2020 Regular Board of Directors meeting minutes, seconded by Director Kephart and approved by the following roll call vote:

AYES:	Directors Guerin, Kephart, Sprague, Topolovac, and Watt
NOES:	None
ABSTAIN:	None
ABSENT:	None

9. CONSENT CALENDAR

C-a CONSIDER ADOPTION OF A MOTION APPROVING THE PAYMENT OF LISTED WARRANTS FROM THE DISTRICT'S REVOLVING AND REGULAR ACCOUNTS; LISTED TRANSFERS OF FUNDS; AND REIMBURSEMENT OF EXPENSES TO BOARD MEMBERS AND STAFF

C-b CONSIDER ADOPTION OF A RESOLUTION RECOGNIZING SEPTEMBER 21-27, 2020 AS POLLUTION PREVENTION WEEK

C-c CONSIDER ADOPTION OF A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OLIVENHAIN MUNICIPAL WATER DISTRICT HONORING CATHERINE M. COLLIER FOR 25 YEARS OF DEDICATED SERVICE

C-d CONSIDER APPROVAL OF A CONTRACT WITH AQUA METRIC SALES COMPANY, INC. IN THE AMOUNT OF \$64,925 FOR AMI EXPANSION PHASE VI AND AUTHORIZE THE GENERAL MANAGER TO SIGN ON OMWD'S BEHALF

C-e CONSIDER ACCEPTANCE OF THE 121 AVENIDA ESPERANZA WATER SERVICE INSTALL PROJECT (SOCAL MANAGEMENT, LLC) INTO THE DISTRICT'S SYSTEM AND ORDER A NOTICE OF COMPLETION FILED

C-f CONSIDER APPROVAL OF PRIVATE ENCROACHMENT PERMIT NO. 406 FOR 6886 CIRCO DIEGUENO COURT (GORDON H. SCHENK AND MARY K. HEON FAMILY TRUST DTD 12-31-08) AND ORDER THE PERMIT BE RECORDED

C-g CONSIDER APPROVAL OF PRIVATE ENCROACHMENT PERMIT NO. 407 FOR PALMS RESERVOIR SITE CIRCO - DIEGUENO COURT (GORDON H. SCHENK AND MARY K. HEON FAMILY TRUST DTD 12-31-08) AND ORDER THE PERMIT BE RECORDED

Director Watt moved to authorize the Consent Calendar items, seconded by Director Guerin and approved by the following roll call vote:

AYES: Directors Guerin, Kephart, Sprague, Topolovac, and Watt  
NOES: None  
ABSTAIN: None  
ABSENT: None

10. CONSIDER AN INFORMATIONAL REPORT ON THE SAN DIEGO COUNTY WATER AUTHORITY PROPOSED INDEPENDENT REGIONAL CONVEYANCE SYSTEM STUDY (RCSS) AND AN INDEPENDENT ECONOMIC ANALYSIS CONDUCTED BY 18 OF THE MEMBER AGENCY MANAGERS, APPROVE CHANGE ORDER NO. 1 TO THE DLM CONTRACT FOR THE INDEPENDENT ECONOMIC ANALYSIS, AND CONSIDER APPROVAL OF POINTS FOR AN OPPOSITION LETTER

General Manager Thorner, consultants Don MacFarlane, and Doug Gillingham presented the report.

President Sprague moved to authorize the change order and to authorize the General Manager to draft a Regional Conveyance System Study opposition letter, seconded by Director Watt and approved by the following roll call vote:

AYES: Directors Guerin, Kephart, Sprague, Topolovac, and Watt  
NOES: None  
ABSTAIN: None  
ABSENT: None

11. CONSIDER PRESENTATION ON ENTERPRISE ASSET MANAGEMENT WORK ORDER BACKLOG (INFORMATIONAL ITEM)

Operations Manager Fulks presented the report.

This was an informational update. No board action was required.

12. CONSIDER STAFF REPORT AND ACCEPT THE ANNUAL REVIEW OF OLIVENHAIN MUNICIPAL WATER DISTRICT'S WATER CAPACITY FEES (2020)

Director Watt moved to accept this annual review of OMWD's water capacity fees for 2020 with no adjustment to the existing capacity fees, seconded by President Sprague and approved by the following roll call vote:

AYES: Directors Guerin, Kephart, Sprague, Topolovac, and Watt  
NOES: None  
ABSTAIN: None  
ABSENT: None

13. CONSIDER A STATUS UPDATE ON THE NEW AND REMODELED OPERATIONS AND ADMINISTRATION FACILITIES PROJECT AND APPROVAL OF CHANGE ORDER NO. 7 IN THE AMOUNT OF \$66,751 TO KEETON CONSTRUCTION COMPANY, INC. AND AUTHORIZE THE GENERAL MANAGER TO SIGN ON BEHALF OF THE DISTRICT

Engineering Manager Hubbard presented the report.

President Sprague moved to approve Change Order No. 7 in the amount of \$66,751 and authorize the General Manager to sign on behalf of the District, seconded by Director Guerin and approved by the following roll call vote:

AYES:	Directors Guerin, Kephart, Sprague, Topolovac, and Watt
NOES:	None
ABSTAIN:	None
ABSENT:	None

14. CONSIDER AN UPDATE ON THE INSPECTION AND CONDITION ASSESSMENT FOR HIGH-PRIORITY PIPELINES

Engineering Manager Hubbard presented the report.

This was an informational update. No board action was required.

15. CONSIDER A RESOLUTION AUTHORIZING THE APPLICATION FOR FUNDING FROM THE UNITED STATES BUREAU OF RECLAMATION’S “WATERSMART GRANTS: WATER AND ENERGY EFFICIENCY GRANTS FOR FISCAL YEAR 2021” PROGRAM AND AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT WITH THE UNITED STATES BUREAU OF RECLAMATION

Administrative Analyst Tarzi presented the report.

Director Kephart moved to adopt Resolution 2020-19, seconded by Director Topolovac and approved by the following roll call vote:

AYES:	Directors Guerin, Kephart, Sprague, Topolovac, and Watt
NOES:	None
ABSTAIN:	None
ABSENT:	None

16. CONSIDER APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH AMERICAN CONSERVATION & BILLING SOLUTIONS, INC. FOR CUSTOMER ENGAGEMENT PORTAL SERVICES, AUTHORIZE THE GENERAL MANAGER TO SIGN ON BEHALF OF THE DISTRICT, AND TO APPROPRIATE AN ADDITIONAL \$59,733 TO THE AMI EXPANSION PROJECT FISCAL YEAR 2021 BUDGET

Director Kephart moved to enter into a professional services agreement for customer engagement portal services, authorize the General Manager to sign on behalf of the District, and appropriate an additional \$59,733 to the AMI Expansion Project fiscal year 2021 budget, seconded by President Sprague and approved by the following roll call vote:

AYES:	Directors Guerin, Kephart, Sprague, Topolovac, and Watt
NOES:	None
ABSTAIN:	None
ABSENT:	None

17. CONSIDER UPDATE ON THE GENERAL MANAGER’S DECLARED COVID-19 EMERGENCY

This was an informational update. No board action was required.

18. INFORMATIONAL REPORTS

A. President’s Report

President Sprague did not have anything to report.

B. General Manager’s Report

General Manager Thorner did not have an additional report.

Consulting Engineer’s Report

Consulting Engineer MacFarlane’s written report was distributed to the board.

C. General Counsel’s Report

General Counsel Smith provided a written report that was included in the board packet.

D. San Diego County Water Authority Report

Director Guerin reported that there will be an MWD/SDCWA litigation hearing in the near future.

E. Legislative Report

The Legislative Report was included in the board packet.

F. Twelve Month Calendar/Other Meetings/Reports by Board Members Per AB 1234

**GM Teleconference - OMWD Issues (Jul 14)**

Director Watt had a teleconference meeting with the General Manager to discuss SDCWA issues.

**New and Remodeled Facilities Tour (Jul 20)**

Director Watt toured the facilities.

**ACWA JPIA Virtual Board Meeting (Jul 27)**

Director Watt participated in the meeting.

**Document Signing (Jul 27)**

Directors Kephart and Sprague met with Executive Secretary Kaufmann to sign documents.

**Facilities Committee Meeting (Jul 28)**

Directors Guerin and Watt participated in the meeting.

**ACWA Virtual Conference (Jul 28-30)**

Directors Kephart and Watt attended the virtual conference.

**GM Teleconference (Jul 31)**

Director Kephart had a teleconference meeting with the General Manager.

**GM Teleconference (Aug 3)**

Director Watt had a teleconference meeting with the General Manager.

**Meeting with the GM - CWA/OMWD Issues (Aug 4)**

Director Guerin met with the General Manager to discuss SDCWA and OMWD Issues.

**GM Teleconference - Regional Conveyance (Aug 10)**

Director Guerin had a teleconference meeting with the General Manager to discuss the Regional Conveyance System Study.

**GM Teleconference (Aug 10)**

Director Topolovac had a teleconference meeting with the General Manager.

**New Building Tour, Document Signing (Aug 11)**

Director Kephart toured the new building and signed documents with Executive Secretary Kaufmann.

**Finance Committee Meeting (Aug 12)**

Directors Sprague and Watt had a teleconference meeting with the General Manager.

**GM Teleconference (Aug14)**

Director Kephart had a teleconference meeting with the General Manager.

**Ad Hoc Outreach Committee Meeting (Aug 17)**

Directors Sprague and Watt participated in the meeting.

**Teleconference with the GM (Aug 17)**

Director Kephart had a teleconference meeting with the General Manager.

19. **CORRESPONDENCE**

Correspondence was provided in the board packet.

20. **AUTHORIZATION TO ATTEND UPCOMING MEETINGS / CONFERENCES / SEMINARS**

There were no meetings requiring authorization to attend.

21. **FUTURE AGENDA ITEMS**

Director Kephart requested an update to Article 2 of OMWD's Administrative and Ethics Code to include the Assistant Secretary and Assistant Treasurer designations. These designations were previously approved by resolution. The Board requested the General Manager handle these items the next time she updates the Administrative and Ethics Code with the rotation of officers.

Director Kephart also asked for a review of Ad Hoc and Standing Committees. Committees will be reviewed after the Board committee assignments take place in at the January 2021 Board Meeting.

22. CONSIDER PUBLIC COMMENTS

There were no public comments.

NOTE: There was not a closed session this meeting.

23. ADJOURNMENT

President Sprague adjourned the meeting at 6:33 p.m.

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Edmund K. Sprague, President  
Board of Directors  
Olivenhain Municipal Water District

ATTEST:

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Robert M. Kephart, Secretary  
Board of Directors  
Olivenhain Municipal Water District