

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

May 17, 2017

A regular meeting of the Board of Directors of Olivenhain Municipal Water District was held on Wednesday, May 17, 2017 at the District office, 1966 Olivenhain Road, Encinitas, California.

President Watt called the meeting to order at 4:01 p.m. Following the Pledge of Allegiance, the Assistant Secretary called the roll. Directors present were Guerin, Sprague, Topolovac, Varty, and Watt.

President Watt declared a quorum present and ordered the meeting to proceed. In attendance were Kimberly Thorner, General Manager; Alfred Smith, General Counsel; Joseph Randall, Assistant General Manager; Rainy Selamat, Finance Manager; George Briest, Engineering Manager; Dave Smith, Operations Manager; Tom Wood, HR Manager; John Carnegie, Customer Services Manager; and Stephanie Kaufmann, Executive Secretary.

Also in attendance were Consulting Engineer Don MacFarlane; District employees Brian Sodeman – Customer Service and Public Affairs Supervisor; Dan Bean – Construction Supervisor; and Jesica Cleaver – Education Conservation Coordinator.

5. ADOPTION OF AGENDA

Director Sprague moved to adopt the agenda, seconded by Director Guerin and carried unanimously.

6. PERSONAL APPEARANCES AND PUBLIC COMMENTS

There were no personal appearances or public comments.

7. PRESENTATION OF AWARDS AND HONORABLE MENTIONS

- * Certificate of Achievement for Excellence in Financial Reporting for the 2016 CAFR from the Government Finance Officers Association (GFOA)
- * Cesar Vigil – Utility I construction – New Hire
- * Mark Wilson – Meters Supervisor – Promotion
- * Jesica Cleaver – Education & Conservation Coordinator – Promotion
- * Margaret Douglas – Customer Service Representative I – Lateral Transfer
- * Shawn Patterson – Department Assistant – New Hire

All employees were recognized and congratulated for their excellent contributions and years of service.

8. CONSIDER APPROVAL OF THE MINUTES OF THE APRIL 19, 2017 REGULAR BOARD OF DIRECTORS MEETING

Director Sprague moved to approve the April 19, 2017 meeting minutes, seconded by Director Topolovac and carried unanimously.

9. CONSENT CALENDAR

C-a CONSIDER ACCEPTANCE OF THE NEIGHBORHOOD 1 SEWER PUMP STATION HVAC RENOVATION PROJECT (RICCO REFRIGERATION & AIR) INTO THE DISTRICT'S SYSTEM AND ORDER THAT A NOTICE OF COMPLETION BE FILED

President Watt moved to approve the Consent Calendar items as written, seconded by Director Topolovac and carried unanimously.

10. CONSIDER AN INFORMATIONAL REPORT ON PIPELINE CONDITION ASSESSMENT PROJECT

Engineering Manager Briest provided the update. This was an informational item. No Board action was required.

11. CONSIDER ANNUAL UPDATE OF THE DISTRICT'S FIVE YEAR STAFFING ANALYSIS

HR Manager Wood presented the Staffing Analysis.

It was noted that there was board consensus to eliminate the comparison table as part of the Staffing Analysis.

Director Guerin moved to approve a Cathodic Protection Technician, Grow Your Own (GYO) Accounting Supervisor internal promotional opportunity, Allow for a Grow Your Own (GYO) Field Services Technician III internal promotional opportunity, allow for the addition of a new Senior Systems Administrator position, and adjust the title of Meters Supervisor to that of Field Services Supervisor, seconded by Director Varty and carried unanimously.

12. CONSIDER A PRESENTATION AND REVIEW OF THE OLIVENHAIN MUNICIPAL WATER DISTRICT'S PROPOSED DRAFT ANNUAL OPERATING AND CAPITAL BUDGET (FISCAL YEAR 2017-2018) AND ANNUAL FINANCIAL RISK ASSESSMENT

Finance Manager Selamat presented the report. No Board action was required. Final consideration and/or approval of the budget is set for the June 21, 2017 board meeting.

13. CONSIDER ADOPTION OF AN ORDINANCE AMENDING OLIVENHAIN MUNICIPAL WATER DISTRICT'S ADMINISTRATIVE AND ETHICS CODE (Article 6 - Regulations Governing Purchases and Surplus Sales, Article 8 - Water Rates and Charges, Article 9 - Rules Relating to Customer Accounts, Article 12 - Violations and Penalties, Article 19 - Association Membership, Article 26 - Regulations of the Elfin Forest Recreational Reserve and Other District Parks)

Upon motion by President Watt and a second by Director Varty, Ordinance No. 449 was adopted by the following roll call vote:

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

14. CONSIDER INFORMATIONAL REPORT ON WATER SUPPLY CONDITIONS, EMERGENCY REGULATION, AND LONG-TERM WATER USE EFFICIENCY LEGISLATION

Customer Service and Public Affairs Supervisor Sodeman provided the update. This was an informational item. No Board action was required. The board elected to receive this report quarterly in the future.

15. INFORMATIONAL REPORTS

A. President's Report

President Watt reported on the Water Reliability Coalition reception, retirement luncheon, Safety Committee meeting, SWPPP presentation, docent BBQ, ACWA JPIA meeting, ACWA conference, and facilities tour that he attended.

B. General Manager's Report

General Manager Thorner reported that the NSDWRC received an approval letter from the Bureau of Reclamation for the Title XVI Feasibility Study.

C. Consulting Engineer's Report

Consulting Engineer MacFarlane provided a written report that was included in the board packet.

D. General Counsel's Report

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

E. San Diego County Water Authority Report

General Manager Thorner gave an update on the SDCWA/MWD Litigation.

F. Legislative Report

The report was included in the board packet.

G. LAFCO Report

Director Sprague provided a brief update on retiring LAFCO staff members.

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

Water Reliability Coalition 4th Annual Spring Reception (Apr 20)

Directors Varty and Watt attended the reception.

Earth Day Cleanup at EFRR (Apr 22)

Director Varty attended the cleanup event.

Personnel Subcommittee Meeting (Apr 26)

Directors Guerin and Varty participated in the Personnel Subcommittee meeting.

Mike Perez Retirement Luncheon (Apr 26)

Directors Topolovac, Varty and Watt attended the luncheon.

Safety Committee Meeting (Apr 27)

Director Topolovac and Watt attended the meeting and provided brief comments.

SWPPP Intern Presentation (May 2)

President Watt attended the presentation.

Finance Committee Meeting (May 3)

Directors Sprague and Varty attended.

Public Policy Committee Meeting (May 4)

Directors Guerin and Sprague attended the meeting.

Docent Appreciation BBQ (May 6)

Directors Varty and Watt attended the event to recognize the docents at the EFRR.

ACWA JPIA Board of Directors Meeting (May 8)

President Watt participated in the ACWA JPIA meeting in Monterey.

ACWA Spring Conference (May 9-12)

Directors Guerin, Varty, and Watt attended the conference in Monterey, CA.

Facilities Tour (May 12)

President Watt participated in the facilities tour and provided comments.

COWU Breakfast (May 16)

Director Varty attended the COWU meeting.

16. **CORRESPONDENCE**

Correspondence was provided in the board packet.

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

There were no meetings requiring authorization to attend.

18. **FUTURE AGENDA ITEMS**

President Watt requested a future agenda item and review from the General Counsel on district subcommittees. The board unanimously concurred.

19. **CONSIDER PUBLIC COMMENTS**

There were no public comments.

NOTE: The meeting was in recess

from 6:42 p.m. to 6:50 p.m.

NOTE: The meeting was in closed session
from 6:50 p.m. to 7:18 p.m.

20. CLOSED SESSION

- A) CONSIDER GENERAL COUNSEL REVIEW [PURSUANT TO GOVERNMENT CODE SECTION 54957] • Additional Facts: Consider preliminary input by each member of the board; full review and compensation discussion to be held on May 31, 2017.

OPEN SESSION

President Watt directed staff on all closed session items.

21. ADJOURNMENT

President Watt adjourned the meeting at 7:18 p.m.

Lawrence A. Watt, President
Board of Directors
Olivenhain Municipal Water District

ATTEST:

Gerald E. Varty, Secretary
Board of Directors
Olivenhain Municipal Water District